



Risk Assessment				
Part: 1 General Detail				
Work activity	Re-opening of schools	Area of work	Rossmere Primary School	
Department	CJCS - Education	Section		
Manager	Caroline Reed	Risk assessor(s)	Caroline Reed, Rachael Watson	
Part: 2 Distribution and revision				
	Name:	Date:	Reason for review	Revision No.
Submitted by:	<a href="#">Caroline Reed</a>	<a href="#">29-5-20</a>	<a href="#">Additions in response to union and government guidance</a>	0
Approved by:	<a href="#">Governing Body</a>	<a href="#">30-5-20</a>		0
Submitted by:	<a href="#">Caroline Reed</a>	<a href="#">6-7-20</a>	<a href="#">New guidance for September full opening</a>	1 – changes in blue
Submitted by:	<a href="#">Caroline Reed</a>	<a href="#">11-9-20</a>	<a href="#">Amendments for new guidance and lessons learned</a>	2 – changes in red
Submitted by:	<a href="#">Caroline Reed</a>	<a href="#">24-11-20</a>	<a href="#">Amendments for new guidance and lessons learned</a>	3 – changes in green
Submitted by:	Caroline Reed	20-1-21	Reviewed for Lockdown 3 – no changes needed	
Submitted by:	Caroline Reed	3-3-21	Amended for full opening	4 – changes in purple

This risk assessment template can be used to help premises and activity controllers to develop a specific risk assessment in relation to COVID-19. Below is a risk assessment template with a list of potential hazards and suggested risk control measure. The items listed below are not fixed or exhaustive and the risk assessor is advised to add or make changes where required. Using the template the assessor is instructed to work through the list and identify any existing controls that are already in place; describe how additional controls will be introduced, using the prompts; and evaluate the remaining risk level, using the risk calculation matrix.

**Coronavirus disease 2019 (COVID-19)** is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking. People can also become infected by touching infected surfaces and then touching their face. Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

**When risk assessing for COVID-19:**


- identify what work activity or situations might cause transmission of the virus;
- think about who could be at risk;
- decide how likely it is that someone could be exposed;
- act to remove the activity or situation, or if this isn't possible, control the risk.

Likelihood↓	Severity →				
	Insignificant	Minor	Moderate	Major	Catastrophic
Remote					
Unlikely					
Possible					
Likely					
Highly Likely					

Use the matrix to assess the level of risk.

1. Look at the likelihood and the severity
2. Identify the level of risk
3. Apply the appropriate control measure from the action/control measure box.

Control Measure	
Trivial Risk	No actions needed- operation can continue, continued improvement is essential
Tolerable Risk	Improvement actions are required, operation can be carried out but with additional precautions
Moderate Risk	Improvement actions are necessary, operation can be carried out with additional precautions, while improvement actions are implemented
Unacceptable risk	Operation must not be started/continued and improvement action must be implemented before operation is started/continued

Remote		Insignificant	Minor injury
Unlikely		Minor	Minor injury (requiring first aid)
Possible		Moderate	RIDDOR reportable moderate injury that results in an absence of 7 days or more
Likely		Major	RIDDOR reportable significant injury such as a broken limb, disease or dangerous occurrence.
Highly Likely		More Likely to occur	Catastrophic

TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
<p><b>Close proximity of people within the school grounds and not maintaining social distance measures</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Risk of 420 children all arriving at once.</a></li> <li>• <a href="#">Staff all sharing 1 staffroom area</a></li> <li>• <a href="#">Parents gathering at main entrance</a></li> <li>• <a href="#">Assemblies and theme days</a></li> </ul>	<p>Staff Pupils Contractors Visitors</p>	<p>Possibility of infection of Covid19 which may lead to ill health or death</p>	<p><a href="#">Staggered start to school day already in place</a></p> <p><a href="#">Layout of building makes it easy to keep groups of people apart – several entrances, gates, classrooms spaced out, large grounds etc</a></p> <p><a href="#">Communication with parents had already moved to being largely electronic with less face to face contact or letters home</a></p> <p>Staffroom is organised so distancing is possible. <del>Risk of 420 children all arriving at once.</del></p> <ul style="list-style-type: none"> <li>• <a href="#">Staff all sharing 1 staffroom area</a></li> </ul>	<p><b>Moderate Risk</b></p>	<ul style="list-style-type: none"> <li>• Staff training provided and reopening document given to all staff – how to distance from children and deliver lessons, social distancing in toilets and staffrooms etc.</li> <li>• Clear signage to be displayed around the school grounds to advise of the need to maintain social distancing when dropping off /collecting pupils.</li> <li>• All school exits used as start and end of day to minimise contacts. Display notices to ensure all exits/entrances are kept clear at all times.</li> <li>• Start of day – parents have 30 minutes to bring children, 4 gates to the site and 15 external doors to spread parents out, we encourage only a single parent/carer to drop off and collect pupils.</li> </ul>	<p><b>Tolerable Risk</b></p>

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			<ul style="list-style-type: none"> <li>Parents gathering at main entrance</li> <li>Assemblies and theme days</li> </ul>		<ul style="list-style-type: none"> <li>Classes will be split so there is no more than 15 and how they will be put into smaller groups classroom size and layout.</li> <li>All parents communicated with by text, app, email and on facebook page.</li> <li>Late children will arrive at front door and be taken straight to class.</li> <li>No large gatherings such as assemblies, no parents inside school building, PE to be outside</li> <li>Parents and carers are advised not to enter the school setting unless it is absolutely essential – messages electronically, uniform ordering online etc.</li> <li>Children to stay within a class 'bubble' for as much of the school day as possible.</li> </ul>	

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					<ul style="list-style-type: none"> <li>• <u>Staff to remain within a year group 'super bubble' and not go into other classrooms.</u></li> <li>• <u>Specialists who come into school should keep a 2m distance from staff and children where possible, and wash hands before and after working with a child or class</u></li> <li>• <u>Staff who need to go into other bubbles must keep 2m away from all children and staff,</u></li> <li>• <u>Gate onto Catcote Road to be one way – for entering only. This is because of the narrowness of the path and the pedestrian barrier to the road creating a barrier.</u></li> <li>• Staff to wear face covering in public areas of school or where 2m distancing from other adults is not possible.</li> <li>• If families report positive asymptomatic positive tests, all</li> </ul>	

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					close contacts will be told to isolate for 10 days <ul style="list-style-type: none"> <li>Parents and all adult visitors to the site advised to continue wearing a face covering</li> </ul>	
<p><b>Close proximity of people within the school premises and not maintaining social distance measures</b></p> <ul style="list-style-type: none"> <li><a href="#">Staff all sharing 1 staffroom area</a></li> <li><a href="#">Assemblies and theme days</a></li> </ul>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>First aiders throughout school</li> <li>Cleaning of building</li> </ul>	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li><del>There is no more than 15 in primary school and a maximum of 16 in nursery. Children should be put into these smaller groups and remain in those groups where possible.</del></li> <li><del>Each small teaching group will be a bubble and staff and children will remain in that group until 17<sup>th</sup> July 2020.</del></li> <li>Breaks, lunchtimes, outside space will be staggered with designated areas and equipment for each bubble.</li> <li><a href="#">Year 1 to Year 6 – every child will have their own pencil case with equipment such as pencils, pritt stick, pen etc that is not shared with other children own table and</a></li> </ul>	<b>Tolerable Risk</b>

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					<p>equipment and will not share. Coats will be stored on back of chair. Any packed lunches will be stored on floor under the table. No one will touch belongings of someone else.</p> <ul style="list-style-type: none"> <li>As breaks and lunchtimes will be staggered, not all the staff will use the staffroom at the same time which will enable social distancing. 4 staffrooms have been created — 1 for each corridor with own facilities so bubbles do not need to cross.</li> <li>Contact with parents can be at playground door. If a parent needs a private chat this should be near the main entrance rather than parents entering a classroom, at 2m distance</li> <li>First aid procedures reviewed to ensure they will be carried out in line with infection control and</li> </ul>	

