

RISK ASSESSMENT FORM

This risk assessment identifies minimum controls measures.

*Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific. **PRIMARY***

Version 1d September 2020

Assessors name: SARAH WARSHOW	Date of Assessment: Reviewed 11 th January 2021	Activity/Task: School opening under Contingency Framework implementation
Directorate: Education	Service: Schools Group:	Headteacher: MRS S WARSHOW

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	<p>SLT to check latest Government guidance regularly. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf</p> <p>Communication with parents/carers is through electronic, school based systems, including Parent Mail, Email and website. Core Principles followed in all settings:</p> <ul style="list-style-type: none"> Minimise contact through separation of bubbles Frequent hand washing Respiratory hygiene – catch it, bin it, kill it Frequent cleaning of high touch areas <p>Use different staff rooms for bubbles to limit occupancy. Make risk assessment and online training available for all staff.</p>	<p>Likelihood: 3 Consequence: 5 Risk Level: 15</p>	<p>Year group bubbles will keep staff and pupils separate. Children to sit separated in class, where possible and minimize face-to-face contact.</p> <p>Staff meetings will take place via Google Meets. Google Meets or Zoom will be used as a remote meeting facility for meetings with outside professionals e.g. LSG/ MAT staff meetings Staggered start, end, break, lunch and assembly times throughout the day. Provide access to test and trace information for staff and pupils. Recommend weekly testing for staff.</p>	<p>Likelihood: 2 Consequence: 5 Risk Level: 10</p>	SW Promoted by all SLT	Y

Shortage of staff	Students & Staff	<p>Staff to be able to park on site. Parents have to request a place, with proof of employment/rotas. Staff may transfer from one group to another, but only when cover is essential, transfer may be permitted if strict social distancing is applied. No other staff should move between bubble groups, unless absolutely necessary.</p> <p>The health risks of moving between bubbles, to all staff, including those who are vulnerable, will be considered as part of the risk assessment.</p>	<p>Likelihood: 5</p> <p>Consequence: 5</p> <p>Risk Level: 25</p>	<p>Absence reporting – parents report absence to the school if their child is due to attend. Parents of pupils attending report any symptoms asap and promptly engage with the Test and Trace system if required.</p> <p>All staff are available to work.</p> <p>2 staff members more vulnerable due to pregnant over 75 years.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>SW to assess staff capacity daily.</p> <p>SW to update staff on risk assessment.</p>	Y
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement.</p> <p>Staggered drop off and collection times and points. Parent/carer not to enter further than drop off point.</p> <p>Parents/carers reminded to observe social distancing of 2m when collecting and dropping pupils to and from School. Only one parents/carer permitted to drop off/collect – minimise adult to adult contact</p> <p>Doors to remain open where safe to do so i.e. door guards not to compromise fire safety</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Contractors/ Visitors asked health check questions on arrival. Staff on gate at drop off and collection times. Floor markings and signage demarcate social distancing.</p> <p>Parents to be informed that only 1 parent can drop off/ pick up child.</p> <p>Communicate to parents that they are not allowed to congregate at gates/doors to the site, or come into school building.</p> <p>PPE available for staff.</p> <p>All staff to wear visors when 2m distancing can't be achieved.</p>	<p>Likelihood: 1</p> <p>Consequence: 5</p> <p>Risk Level: 5</p>	<p>SW to share information with all staff. Posters for visitors.</p>	Y
Office/ Reception area	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face.</p> <p>Cashless payments for lunch, school visits or visitors.</p> <p>If cash handling or handling of</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Mark out 2m distancing;</p> <p>Create a drop-off space for parents to drop off and collect items such as</p>	<p>Likelihood: 1</p> <p>Consequence: 5</p> <p>Risk Level: 5</p>	<p>CM and CW to put up signs outside</p>	Y

