

A. Outline of activity or task to be assessed: Managers to use these generic controls to assist in documenting their local approach to the use of offices/buildings.

Form No.
May 2020

Group/Service Area: Education

Work Activity

Working in the Schools during Covid19
Pandemic-Addendum 1

Workplace/Team Weston
Lullingfields

Date of Assessment: 5.3.21

Date for Re-assessment

Name of Assessors: Ian Motton
Manager: Nicola Bond

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.

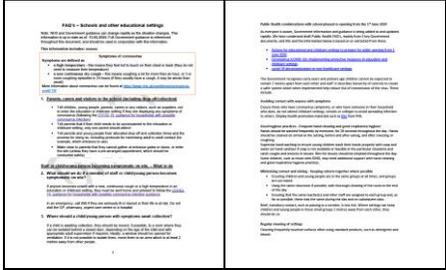
Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

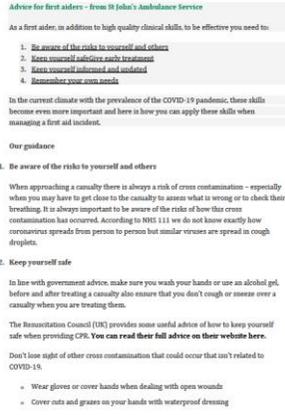
Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional 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	Insignificant / no injury	Injuries not requiring first aid treatment

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing? (Existing Controls)	Risk Level Low Med High	What further actions are necessary to be introduced now?	Residual Risk Level Low Med High	Action	
							Who	When
1	Catching or spreading Coronavirus – General considerations	<ul style="list-style-type: none"> - staff - pupils - parents - carers - visitors - contractors <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Ensure suitable levels of staff are maintained at all times • Staff who are asymptomatic can remain at work or return to work immediately as long as they remain asymptomatic • Asymptomatic testing of staff that have 'opted in' to the process. Testing of these staff twice weekly (Wed/Sun) with results sent to Covid Co-ordinator (I. Motton) between 5-7PM and logged online with NHS. Any positive tests to then trigger contingency plans with regard to closure of bubbles, additional PCR test and self isolation. • Clean hands more often than usual - risk assess children who may not be able to perform this action separately • Face masks to be worn in all communal areas by adults where social distancing between adults is not possible • Wash hands both before and after eating food • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Clean frequently touched surfaces often using standard products, such as detergents and bleach. Ensure products have a COSHH risk assessment • Where practicable keep a reasonable social distance of 2 metres • Minimise contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) • Review of fire safety arrangements including emergency evacuation routes to maintain social distancing where practicable • Posters put up around school building and outside about hygiene and distancing <p>Pregnant members of Staff A separate pregnant members of staff risk assessment should be completed for all these staff.</p> <ul style="list-style-type: none"> • Members of staff that are pregnant fall into the clinically vulnerable group identified by the NHS and schools should endeavour to support staff to 	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • Parents have been advised of the Test and Trace procedures if their child displays symptoms • Proof of negative test result will need to be seen by the school before the child can be readmitted – an emailed screenshot will suffice • If a child or staff member shows symptoms in school, isolation procedures followed with pupil in staff room. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. All parents / carers for that group informed immediately of suspected case. Deep clean of staff room and any other affected areas • Books to be sent home but quarantined for 72 hours when returned to school • Pupil marking to take place where possible – books not collected in or taken home to be marked • Pupils have own plastic wallets with all personal work and provisions • Pupils' coats to be kept on own chairs and lunchboxes / water bottles next to chairs. No other personal items to be brought into school • Signpost staff to Shropshire PHE guidance (click to access): 	2 x 5 = 10 MEDIUM	MH check pupil zones	1.6.20
							MH / GB monitor	ongoing