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				Moderate Risk			Moderate Risk	
				Unacceptable Risk			Unacceptable Risk	
						<p>social distancing where possible. PPE in place.</p> <ul style="list-style-type: none"> <li><del>All vulnerable children and children key workers will be in their age group bubble</del></li> <li><u>Parents approaching the door to speak to staff are asked to wear face coverings</u></li> <li><u>Nursery and reception may mix outside in the nursery garden for short periods of time</u></li> <li>All staff asked to wear face coverings or face shields in public areas – corridors, staffroom (unless eating or drinking), photocopying, visiting office, staff toilets, dining hall)</li> <li>Reception and nursery will mix outside – they will be classed as one bubble if a child tests positive. Staff must all keep 2m+ distance from each other</li> <li>Year 1 and Year 2 will mix outside (in separate year groups)</li> </ul>		

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					<ul style="list-style-type: none"> <li>- they will be classed as two large bubbles if a child tests positive. Staff must all keep 2m+ distance from each other</li> <li>• KS2 classes will continue to operate separately inside and outside due to higher chance of older children contributing to an outbreak.</li> <li>• Because each year group enters and leaves through their own area / cloakroom separation continues to be straightforward</li> <li>• <b>Within each bubble it is 'education as normal' with full curriculum offer including sand, water, PE, music, drama etc.</b> <del>Extra furniture has been removed from classrooms and corridors to make a wider space, bookshelves and equipment storage units have been turned round so that children can't touch it. All</del></li> </ul>	

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					<del>surfaces are clear to enable cleaning.</del>	
Potential spread of infection	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	<ul style="list-style-type: none"> <li>Policy is that children with any illness are monitored in class and parents called if illness persists</li> <li>Hands washed before lunch and after art</li> </ul>	Moderate Risk	<ul style="list-style-type: none"> <li>Children and adults will wash their hands on arrival at school, before and after morning break, before and after lunch and before going home. Where possible this will be with soap and water, but alcohol based hand gel will be used if not. Children will be taught good hand washing.</li> <li><del>Children will not be bringing bags from home. They will not be changing for PE, changing footwear for forest school etc. No book bags will be brought and no books will be sent home. Coats will be kept on the bag of chairs and packed lunches stored under table.</del></li> <li>Year 1 to Year 6 children will have a pencil case <del>fray on their table</del> with all equipment that they may need.</li> </ul>	Tolerable Risk

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						<ul style="list-style-type: none"> <li>• Reception and nursery children will share equipment, but only things that can be regularly washed and sanitised.</li> <li>• All children will have their own water bottle on their table that they are responsible for refilling</li> <li>• Every classroom has cloths and disinfectant spray for regular sanitising.</li> <li>• Staff and visitors will sign in at each main entrance with an electronic screen.</li> <li>• Classroom doors and will be propped open to prevent the need to touch doorplates or handles.</li> <li>• Photocopiers will be designated to be used by each corridor so wider use does not happen. Wipes will be available to clean control panels or photocopiers and telephones before and after use.</li> </ul>		

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Commented [DB1]: I would ensure that these are anti-viral wipes and not just anti-bacterial the Dettol wipes tend to be anti-viral

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					<ul style="list-style-type: none"> <li><u>Cash will only be taken for the children's tuck shop. No change will be given to parents to avoid handling of cash by staff. Cash will be deposited in a tin or in an envelope and stored for 48 hours before counting. Payment on Parentpay will be encouraged.</u></li> <li><u>Regular sanitising of doors will continue throughout the day.</u></li> <li><u>Staff will remain in a consistent year group to avoid any wider spread of infection across the school. School will close on Friday afternoon for PPA for teachers from Reception to Year 6 so that cover staff are not needed.</u></li> <li><u>Visitors will sign in but will not be given lanyards as these have been used by other people. As visitors are limited, this will not cause a safeguarding risk.</u></li> <li><u>Visiting adults (parents or professionals) must wear a mask</u></li> </ul>	