		<p>deliveries takes place, staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception – only 1 visitor allowed in upon request and 2m distancing enforced.</p> <p>Late students admitted into the school by members of staff.</p> <p>Staff to sign in using InVentry app where possible.</p> <p>See also contractors section</p> <p>See also ventilation section</p>		<p>letters, lunch boxes etc</p> <p>Deliveries to be left in a drop off area.</p> <p>Screens in place on office work tops if visitors need to enter office area.</p> <p>Separation of work spaces in admin office to ensure social distancing.</p>		<p>school/ drop off box.</p>	
Clothing	Staff, Students & Contractors and their families.	<p>Staff to wear casual clothing on days when teaching PE.</p> <p>Pupils to wear PE kit on PE days, so changing is not necessary.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Pupils encouraged to wear additional, suitable indoor items of clothing during the winter period in addition to the school's current uniform.</p>	<p>Likelihood: 1</p> <p>Consequence: 5</p> <p>Risk Level: 5</p>	<p>SW to ensure changes in policy documents.</p>	Y
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home/school communication.</p> <p>Year Groups to arrive /depart at designated gates at staggered set times.</p> <p>2m social distancing to be advised to parents and enforced on pupils and staff.</p> <p>Hand sanitiser to be used at entry/exit points to the building.</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Pupils to be dismissed promptly so parents can leave the school site quickly.</p> <p>Staff to take remaining pupils to the gate to be dismissed from there, when the allocated collection time has passed and the majority of pupils dismissed.</p>	<p>Likelihood: 1</p> <p>Consequence: 5</p> <p>Risk Level: 5</p>	<p>SW to ensure staff know expectations around pupil arrival and dismissal</p> <p>Phase Leaders to remind staff of expectations</p>	Y
Classroom (Yrs 3 upwards)	Staff/students	<p>In-class teacher zone to ensure 2m gap from the pupils.</p> <p>Staff members must maintain 2m social distancing including with break out groups.</p> <p>Shared equipment to be avoided, where possible, but disinfected between groups if used.</p> <p>Windows and doors to be</p>	<p>Likelihood: 2</p> <p>Consequence: 5</p> <p>Risk Level: 10</p>	<p>Seating plans to be made for all lesson seating arrangements.</p> <p>Windows should be opened each day, (in cooler weather windows should be opened just enough to provide constant background</p>	<p>Likelihood: 1</p> <p>Consequence: 5</p> <p>Risk Level: 5</p>	<p>SW to monitor</p> <p>CM to open windows each morning</p> <p>Staff to monitor ventilation in rooms</p>	Y

		<p>opened and kept open to maximise ventilation. Self-marking is encouraged by pupils. Pupil Conferencing is used as main form of feedback. Returning books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. Put books into a box and store securely for 3 days). Disinfection/cleaning – see section on Surface Transfer.</p>		<p>ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air. Pupils have their own stationery packs. If books are marked, staff should avoid touching their face, wear gloves and/or use hand sanitiser straight after.</p>		and adjust accordingly	
Transmission between groups	Everyone	<p>Classes will remain in designated rooms at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.</p>	<p>Likelihood: 2 Consequence: 5 Risk Level: 10</p>	<p>Groups do not need to pass each other at any time during the day, due to staggered timings. Lunchtimes – all tables and chairs will be disinfected in between groups.</p>	<p>Likelihood: 1 Consequence: 5 Risk Level: 5</p>	<p>KF to ensure lunch tables are disinfected between groups.</p>	Y
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning; Students to receive briefing and watch handwashing e-learning. All new staff to undertake COVID safety training through oneSource.</p>	<p>Likelihood: 2 Consequence: 5 Risk Level: 10</p>	<p>Staff to spend time at the beginning of the school term, re-enforcing new behavior and hygiene expectations to pupils.</p>	<p>Likelihood: 1 Consequence: 5 Risk Level: 5</p>	<p>SW to ensure staff have posters and policies ready to enforce these.</p>	Y
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above. Staff to complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all</p>	<p>Likelihood: 2 Consequence: 5 Risk Level: 10</p>	<p>All staff have already completed this training. New staff to complete training as soon as employment begins.</p>	<p>Likelihood: 1 Consequence: 5 Risk Level: 5</p>	<p>DB to set up log ins for all new staff on oneSource.</p>	Y

