# Risk Assessment

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| **Operation Description:** | COVID-19 Schools wider opening |
| **Operation Location:** | All LCC-controlled School and educational settings |
| **Persons at Risk:** | LCC employees, pupils, parents/carers |

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| **Risk Assessment Guidance**  **Hazard:** Something with the potential to cause **harm**.  **To Assess Risk:** Using the **tables below**, consider **Severity** (S) and **Likelihood** (L) **without** Control Measures. **Multiply** (S x L)  If applicable, **add** the **Weighting** figure**.**  **Describe Control Measures:** Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.  **Re-assess Risk**, considering Severity (S) and Likelihood (L) **with** Control Measures in place.  **Multiply** (S x L) and, if applicable, **add** the **Weighting** figure **= Risk Rating** (with controls). | | | | | | | | | | | | | | | | | | |
| **Severity (S)** | | | | | **x** | **Likelihood (L)** | | | **+** | **Weighting (W)** | **=** | **Risk Ratings (R)** | | | | | | |
| Fatality = **5** | | | | |  | Likely = **5** | | |  | Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = **5** |  | **20 +** | | | Very High Risk | | | |
| Injury (Specified injury / RIDDOR reportable) = **4** | | | | |  | Probable = **4** | | | **15 - 19** | | | High Risk | | | |
| Injury (requiring treatment and/or 3 to 7 day absence) = **3** | | | | |  | Possible = **3** | | |  | Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = **3** |  | **9 – 14** | | | Medium Risk | | | |
| Injury (requiring treatment and/ or absence less than 3 days) = **2** | | | | |  | Unlikely = **2** | | | **4 – 8** | | | Low Risk | | | |
|  | Fully qualified/professional/ management/ and/or persons above 25yrs = **0** |  |
| Minor Injury = **1** | | | | |  | Very Unlikely = **1** | | | **1 - 3** | | | Very Low risk | | | |
| **HAZARD** | Assessment of Risk **without** control measures | | | | | | **CONTROL MEASURES TO REDUCE THE RISK** | | | | | Assessment of Risk **with**control measures | | | | |
| **S x L + W = R** | | | | | |  | | | | | **S x L + W = R** | | | | |
| "Very High Risk" employees contracting COVID-19 | **5** | **4** | **0** | | | **20** | **Applicable to all LCC employees:**   * **Not** allowed to work from LCC buildings, **MUST** remain in Lockdown and working from home as per Government Instruction. | | | | | **5** | **1** | | **0** | **5** |
| Employee who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them. | **5** | **3** | **0** | | | **15** | **Applicable to all non-essential / non- key workers:**   * **Not** allowed to work from LCC buildings, **MUST** remain in Lockdown and working from home as per Government Instruction.   **Applicable to essential / key workers:**   * Can/is the employee self-isolating from the "very high-risk" individual within their household:-  1. If **NO** then they will NOT be allowed to work from LCC buildings, **MUST** remain in Lockdown and working from home as per Government Instruction. 2. If **YES** further investigation by the line manager will be required to establish length of self-isolation i.e. more than 14 days, are they showing/had any symptoms? Where suitable self-isolation is confirmed and no symptoms present this employee may be considered to work from an LCC building with any specific controls implemented depending on their situation.  * The testing of essential / key worker and their families/households could allow certain individuals to return to work. See Section 3 - Critical Staff Testing Process flowchart. | | | | | **5** | **1** | | **0** | **5** |

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| School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19. | **4** | **3** | **0** | **12** | * Daily checks will be made with:-   + Government websites [(Gov.uk)](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIvfns9tX76AIVDbDtCh0a1g7REAAYASAAEgIO0vD_BwE) or [LCC website](https://www.lincolnshire.gov.uk/coronavirus-support-services)   + Local/National news providers   + Local school networks/partnerships (if applicable) * Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. * Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary. | **4** | **1** | **0** | **4** |
| COVID-19 precautions are not followed within the school environment, leading to potential spread or outbreak. | **4** | **3** | **0** | **12** | * COVID-19 [hygiene advice](http://www.lincolnshire.gov.uk/professionals/downloads/file/1504/hsa15-coronavirus) and posters are displayed in key areas of the school site. * Staff to reiterate to Parents and Students (via letter/email/classroom talks etc.) the importance of :-   + Hand washing on a regular basis   + Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it)   + Trying to maintain 'social distance' wherever possible   + Not touching eyes/nose/mouth with unwashed hands * All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available * Hand sanitiser to be provided to all classrooms (if available), for use at the start of the day, after lunch etc. * Pupils to wash their hands after sporting activities/ PE etc. * Class teachers to be provided with anti-bacterial wipes (if available) to wipe down classroom surfaces. * School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) | **4** | **2** | **0** | **8** |
| Staff failing to report feeling unwell and attend school, potentially spreading COVID-19 | **4** | **3** | **0** | **12** | * Staff are aware of the importance of following national guidance, and to stay home and self-isolate. * Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See section 3 - Reporting Employee with COVID-19 flow chart. * School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See [HSA Reporting of COVID-19](http://www.lincolnshire.gov.uk/professionals/downloads/file/1516/hsa17-riddor-reporting-of-covid-19) for guidance) | **4** | **1** | **0** | **4** |
| Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school | **4** | **4** | **0** | **16** | * Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. See section 3 - Reporting Employee with COVID-19 flow chart. * Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Isolation room to be clearly signed, to prevent accidental access by others. * Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. See section 3 - Reporting Employee with COVID-19 flow chart. | **4** | **2** | **0** | **8** |