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					<p><u>in public areas of the building. They can remove their mask once in the room they are working in / meeting in. The room will be sanitised when they leave.</u></p> <ul style="list-style-type: none"> <li>• Staff to ensure that visitors are 2m away from staff before removing their mask, rooms are well ventilated etc</li> <li>• Staff who move between bubbles are asked to wear a face covering or face shield. This is essential in busy areas such as the dining hall</li> <li>• All staff (and regular visitors to the school) will be offered lateral flow tests to be taken every Monday and Thursday morning with results reported online and to the school. Should someone test positive, test and trace advice will be followed <del>to a tin and stored.</del></li> <li>• <del>All internal doors will be propped open during the school day to prevent regular touching of handles and improve flow of air</del></li> </ul>	

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					<ul style="list-style-type: none"> <li><del>We have 3 children who are extremely clinically vulnerable — we are liaising with their parents to continue home learning.</del></li> </ul>	
Someone develops symptoms of coronavirus (COVID-19) whilst at work or in the work areas	Staff Pupils Contractors Visitors	Risk of infection and spread of infection of COVID-19.	<p>If anyone becomes unwell with a new, continuous cough or a high temperature or develops Anosmia (loss of smell &amp; taste) in an education setting they must be sent home and advised to follow the governments - <a href="#">staying at home guidance</a>.</p> <p>Children or staff should be sent home and advised to self-isolate for 7 days, their fellow household members should isolate for 14 days.</p> <p>All staff and pupils who are attending an education or childcare setting will</p>	Moderate Risk	<ul style="list-style-type: none"> <li>Any child or staff member displaying symptoms will be isolated immediately in the Zen Room.</li> <li>PPE will be worn if someone needs to remain with them</li> <li>Parents will be contacted immediately and the child will be sent home.</li> <li>Everyone displaying symptoms will have to be tested.</li> <li>When they leave the building the room and classroom should be fully cleaned.</li> </ul>	Tolerable Risk

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			have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. Those who test negative can return to the school.			
<b>Site user tests positive for COVID-19</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death. School closure and major disruption in school services.		<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Where the pupil or staff member tests positive, their close contacts of their bubble should be sent home and advised to self-isolate for 14 days. This may be the whole class, or it may be possible to identify close contacts (especially with staff and older children who do not move from tables).</li> <li>Adhere to any advice issued from the NHS test and trace team.</li> </ul>	<b>Tolerable Risk</b>

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<b>Fire and alarm systems</b>	Staff Pupils Contractors Visitors	Resulting in burns. Injury or death	Weekly fire alarm testing	<b>Tolerable Risk</b>	<ul style="list-style-type: none"> <li>Same evacuation and testing procedure will be followed. <del>Fire risk over-rides COVID risk followed.</del></li> </ul>	<del>Trivial</del> <b>Tolerable Risk</b>
<b>First Aid</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may lead to ill health or death	First aiders and kits throughout school	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>Every corridor has it's own first aid station with equipment, PPE etc</li> <li>First aiders will be trained in use of the equipment.</li> <li>Process of disposal will be explained to staff</li> </ul>	<b>Tolerable Risk</b>
<b>Incomplete or inadequate Premises management checks</b>	Staff Pupils Contractors Visitors	Possibility of infection, injury, fire, explosion or loss	Premises management checks are carried out on a cycle	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>All inspections will be carried out as normal with recording</li> </ul>	<b>Tolerable Risk</b>
<b>Cleaning arrangements</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may	Cleaners attend every day	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li><del>All staff will leave the site at 3.30 every day with all surfaces clear for thorough cleaning</del></li> </ul>	<b>Moderate Risk</b>