		the training must be repeated.					
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time. Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session. If balls are used they must only be kicked or used by one student and then sterilised. Team sports will be covered by a separate risk assessment.	Likelihood: 1 Consequence: 5 Risk Level: 5	Outside areas zoned into: Playground – 3 zones Field – 2 zones Astro – 1 zone Quad – 1 zone	Likelihood: 1 Consequence: 5 Risk Level: 5		Y
Lunch	Staff/students/ Catering staff	Pupils to wash hands before eating. Lunch times to be staggered for year group bubbles. Catering to provide hot service. Hot lunches to be eaten in large hall, in year group bubbles, at staggered times. Take into account students with allergies. Consider menu options for the group concerned. Advice to be given to parents on allergies.	Likelihood: 2 Consequence: 4 Risk Level: 8	Lunch hall – limit of 2 year group bubbles at a time, with children separated and seating plans in place. Children don't sit directly facing another child; they sit diagonally. Tables and seats to be disinfected after each use.	Likelihood: 2 Consequence: 4 Risk Level: 8	AF to liaise with MDA staff to re-enforce this message	Y
Emergency evacuation	Staff/students/ contractors	Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation. PEEPS should be reviewed and amended accordingly.	Likelihood: 2 Consequence: 4 Risk Level: 8	Evacuation routes reviewed and explained to all pupils/ staff. InVentry app used by staff to check children on register.	Likelihood: 1 Consequence: 4 Risk Level: 4	CW to ensure that all staff can use the InVentry app.	Y
First Aid & administration of medicines	Staff/Students	Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured	Likelihood: 5 Consequence: 5 Risk Level: 25	Rainbow room allocated as an isolation room for potential COVID-19 cases Social distancing measures should lead to	Likelihood: 3 Consequence: 4 Risk Level: 12	CW to monitor stock of PPE and inform CM when	Y

		party/suspected infection with Corona virus to assess or treat they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a) Temperature checks with disposable forehead thermometers.		fewer accidents. PPE stored in admin office, First Aid room and Cleaning cupboard. Online training will be completed for all staff in 'Infection Control' and 'Using PPE'.		a new order is needed.	
Student Behaviour	Anyone in building	Individual risk assessments updated relating to individual pupils' behaviour. Controls in place to prevent the spread of virus through various transmissions routes.	Likelihood: 2 Consequence: 4 Risk Level: 8	Behaviour Policy revised.	Likelihood: 2 Consequence: 4 Risk Level: 8	TG to check that all staff are aware of any SEN needs and advise on level of support.	Y
Access/egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. In exceptional circumstances two-way systems may be in place with screens following risk assessment approved by H&S Team. Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).	Likelihood: 2 Consequence: 4 Risk Level: 8	Corridors divided in half to create a 2-way system. 2m spacing markers in place in corridors. Sign outside school entrance informing visitors to ring the bell and wait. Classes have allocated access and egress routes into and out of the building, to allow separation of bubbles.	Likelihood: 1 Consequence: 4 Risk Level: 4	Office staff to monitor door and visitors. SLT to promote, model and remind staff and pupils of expectations.	Y
Toilets	Staff/Students/Contractors	Upper and lower KS toilets. In shared toilets, basins are allocated to year groups through a colour coded system. Year groups have to share toilet facilities, so controlled access is in place to ensure distancing between groups. Liquid anti-bacterial soap to be provided.	Likelihood: 3 Consequence: 4 Risk Level: 12	Each classroom to have 2 toilet bands to use. Children taught the use of the bands for when they use the toilets. Only same colour bands/year group bubble in toilets at any time. Posters in toilets to remind pupils about hand washing	Likelihood: 2 Consequence: 4 Risk Level: 8	Y3 – Purple Y4 – Green Y5 – Red Y6 - Blue	Y