			<p>work from home. Those who are pregnant are strongly advised to follow the social distancing guidance.</p> <ul style="list-style-type: none"> • However, if pregnant members of staff cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible. Schools will need to undertake a specific risk assessment for pregnant staff and decide whether or not such staff can safely return to the workplace. • The Royal College of Obstetricians & Gynaecologists have produced guidance which includes specific guidance for public facing roles. This advises that pregnant women who can work from home should do so. If they can't and work in a public-facing role it should be modified appropriately to minimise exposure. In particular, it places emphasis on employers undertaking a risk assessment and involving occupational health, to determine whether women who are pregnant can continue working in public facing roles. • The NHS have also provided guidance for pregnant women: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/ and https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/ <p>Vulnerable staff</p> <ul style="list-style-type: none"> • Staff who meet shielding or vulnerable health criteria (fro themselves or members of their family) should identify these to Headteacher if not already noted prior to 1.6.20 <p>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</p>					
2	<p>Reduce mixing within education or childcare setting</p>	<ul style="list-style-type: none"> - staff - pupils - parents - carers <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Individual risk assessments for children and young people who will need additional support to follow these measures (JE) • Staff welfare –separate breaks and lunchtimes for staff with no mixing of staff from different groups (Oak staff to use the small building on playground, Acorns staff to use break out space outside head's office – maintain appropriate separation if more than one person at a time is using the area) • No parents / carers permitted on school site • Staff use allocated doors for their zones to enter and leave school building • Staff keep bags/lunch/drinks in own zone (no 	4 x 5 = 20 HIGH	<ul style="list-style-type: none"> • class “bubbles” for pupils with allocated staff - AP/LH/DG with Acorns - GB/JE/IM/JH/NB with Oak • Children eat lunches at own tables in classrooms and are instructed not to share food • Classrooms and other learning environments set up with space between seats and desks where possible • Allocated toilets (one pupil at a time): - Staff – staff toilet 	2 x 5 = 10 MEDIUM	MH/GB monitor on site	Ongoing

			<p>milk provided, kettle available in kitchen must be wiped down after use)</p> <ul style="list-style-type: none"> • If staff do not have direct access route to staff toilet, walk around the outside of the building to use rear door. Disinfect toilet before and after use • To use photocopier, Acorns have access through their intervention room bubble. Oak staff walk round the outside of the building and enter via the front door (also for collecting and delivering registers if internet access means that paper rather than electronic copies are used) 		<ul style="list-style-type: none"> - Oak – class toilet of kitchen - Acorns - class toilet of kitchen • IM to use HT office Mon/Tues/Weds - only PMD in admin office • refresh the timetable: <ul style="list-style-type: none"> ○ teachers decide which lessons or activities will be delivered ○ teachers decide which lessons or classroom activities could take place outdoors ○ Each bubble stays in their own zone, using fire exit doors for direct entrance/exit to zone ○ no assemblies/worship to take place ○ break times can take place at the same time as both class bubbles have their own designated outdoor space ○ different drop-off and collection points for each group 			
3	Managing Customers, Contractors and visitors	<ul style="list-style-type: none"> - staff - pupils - visitors - contractors <p>Contracting Coronavirus</p>	<p>Contractors</p> <ul style="list-style-type: none"> • Only essential visits to assist the running of the school during the virus and lock down are permitted • No visitors or contractors during pupil drop off and pick up times • Ensure schedules for essential services and contractor visits are revised to reduce interaction and overlap between people, for example, carrying out services at night. • Ensure entrance arrangements allow social distancing and hygiene, for example cleaning sign-in pens between visitors • Maintain a record of all visitors 	3 x 5 = 15 MEDIUM	<ul style="list-style-type: none"> • Set up visits via remote connection / working where this is an option. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limit the number of visitors at any one time. • Limit visitor times to a specific time window and restrict access to required visitors only. 	2 x 5 = 10 MEDIUM	PMD	ongoing
4	Workplace and furniture contamination	<ul style="list-style-type: none"> - staff - pupils - visitors - contractors <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • ensure that bins for tissues are emptied throughout the day (new bins have been purchased) • soft furnishings and toys for pupil use have been removed • deep clean of soft furnishings and carpets 2 x per week and regular spray during the course of each day • staff and pupils advised to wear clean clothes every day 	3 x 5 = 15 MEDIUM	<ul style="list-style-type: none"> • ensure all bins have liners • ensure bins are emptied by liners being tied and removed 	2 x 5 = 10 MEDIUM	AH/PMD	ongoing