**\*each square to be colour coded to suit the risk rating**

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| **Directorate:** | |  | | | **School:** | |  | | |
|  | | |  | | |  | |  | |
| **HeadTeacher Name** | | |  | | | **Signature:** | |  | |
|  | | |  | | |  | | |  |
| **Date:** |  | | |  | | | | |  |

**Persons detailed below have read and understood this Risk Assessment**

|  |  |  |
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| **Name** | **Signature** | **Date** |
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**Tydd St Mary Church of England Primary School - Preventing and Managing Sickness   
Information for staff and pupils**

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

**All users of the building are asked to follow the following guidance:**

[](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.catersigns.co.uk%2Fcatch-it-bin-it-kill-it-poster.html&psig=AOvVaw1NeO516PTz-poeE4PrKPeS&ust=1583578625825000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNjYi6HYhegCFQAAAAAdAAAAABAG)**Do**

* **wash your hands with soap and water often – do this for at least 20 seconds**
* **always wash your hands when you get home or into work**
* **use hand sanitiser gel if soap and water are not available**
* **cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze**
* **put used tissues in the bin straight away and wash your hands afterwards**
* **try to avoid close contact with people who are unwell**

**Don't**

* **do not touch your eyes, nose or mouth if your hands are not clean**
* **enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).**

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.

**Core Control Measures**

| **Control Measure** | **Notes / Action** | **Who** | **Review** |
| --- | --- | --- | --- |
| Testing of all staff | * All staff working in school to use Lateral Flow Covid self-testing kits twice weekly * Tests to be completed in the evening to ensure adequate maximum notice available to parents should need to close a bubble be necessary due to positive result * Letter to all parents outlining staff testing arrangements so pre warned re possible closure * Staff to keep bank of teaching resources at home so live lessons can run and no disruption in learning will take place (unless too ill) * All staff to record online test results * MW responsible for distribution and maintaining register | ALL- MW to coordinate/register |  |
| Staggered arrival and departure times | * Letter to all parents detailing arrival/ departure times and points of entry and exit to school |  |  |
| Tissues for Each Class | * Ensure adequate stock levels of tissues for each class / office * Replenish as needed * Staff to also self-replenish from stock | Site; Staff |  |
| Alcohol based gel | * Additional dispenser fitted at front and rear gate * Ensure dispensers and full from the start of each day * Individual gel bottles for every child * All children to use this (or have washed hands) before lunch daily * Ensure adequate stock levels | Site; Staff; Lunch Staff |  |
| Increase hand washing | Every child/ adult to have regular hand washing routines built into the timetable- on entry daily and before departure, before and after all breaktimes | Site |  |
| Visitors to the building | Limited visitors welcome to school- STT, music service, IT technician and governors, LA and Diocesan advisors for essential monitoring purposes- lateral flow test will be available to those who visit school regularly.  Use of library to facilitate external meetings with agencies where absolutely necessary and zoom/ teams is not an option.  Parents asked to make contact via telephone or email.  Contact will be made with every visitor and inform them of expectations:   * All visitors should report to and sign in at the reception area. They will be collected from the entrance area by the member of staffthey are meeting * Compulsory handwashing / use of gel on entering school; * Masks to be worn until venue for meeting is reached where social distancing will then be adhered to. * Access to individual classrooms will be limited to one bubble per visit and visitors will not be welcomed if they have previously been working in other schools on the same day. * People display any symptoms should cancel arranged meetings as they will not be permitted on site * Contact information should be given in line with Track and Trace procedures. | Site |  |
| monitoring daily any child or staff absence | * Daily report to the HT or number of absences and symptoms   Weekly summary data for each class to HT | Admin; HT |  |
| Reducing contact point activities | * Cease hand shaking of children and visitors * Cease and use of shared cups in class (e.g. using cups for water); inform parents to ensure children have water bottles in school. * Children to take lunches and break times in cohort groups * Staggered arrival and departure times * Use of different entry and exit points for each cohort * Maximum class sizes of 30 with 15 used where possible- where possible same adult supervision daily * Collective Worship within classroom as a cohort * Cold lunches to be eaten in classroom * No after school clubs, breakfast clubs or trips to be organised prior to Oct half term and possibly longer dependent on the review at that time. * Use of outdoor areas timetabled for each cohort (only one group outdoors at a time | Staff |  |
| Good Personal Hygiene | Letter:   * Inform parents of hygiene expectations and to discuss with children; * All children to wash their hands before coming to school, before going home and when they get home. * Classes to teach children hand washing techniques * Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)   Information:   * Distribute key information posters | HT; Staff |  |
| Review of cleaning | * Increase cleaning time (JL 1 hour daily) * Increase focus cleaning on touch points and tables * Daily cleaning of classrooms (already in place) * Preparations for deep cleans if necessary * Lunchtime clean- handheld hoovers purchased for each classroom, bacterial wipes | Site; Cleaning team |  |
| Additional touch point cleaning daily | * All corridor doors to be propped open where possible to reduce number of contact points * Handles to be cleaned at mid points during the day where necessary * Additional cleaning hours allocated daily | Site |  |
| Absence policy | * Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea | SLT |  |
| Support for families affected | * Communicate to parents and staff to contact school if they require support; * Regular contact with affected families and staff – wellbeing checks. | SLT |  |
| Rooms well ventilated | * Door and at least two windows open at all times. Regular short outdoor breaks for children introduced. Fan heaters not to be in use whilst children are in the classroom, additional oil based radiators purchased to keep rooms warm. | Staff |  |
| Reduction of staff contact | * Chairs removed from staffroom and alternative spaces created for rest breaks. Staff encouraged to leave premises at end of day promptly and avoid early starts | Staff |  |