		Everyone to wash hands after visiting the toilet.		routine.			
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	Likelihood: 2 Consequence: 4 Risk Level: 8	Hand washing facilities in every classroom, along with anti-bac dispensers in all rooms too. Hand washing: before lunch/ when hands are dirty Hand sanitizer: on entry to school/ after playtimes/ after sneezing	Likelihood: 1 Consequence: 4 Risk Level: 4	CM and cleaning team to ensure these are always refilled. Staff to promote	Y
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements in place for each item of equipment. This includes <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.	Likelihood: 3 Consequence: 5 Risk Level: 15	All classroom areas thoroughly cleaned daily, each morning. Anti-bac sprays in every room, with paper towel. Doors wedged open to prevent the need to touch them. PPE stock replenished.	Likelihood: 2 Consequence: 4 Risk Level: 8	DB to meet regularly with CM and cleaning team to review.	Y
Contractors working on site	Staff, Students & Contractors	Only planned (and risk assessed) maintenance work or repairs, or work in segregated areas, to be undertaken. Contractors to work out of school hours where possible. Contractors not to work in classrooms when occupied by class group. Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken	Likelihood: 3 Consequence: 3 Risk Level: 9	Premises Manager available to accompany contractors, should they be on site. Limited use of external contractors used at WJS. ECC staff to work in library, or remotely, where possible.	Likelihood: 1 Consequence: 3 Risk Level: 3	CM to oversee AJ to liaise with ECC staff.	Y

		cannot be completed whilst maintaining social distancing.					
Transfer of virus onto/off PPE	Staff and potential onwards transfer	Wash hands before PPE. Don & remove PPE in specified order (through training). After use, double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements. Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry. Wash hands at end of processes.	Likelihood: 3 Consequence: 5 Risk Level: 15	PPE training undertaken by all staff.	Likelihood: 2 Consequence: 4 Risk Level: 8	SW to remind staff of PPE use.	Y
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation. If masks are available and the person is an adult, a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.	Likelihood: 4 Consequence: 5 Risk Level: 20	The Rainbow room and Library are identified as isolation rooms at WJS. Isolation of the area where the person has been in contact and deep cleaning of the area (specialised) will follow.	Likelihood: 3 Consequence: 5 Risk Level: 15	KF/CW to oversee and manage.	Y
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced. Children with underlying conditions should follow any advice issued by their medical practitioner relating to their	Likelihood: 2 Consequence: 5 Risk Level: 10	Keep up to date with government guidance. All children in the extremely clinically vulnerable category will only attend school when medical advice is sought.	Likelihood: 1 Consequence: 5 Risk Level: 5	TP to oversee	Y

		attendance.					
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised.	Likelihood: 3 Consequence: 5 Risk Level: 15	Break out staff areas – Cooking room/quad to be used. Staff to be allocated a room for breaks. Only 1 person at a time allowed in First Aid room/ Back office/ Toilets	Likelihood: 1 Consequence: 5 Risk Level: 5	Lower school– Cooking room Upper school – Staff room	Y
The use of Volunteers and spread of virus	Staff/Students/Volunteers	No volunteers in school in Spring term.	Likelihood: 1 Consequence: 5 Risk Level: 5		Likelihood: 1 Consequence: 5 Risk Level: 5	SW to share expectations with staff.	Y
Educational Visits	Staff/Students/Volunteers/Members of the Public	All educational visits risk assessments must consider risks from Corona Virus. No external visitors in the Spring term.	Likelihood: 1 Consequence: 5 Risk Level: 5		Likelihood: 1 Consequence: 5 Risk Level: 5	SW to share expectations.	Y
Airborne Transfer Risk	Staff/Students/Visitors	Open windows and doors to create an airflow at all times. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.	Likelihood: 1 Consequence: 4 Risk Level: 4	Premises Manager opens windows each morning. All internal doors wedged open/ quad doors opened.	Likelihood: 1 Consequence: 4 Risk Level: 4	SW to share expectations with CM and all staff	Y

Review date: February 2021

Date communicated to staff: 12th January 2021

Is a safe system of work required Yes

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						