

**A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure**

Directorate: Weston  
Lullingfields CE Primary School

Workplace/Team – Zone 3:  
Oak Class  
Date of Assessment: 5.3.21

Name of Assessors: G.Burton  
Manager/Headteacher:  
I.Motton

Date for Re-assessment

Signature:  
Signature:

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

**5 x 5 RISK ASSESSMENT MATRIX**

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

**PRIORITY OF ACTION**

- High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9** Adequate but look to improve by next review.
- Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event is very unlikely to occur in normal circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Very minor injury / ill health	No action required

**C. Use information from section B to identify level of risk for each hazard**

HAZARD		Who's Affected	Existing Controls	Risk Level Low/Med/High	What else is required	Risk Level Low/Med/High	Action	
							Who	When
1	Risk of transmission of virus from children touching resources/ other children	Children + staff	<p>Children and staff are encouraged to wash hands regularly throughout the day, on entering, before and after eating, after sneezing, before and after playtime.</p> <p>Hand sanitiser station provided on entry/exit of classroom.</p> <p>Children are encouraged not to touch each other and spread out as much as possible.</p>	med	<p>Staff to clean/ disinfect toys at the end of each day with a disinfectant solution and left to dry overnight.</p> <p>Hard surfaces including door handles to be wiped throughout day, at least 4 times.</p> <p>Outdoor vehicles to be wiped after each use.</p> <p>Removal of resources that are hard to clean/ disinfect, soft toys, playdough etc and general reduction in the number of resources available.</p> <p>Limit the number of children using resources ensuring children are well spaced out.</p>	low	GB JE to reduce additional resources	Wb 31 <sup>st</sup> Aug
2	Risk of transmission through close contact	All	Arrange classroom so tables/areas are placed individually and spread at a distance around the room to maintain the best possible level of social distance	Med	Tables/areas to be rearranged	Med	GB JE	wb 31 <sup>st</sup> Aug
3	Risk of contamination when hand washing and when going to the toilet/ through poor hygiene	Children + staff	<p>Remind children of how to wash hands effectively and use techniques which reduce the amount of touching of taps / soap dispenser.</p> <p>Limit number using toilet to 1 at a time.</p>	med	<p>Use of bin liners in bins.</p> <p>Sinks/ toilet areas to be cleaned throughout the day to minimise risk of cross contamination</p>	low	PM to talk to Alexa/ Gary re bin liners	ASAP

4	Risk of infection when providing intimate care and first aid.	Children + staff	Staff to use aprons and gloves provided and to wipe down area with antibac wipes and follow normal routines.	med	Ensure good supply of antibac wipes and PPE. Request that parents apply sun cream at home. Staff to assist verbally as required for topping up of sun lotion and avoid physical contact, wearing gloves if required with youngest children. Staff to use gloves for first aid / administering medicine.	<b>med</b>	GB JE	Daily
5	Separate toilet to be used by Oak group	Children + staff	Oak children use dedicated toilet off kitchen area	Low		<b>Low</b>	GB JE	
6	Too many children using outdoor areas at once.	All	Stagger use of outdoor areas across groups to reduce numbers/ zone playground/grass area to keep Oak pupils in a separate group where possible	Low	Staff to communicate daily and share plans for outdoor use in teaching activities.	<b>low</b>	GB JE	
7	Risk of infection when moving around school for first aid treatment		First aid kits to be provided in each zone and where possible first aiders within the zone to treat.	Med	Organise fully equipped first aid kits	<b>Med</b>	GB JE	
8	Changing of reading books	Children + staff	No school reading books will be used.  Fiction Express chapters will be printed and given to each child to keep in their own wallet	Med	GB to provide reading material and plastic wallets	<b>Med</b>	GB JE	
9	Risk of transmission on teaching resources.	Children + staff	Make sets of resources for each child where appropriate, Children are given their own equipment e.g. pens, colours, rubber etc to be kept in their own plastic wallet Child to use same table space.		Remind children to use their own equipment. Removal of 'self serve' equipment to encourage children to use their own supply.		GB JE	
10	Risk of transmission from objects from home/ bags. coats.		Children's belongings to be kept separately under their table Water bottles to be kept with own belongings not stored together on sink.		Children/ parents encouraged to not bring things from home, e.g. soft toys.		GB JE	
11	Risk of transmission through air droplets/ lack of adequate ventilation	All	Windows open as much as possible. Make use of outdoor areas as much as possible. Ensure main gates are locked during day. Peg open doors as much as possible to avoid contact with door handles.	low		<b>low</b>	GB JE	

12	Risk of transmission by marking of work /books	All	Work to be done in individual books or paper and kept in individual tray/wallet. Staff to wipe down devices after use limit sharing of device. Limited marking to take place with no books taken out of 'bubble'..				GB JE	
13	Children entering via a different system – drop off at school gate, entry through 2 classroom doors	All	Staff waiting at gate. Encourage social distancing whilst queuing to drop off. Oak to use Village Hall gate and enter and exit through laptop trolley room.	Med		<b>Med</b>	GB JE at gate.  GB JE further up walkway directing children to designated room.	
14	Risk of transmission when moving from one zone to another	All	Encourage children to move one at a time – no lining up the usual way. Explain the distancing rule.  Only 1 child at a time allowed in laptop trolley room due to narrow space				GB JE	
15	Possible transmission from a child / adult displaying symptoms	All	Infected person to be moved to isolation area in HT office. Parents to be contacted to collect and take siblings at the same time. They must contact 111 and be tested. If anyone else displays symptoms, they are entitled to a test and they should isolate for 7 – 14 days (see guidelines for further details). We will take children's temperature if we are concerned or suspicious that they may have a fever.. PPE to be used by staff who is accompanying the child to the office. If child tests positive then all in that group self isolate for 14 days. Negative test result to be seen before child can be readmitted to school.	High	Ensure adequate supply of PPE for staff who accompany ill child	<b>Med</b>	GB JE	
16	Contamination during lunch time	All	All Children cannot share any food. Tables will be wiped before and after eating. Children will sit in their assigned seats. Children will be asked to put all their containers etc. back in the lunch boxes and put away as soon as they have finished.	Low	Regular reminders & monitoring from staff.	<b>Low</b>	GB JE	

			They must wash hands before and after eating. A member of staff will deliver to each zone, they will wash hands thoroughly before and after.					
17	Contamination through coughs and sneezes.	All	We must adhere to and encourage the 'catch it, bin it, kill it' rule and use nappy sacs to put tissues in before placing in the bin. Tissues in every classroom.	Med	Regular reminders & policing from staff.  Purchase of nappy sacs.	<b>Low</b>	GB JE	
18	Contamination through too many children on break at the same time	All	Children to use Oak playground area. Children encouraged to maintain appropriate social distance.			<b>Medium</b>	GB JE	
19	Contamination through cross 'bubble' use of ICT equipment	All	Oak to use Windows tablets. Same pupil per tablet. One child per each piece of equipment to be wiped down with disinfectant afterwards. If any crossover of tablets, equipment to be thoroughly cleaned.	Medium	Staff to clean/ disinfect any equipment used at the end of each session.	<b>Medium</b>	GB JE	

If more hazards are identified please add more boxes

**D. Safe Systems of Work to be outlined below by using the information in Section C once completed:**

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