<p>5</p>	<p>Use of Personal protective equipment (PPE) in School settings against COVID -19</p>	<ul style="list-style-type: none"> - staff - pupils - visitors <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> • Face masks to be worn in all communal areas by adults where social distancing between adults is not possible • Children in primary schools do not need to wear a face covering • PPE is only needed in a very small number of cases including: • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn 	<p>3 x 5 = 15 MEDIUM</p>	<ul style="list-style-type: none"> • staff may wear face coverings if this enables them to manage their own mental health in attending work • share PPE guidance poster  <p>Please refer to the PPE standard PPE video in the COVID-19 guidance collection: www.gov.uk/guidance/coronavirus-covid-19-personal-protective-equipment-use-for-health-social-care If you require the PPE for aerosol generating procedures (AGP) please visit: www.gov.uk/guidance/coronavirus-covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures</p>	<p>2 x 5 = 10 MEDIUM</p>		
<p>6</p>	<p>First Aid</p>	<ul style="list-style-type: none"> - staff - pupils - visitors <p>Contracting Coronavirus</p>	<p>In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum:</p> <ul style="list-style-type: none"> • Review undertaken of the number of first aiders, fire marshals and Evac chair operators required if the building occupancy and use has changed. Additional measures may be required / implemented in view of staff shortages. • Ensure First Aiders are aware of the new protocols with regard to Covid19 • PEEPS (Personal Emergency Evacuation Plan) – may need reviewing for disabled people / people with assistance dogs due to changes in social distancing or evacuation routes. • Ensure adequate first aid and associated provision is made at all times • Ensure adequate PPE is provided for use of staff in all emergencies including first aid and fire • All necessary means of cleaning equipment is provided following any type of emergency • In all occasions when CPR is required this will be carried out in accordance with current protocols from the Resuscitation Council • Where there is a possible risk of infection all 	<p>3 x 5 = 15 MEDIUM</p>	<ul style="list-style-type: none"> • Ensure all First Aiders have been updated on current Covid 19 protocols – click to view 	<p>2 x 5 = 10 MEDIUM</p>		

			<p>necessary precautions must be followed face, and eye protection and contact with the casualties airway must be avoided. Chest compressions and defibrillations must be applied while waiting for the ambulance and advance lifesaving care</p> <ul style="list-style-type: none"> For a Paediatric casualty – There is an acceptance that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. The advice from the Resuscitation Council (UK) is that rescue breaths should be undertaken as ventilations are crucial to the child's chances of survival. Face shields are in the emergency First Aid pack from the LA 					
7	Emotional distress of the staff (including anxiety)	<p>- staff</p> <p>Being impacted by emotional distress and anxiety</p>	<ul style="list-style-type: none"> At least one SLT member of staff available every day for staff to share concerns Staff included with the decision making, risk assessments Regular briefings to discuss phased returns and changes to processes. Consultation with staff to address concerns Provision of staff room and garden area where staff can go to rest and relax for break times or between sessions Referrals made to Occupational Health for clarity on circumstances someone in school should be working under if their health is being impacted Where possible work place adaptations are considered to support staff member Mental health, including anxiety is a recognised medical health need and is be treated in the same way as other medical needs by seeking additional information and working with staff member to ensure risks are reduced. 	4 x 3 = 12 MEDIUM	<ul style="list-style-type: none"> Make details of counselling available to staff e.g. NOSS Share other contacts/sources of information such as MIND 	3 x 3 = 9 LOW		
8	Emotional distress of the pupils (including anxiety)	<p>- pupils</p> <p>Being impacted by emotional distress and anxiety</p>	<ul style="list-style-type: none"> Pupils will be supported by staff with adaptations to provision for individuals if required ELSA trained staff (JE) available to pupils as needed SEN pupils - review assessments to be able to further assist pupils who will not understand the changes if required (N Bond / JE) 	3 x 3 = 9 LOW		3 x 3 = 9 LOW		
9	Deliveries and transport arrangements	<p>- staff</p> <p>- delivery drivers</p> <p>Contracting</p>	<ul style="list-style-type: none"> Minimise unnecessary contact with staff and delivery staff for example non-contact deliveries where the nature of the product allows for use of electronic pre-booking Order larger quantities of inbound materials less often to reduce deliveries 	2 x 5 = 10 MEDIUM		2 x 5 = 10 MEDIUM	PMD	Ongoing