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		lead to ill health or death			<ul style="list-style-type: none"> <li>All staff will have an area to clean at points through the day, with a sign off sheet to record</li> <li>Additional cleaner at lunchtime every day to clean nursery between sessions</li> <li>Bins with lids in every area for tissues</li> <li>Waste will be double bagged from tissue bins</li> <li>Stock control will be monitored to ensure we don't run out</li> <li>All classrooms have a sanitisation station with spray, hand gel and wipes – classroom staff should ensure that frequently used areas are cleaned throughout the day</li> <li>Extra cleaning is place following hire of the school hall in evenings / weekend,</li> </ul>	
<b>Handwashing and personal hygiene</b>	Staff Pupils Contractors Visitors	Possibility of infection of Covid19 which may	Children wash hands after using toilet	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>All sinks in toilet areas have soap, paper towels and hot water</li> <li>All classroom sinks have cold water, soap and paper towels</li> </ul>	<b>Moderate Risk</b>

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TASK/HAZARD	Persons at Risk	RISK	CONTROL Control measures already in place, reducing the likelihood of harm.	RISK RATING	ADDITIONAL CONTROL Additional control measures to be introduced to further reduce risk of harm.	RESIDUAL RISK RATING
				Trivial Risk		Trivial Risk
				Tolerable Risk		Tolerable Risk
				Moderate Risk		Moderate Risk
				Unacceptable Risk		Unacceptable Risk
		lead to ill health or death			<ul style="list-style-type: none"> <li>• Hand sanitiser available throughout school</li> <li>• Children to be supervised washing hands</li> <li>• Staff will be vigilant about children touching faces</li> <li>• <u>Children and staff will use hand sanitiser on entrance to school and at key points throughout the day. They will wash hands in the sink before lunch and at other times where it is appropriate.</u></li> </ul>	
<b>Inadequate provision and use of Personal Protection and PPE</b>	Staff Pupils Visitors	Possibility of infection of Covid19 which may lead to ill health or death	A provision of PPE will be supplied by the local authority and additional supplies can be procured via the local authority or via the schools own procurement route	<b>Moderate Risk</b>	<ul style="list-style-type: none"> <li>• If a child becomes unwell with symptoms of coronavirus and need direct care or supervision until they can return home the following PPE should be worn: <ul style="list-style-type: none"> <li>○ A fluid resistant face mask</li> <li>○ Disposable gloves</li> <li>○ Disposable apron</li> <li>○ A face shield or eye protection is there is a risk of coughing, spitting or vomiting</li> </ul> </li> </ul>	<b>Moderate Risk</b>

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					<ul style="list-style-type: none"> <li>Staff should be instructed that wearing gloves should not be substituted for handwashing</li> <li>PPE must be provided for direct care in line with PHE guidance</li> <li>Staff must wear PPE when dealing with suspected cases of COVID</li> <li>PPE donning and doffing PHE guide note will be issued to staff</li> <li><a href="#">PPE donning and doffing guide note</a></li> </ul>	
<b>Poor mental wellbeing of staff and pupils</b>	Staff Pupils	Acute or long-term mental distress	PSHE curriculum and mindfulness are part of school life		<ul style="list-style-type: none"> <li>Counselling and support from Place 2 Be for staff and pupils</li> <li>Curriculum information for all classes</li> <li>Quell and Kwook services</li> </ul>	
<b>Violence and aggression toward staff or other parents</b>	Staff Pupils	Work related stress or distress.	Team Teach	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>Team Teach to be used for de-escalation only, and physical handling only to be used in</li> </ul>	<b>Tolerable risk</b>

