

RISK ASSESSMENT

COVID19 Risk Assessment for Reopening 1 to 1 interviews

Covered by this assessment; staff, students, parents, visitors and volunteers.

Date of Assessment: 16 May 2020

Date for Re-assessment 30 May 2020

Name of Assessor: Jennie Fisher
Operations Manager

Re-assessed 18 June 2020
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

Risk Matrix

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 3 day injury)	Medical treatment required, over 3 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	Risk Level Low / Med / High	What are you already doing (Existing Controls)	What further actions are necessary	Risk Level Low/ Med/ High	Action	
					Who	When
Policies and procedures	H	<ul style="list-style-type: none"> All students, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> -Health and Safety Policy -First Aid Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> -Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 -The Health Protection (Notification) Regulations 2010 -Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' -DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps ensure there is a happy and safe school environment, e.g. infection control training and student wellbeing training. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> -DfE -NHS -Department of Health and Social Care -PHE -The school's local health protection team (HPT) 	<ul style="list-style-type: none"> Adoption of Infection Control Policy All staff and volunteers are made aware of any infection control procedures and social distancing arrangements for when the school reopens via email. 	M	SLT	01.06.20

		<ul style="list-style-type: none"> • The Operation Manager conducts a review of all supplier arrangements to ensure they are appropriate for the school reopening to more students. 				
Premises	H	<ul style="list-style-type: none"> • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. • The headteacher identifies which areas of the school may be used for school activity and communicates this to staff, students and volunteers accordingly. 	<ul style="list-style-type: none"> • Areas of the premises which remain closed are adequately secured and clearly identifiable. • The site manager arranges for any changes to the premises to be made to account for social distancing measures. • Unisex toilets at the front of school will be available for students attending 1 to 1 meetings • Any student showing signs of Covid19 whilst awaiting pickup will use the disabled toilet • Staff will use a nominated classroom for 1 to 1 meetings and use separate chairs and tables for each meeting 	M	SLT	01.06.20
Fire safety and evacuation routes	H	<ul style="list-style-type: none"> • A suitably trained individual checks that all fire detection, alarm systems and fire extinguishers are in working order. 	<ul style="list-style-type: none"> • The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. • The Director of Finance & Operations / Operations Manager identifies how social distancing measures are to be observed at evacuation points and communicates 	M	Operations Manager	01.06.20

			<p>this to all staff, volunteers and students.</p> <ul style="list-style-type: none"> • Students attending 1 to 1 meetings will be escorted by staff and congregate on the top yard observe the 2 metre social distancing • All school doors to be unlocked • Doors where possible will be wedged open to minimise contamination on handles. 			
Cleaning	H	<ul style="list-style-type: none"> • All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. • Adequate amounts of suitable cleaning agents are available. • Where practicable, PPE is available to members of staff who require it to carry out their role safely, e.g. cleaners. 	<ul style="list-style-type: none"> • The Operations Manager arranges enhanced cleaning to be undertaken where required • Where necessary, the number of rooms used by staff and volunteers during working hours is limited to avoid the spread of infection and minimise the costs of cleaning. • All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. • Cleaning of touch services is carried out throughout the day • Toilets at the front of school will be cleaned hourly • The disabled toilet will be deep cleaned after use if used by person with symptoms of Covid19 	M	Operations Manager	01.06.20

Infection control and social distancing	H	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance. • Adequate amounts of soap, tissues and bins are available in the relevant areas. • Any phased reopening plans are in line with the relevant local and national advice. • The headteacher identifies which areas of the school are subject to high people traffic and puts a plan in place to maximise infection control during busy periods, e.g. staggered breaktimes. • Where applicable, class sizes are limited, including the number of teaching staff per class, within safe and suitable staff-to-student ratios. • Where required, the headteacher works with teaching staff to ensure a suitable plan is in place to maximise infection control during class changes • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. • Where students, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	<ul style="list-style-type: none"> • Visual aids are in used to display social distancing measures, which starts at the entrance to school as well as throughout the school • Infection control stations are set up, where necessary, either providing hand soap and water, alcohol-based hand sanitiser and bins • Students will enter the school building via the main gate using the left hand side of the gate and steps • Entrance to the main building will be via left side of Foyer into the Hall • Students will observe the 2 metre social distancing rules whilst waiting to be collected • Staff will collect student and escort them to a designated classroom • Each staff member will be allocated a classroom for use • Classrooms will be setup to observe the 2 metre distance, limiting use of chairs and tables • Each new meeting will be conducted at a new table and chairs • Hand washing with soap and hot water will be encouraged throughout the school day • When entering and leaving a classroom, students will be asked to use the hand sanitiser 	M	SLT	01.06.20
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		<ul style="list-style-type: none"> • Staff, students and volunteers who display symptoms of coronavirus (COVID-19) are managed in line with local and national guidance and the Infection Control Policy, and are sent home as soon as possible. 	<ul style="list-style-type: none"> • When the meeting ends the staff member will escort the student to the main steps, to exit on the left hand side • The school will promote good respiratory hygiene via catch it, bin it kill it. We will provide tissues in all classrooms • If Covid 19 symptoms are showing in a student or staff member they are sent straight home and must isolate for 7 days and household members for 14 days, a test can be requested • 1 to 1 meetings will be restricted to allocated classrooms within the school • Reprographics room is out of bounds to all students • When using printers within the classrooms, use hand sanitiser before and after use. 			
Safeguarding	H	<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the temporary closure and/or school reopening, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support students and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support students and staff who require pastoral care. 		M	DSL	01.06.20

Communication	L	<ul style="list-style-type: none"> • The school’s website is kept up-to-date with any information regarding reopening, e.g. dates and local arrangements. • Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding reopening, including any changes to the workday, e.g. staggered lunchtimes and social distancing. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms • The headteacher liaises with the governing body about possible arrangements for reopening the school, where necessary. • The Operations Manager communicates with suppliers regarding reopening the school and reinstating or suspending the supply of any required goods. • The headteacher informs staff, volunteers and the governing body about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance when the school reopens. 		L	SLT	01.06.20
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Safe Systems of Work to be outlined below:

- All staff have a responsibility for health and safety within the school, however, an appointed person should be identified to represent the school and to work with management to ensure processes and procedures are adhered to.
- Monitor procedures and keep records up-to-date.
- Staff should be instructed in the use of all office equipment, cleaning chemicals (where necessary) and where appropriate training given.
- Avoid using high shelving where possible.
- Personal work stations should be assessed and reviewed annually or/if changes occur before this time period.
- Health and safety should be a standing item on all team meetings.
- Risk assessments should be carried out for all equipment and office activities where significant risks have been identified, and reviewed annually or sooner if significant changes/or legislation dictate this.
- COSHH assessments should be undertaken for any cleaning chemicals used or a general assessment if they are non hazardous. Ensuring all hazard data sheets relating to substances are retained and kept up-to-date.
- Office working should be conducted during core hours and lone working minimised.
- Carry out a separate Risk Assessment for young persons, disabled or pregnant workers.