		Coronavirus	<ul style="list-style-type: none"> Where possible and safe, having single employees load or unload vehicles Where possible, using the same pairs of people for loads where more than one is needed Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice Nearby supply of hand sanitiser for employees to use handling deliveries when handwashing is not practical 					
10	Building risks	<ul style="list-style-type: none"> staff pupils parents carers visitors contractors <p>Injury from inadequately maintained building</p>	<ul style="list-style-type: none"> building check undertaken prior to pupils/staff returning any points identified actioned for repair if required 	3 x 3 = 9 LOW		3 x 3 = 9 LOW	MH	Check completed 30.5.20
11	Fire / evac procedures	<ul style="list-style-type: none"> staff pupils parents carers visitors contractors <p>Injury from not following fire / evac procedures</p>	<ul style="list-style-type: none"> fire / evac procedures reviewed all zones have same fire/evac procedures for pupils and staff teaching staff in each zone responsible for leading fire /evac procedures from their area and checking their toilets 	3 x 3 = 9 LOW		3 x 3 = 9 LOW		
12	Catering	<ul style="list-style-type: none"> staff pupils <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> pupils entitled or who have ordered a school packed lunch receive a grab bag delivered from Myddle CE School under delivery protocols above grab bags to be delivered to EYFS garden door or Y6 "porch" door as needed grab bags left outside of classroom door by delivery driver 	2 x 5 = 10 MEDIUM		2 x 5 = 10 MEDIUM		
13	Cleaning	<ul style="list-style-type: none"> staff pupils <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> Regular cleaning with disinfectant wipes and spray of all hard surfaces (tables, chairs, door handles) by teachers and teaching staff regularly throughout the day (as agreed at staff meeting) Daily clean by school cleaner to include door handles and light switches and disinfecting of all hard surfaces (chairs, tables, worktops, floors, toilets and washbasins) Cleaner to wear gloves when opening school in the morning Weekly deep clean by external contractor 	2 x 5 = 10 MEDIUM		2 x 5 = 10 MEDIUM		

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

- All staff to be given sufficient information\training to be able to work safely and where practicable maintain the 2m distancing protocol.
- Additional measures will be necessary if dealing with shielded and clinically vulnerable children and young people see [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for more advice.
- Or clinically vulnerable adults see [Staying at home and away from others \(social distancing\) guidance](#)
- Continue monitoring and review risk assessments and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed above)
- Ensure that all health and safety compliance checks e.g. premise, safety and security systems have been undertaken before opening and sufficient staff are available to undertake these tasks See Appendix A for Premise checklist.
- All building equipment is deemed safe to use and has received appropriate checks by competent persons. Including all fire safety related equipment (emergency lights, fire detection equipment, fire extinguishers etc.) passenger lifts, etc.
- Site staff to manage the risk from legionella on site before schools open and then continue the test regimes.
- Lone working in parts of the building is managed – use of radios and regular check in etc etc. No higher risk activities e.g. work at height to be undertaken unless necessary.

Communication to all parties is essential:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
- tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

Planning Guides for phased return – click to access

TheSchoolBus

Coronavirus (COVID-19): Reopening the school premises after temporary closure checklist

Following the period of temporary closure due to the coronavirus (COVID-19) pandemic, it is important to take steps to ensure all areas of the school premises are safe for pupils and staff to return to when the school reopens.