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		<p>Injury from physical violence</p> <p>Possibility of infection of Covid19 which may lead to ill health or death</p>			<p>situations where a child or adult is at immediate risk of harm.</p> <ul style="list-style-type: none"> <li>Following any physical handling, staff must use good handwashing and sanitising and could go home to change clothing if they feel it is necessary.</li> <li><u>Staff will wear PPE when using Team Teach. A bag with PPE will be taken onto the playground.</u></li> <li><u>If staff do not have time to prepare for Team Teach, another adult in PPE should take over as soon as possible.</u></li> <li><u>If the risk escalates in the ARP, staff will teach wearing a face shield as we have children who are known to spit at staff.</u></li> <li>Children who have to be handling for a lengthy period of time or who continue to spit will be sent home. <u>If a child is repeatedly aggressive or disruptive they will be sent home to avoid the</u></li> </ul>	

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					<del>situation escalating into needing positive handling.</del>	
<b>Pupils behaviour on the return to school prevents social distancing or appropriate infection control</b>	Staff, Pupils, vulnerable children or young people		Behaviour Policy	<b>Tolerable risk</b>	<ul style="list-style-type: none"> <li>Appendix to behaviour policy to include rules on social distancing, any additional Covid risks (e.g. spitting)</li> <li>Children with SEND will be educated with use of social stories to understand social distancing. Staff with these children need to be very vigilant with hand washing and hygiene.</li> </ul>	<b>Trivial risk</b>
<u>Extremely clinically vulnerable</u>	<u>Staff, pupils, young people, those who are vulnerable, clinically extremely vulnerable persons</u>		<u>People who are clinically extremely vulnerable (shielding) should have received a letter, to inform them they are in this group or have been notified by their GP. At list of who is in this group can be found in appendix (a).</u>  <u>If a pupil or member of staff lives in a household</u>	<b>Moderate risk</b>	<ul style="list-style-type: none"> <li><u>We have identified 3 children who are in this category. All have identified that they will return to school in September, following medical advice.</u></li> <li><u>3 members of staff in the shielding group as they are extremely clinically vulnerable will not attend work until at least 31<sup>st</sup> March. They will be asked to work at home.</u></li> </ul>	<b>Trivial risk</b>

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			with someone who is shielding it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. If this cannot be adhered to, those people should not attend the education or childcare setting and should be supported to work or learn at home.			
<u>Clinically vulnerable</u>	Staff, pupils, young people, those who are vulnerable		Those who are defined as clinically vulnerable but are not in the shielding category can attend the education or childcare setting.		<ul style="list-style-type: none"> <li>Staff who are vulnerable have made the school aware of their condition. They have an individual risk assessment that includes the offer to be redeployed if they feel their role carries an increased risk.</li> <li>Parents have been advised that if they think their child is vulnerable, they should still attend school but with staff aware of increased vigilance.</li> </ul>	

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					<ul style="list-style-type: none"> <li>We have an updated list of health conditions of staff and children.</li> <li>Staff identified as clinically vulnerable are advised about additional protection in place.</li> </ul>	
<u>Outside areas including play equipment and play furniture</u>	Staff, Pupils, vulnerable children or young people	Possibility of infection of Covid19 which may lead to ill health or death.		<b>Moderate risk</b>	<ul style="list-style-type: none"> <li>Outdoor equipment will only be used when it has been checked to ensure it can be cleaned and sanitised effectively. We will not be using sand, mud kitchen or any soft furnishings.</li> <li>Every class has access to their own outside play area and own equipment. Staggered lunch and playtime means that each year group will not play with another year group.</li> <li>The Forest School will be used by all groups of children – the toilet, any equipment or furniture will be cleaned and sanitised between groups. It is expected the almost all equipment will be brought from</li> </ul>	<b>Trivial risk</b>

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					<u>the classroom to avoid cross-contamination</u>	
<b>Unaccounted absentees</b>	Pupils, vulnerable children or young people	Safeguarding risks, pupil welfare	First day response happens for all pupils so the inclusion and safeguarding team are aware of why children are not in school	<b>Tolerable risk</b>	<ul style="list-style-type: none"> <li>Cases where children are absent due to parent anxiety over Covid will be dealt with sensitively in partnership with the LA attendance service</li> </ul>	<b>Trivial risk</b>
					•	