This checklist should be completed by school leaders, in liaison with the site manager and any other suitably qualified personnel, to ensure all the necessary actions have been taken. Beside each action, use the tick box to mark its completion and use the 'Notes/further action required' column to record any further observations or steps required.

Schools should adapt the following actions to meet their requirements, where necessary. Schools should also apply any necessary actions to areas of the premises that will remain temporarily closed, or partially closed, in the case of a phased reopening or deep clean.

Schools can use this checklist to help address any issues and form a reopening action plan. Please note that schools should work with the necessary qualified personnel or insurers to address any issues, e.g. fire and gas safety checks, identified as a result of completing this checklist.

WESTON LULLINGFIELDS CE PRIMARY SCHOOL

CHECK COMPLETED 30.5.2020

BY M HUNT (HEADTEACHER)

F – Classroom risk assessments – click to access

Acorn Zone	Oak Zone	
<div data-bbox="264 276 665 563"> <p>Risk Assessment </p> <p>A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure Form No: 2020</p> <p>Directorate: Weston Ludlow Heath CE Primary School</p> <p>Responsible Team – Zone 1: EYF/YP/Inf – Academics Date of assessment: 27.05.2020 Name of Assessor: A Phillips Signature:  Manager/Headteacher: M Hunt</p> <hr/> <p>PLEASE BE CONSCIOUS OF THE POTENTIAL TO CAUSE HARM. RISK IS THE LIKELIHOOD OF HARM BEING HURT MULTIPLIED BY THE SEVERITY OF THE OCCURRENCE.</p> <p>Level of risk – likelihood x severity</p> <p>High 17-25 Unacceptable – Stop work or activity until immediate improvements can be made.</p> <p>Medium 9-16 Unacceptable – Stop work or activity until improvements can be made.</p> <p>Low 5-8 Acceptable but task to improve by next session.</p> <p>Very Low 1-4 Acceptable and no further action required.</p> <p>PROBABILITY OF ACTION</p> <p>1 Very High / Almost certain Event is expected to occur in most circumstances Event could occur at any time</p> <p>2 High Event is expected to occur in most circumstances Event could occur at any time</p> <p>3 Medium Event is expected to occur in most circumstances Event could occur at any time</p> <p>4 Low Event is expected to occur in most circumstances Event could occur at any time</p> <p>5 Very Low Event is expected to occur in most circumstances Event could occur at any time</p> </div>	<div data-bbox="929 276 1330 563"> <p>Risk Assessment </p> <p>A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure Form No: 2020</p> <p>Directorate: Weston Ludlow Heath CE Primary School</p> <p>Responsible Team – Zone 1: Oak Class 1B Date of assessment: 26/05/20 Name of Assessor: G Burton Signature:  Manager/Headteacher: M Hunt</p> <hr/> <p>PLEASE BE CONSCIOUS OF THE POTENTIAL TO CAUSE HARM. RISK IS THE LIKELIHOOD OF HARM BEING HURT MULTIPLIED BY THE SEVERITY OF THE OCCURRENCE.</p> <p>Level of risk – likelihood x severity</p> <p>High 17-25 Unacceptable – Stop work or activity until immediate improvements can be made.</p> <p>Medium 9-16 Unacceptable – Stop work or activity until improvements can be made.</p> <p>Low 5-8 Acceptable but task to improve by next session.</p> <p>Very Low 1-4 Acceptable and no further action required.</p> <p>PROBABILITY OF ACTION</p> <p>1 Very High / Almost certain Event is expected to occur in most circumstances Event could occur at any time</p> <p>2 High Event is expected to occur in most circumstances Event could occur at any time</p> <p>3 Medium Event is expected to occur in most circumstances Event could occur at any time</p> <p>4 Low Event is expected to occur in most circumstances Event could occur at any time</p> <p>5 Very Low Event is expected to occur in most circumstances Event could occur at any time</p> </div>	