

# Risk assessment blank form - 5 steps

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> <li>walking around your workplace</li> <li>asking those doing the task what they think</li> <li>checking manufacturers' instructions</li> <li>considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>employees</li> <li>temporary / agency staff</li> <li>contractors</li> <li>volunteers</li> <li>members of the public</li> <li>children (including work experience)</li> <li>lone workers</li> <li>pupils</li> <li>service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>guarding</li> <li>training</li> <li>procedures, safe systems of work</li> <li>personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first.  List: <ul style="list-style-type: none"> <li>actions required</li> <li>who needs to do them</li> <li>by when</li> <li>check actions completed</li> </ul>

## Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.		
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.		

<b>Activity / operation/ event: School full opening September 2020</b>					<b>Assessment date: 18/07/2020</b>		
<b>Establishment: Lenham Primary School</b>					<b>Review date: 18/9/2020</b>		
<b>Step 1 Identify the hazards</b>	<b>Step 2 Who might be harmed &amp; how?</b>	<b>Step 3 What are you already doing?</b>	<b>Risk rating trivial/ low / medium / high / stop</b>	<b>Step 4 Is anything further needed?</b>	<b>Step 5 Action &amp; review</b>		
					<b>Action required</b>	<b>Responsible person</b>	<b>Date completed</b>
Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school	Staff and children	Making sure parents are aware they must follow government guidance.  Not allowing children to return until test results are received.	Medium	Keep reminding parents	Weekly on bulletin	HT	9/9/20
Cleaning hands regularly	Staff and children	<ul style="list-style-type: none"> <li>Whether the school has enough hand washing or hand sanitiser 'stations'</li> </ul>	Medium	Making sure staff follow guidance and wash childrens hand a number of times.		SLT	2/9/20

		<p>available so that all pupils and staff can clean their hands regularly</p> <ul style="list-style-type: none"><li>• Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative.</li><li>• Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with</li></ul>					
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		complex needs understand the need to follow them					
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach	Staff and children	The 'catch it, bin it, kill it' approach continues to be very important, so we must ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.	Medium			SLT	

<p>Introduce enhanced cleaning , including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>Staff and children</p>	<p>As a school we have put in place:</p> <ul style="list-style-type: none"> <li>• A cleaning schedule that ensures cleaning is generally enhanced and includes</li> <li>• More frequent cleaning of rooms/shared areas that are used by different groups</li> <li>• Frequently touched surfaces being cleaned more often than normal</li> <li>• Different groups are allocated their own toilet blocks, but toilets</li> </ul>	<p>Medium</p>			<p>SLT</p>	
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		<p>which are cleaned regularly and pupils are encouraged to clean their hands thoroughly after using the toilet</p>					
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Staff and children</p>	<p>The overarching principle to apply is reducing the number of contacts between staff and pupils. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <ul style="list-style-type: none"> <li>Pupils will be seated side by side and facing</li> </ul>	<p>Medium</p>			<p>SLT</p>	

		<p>forwards rather than face to face or side on.</p> <ul style="list-style-type: none"><li>• Staggered break times and lunch times are implemented</li><li>• Flexible start and finish has been implemented</li><li>• Children have been allocated their own equipment.</li><li>• Classroom based resources, such as books and games, can be used and shared within the bubble; and are cleaned.</li><li>• Resources that are</li></ul>					
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shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

- Children have been asked to limit what they



		<p>bring to school.</p> <ul style="list-style-type: none"> <li>• Pupils and teachers can take books and other shared resources home, but once returned they are stored for 72hrs.</li> <li>• Bubbles are running as individual classes but as also phases.</li> </ul>					
Where necessary, wear appropriate personal protective equipment (PPE)	Staff and children	<p>PPE will not be required beyond what you would normally need except for the following cases:</p> <ul style="list-style-type: none"> <li>• Where an individual child or</li> </ul>	Medium			SLT	

		<p>person becomes ill with COVID-19 symptoms while at school, and only if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"><li>• Where a first aid situation involves treating child who may be spitting or coughing. <b>See COVID-19 Advice for First-Aiders (internal document)</b></li><li>• All staff to wear face shields during lockdown for collection.</li></ul>					
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Engage with Track and Trace	Staff and children	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact the local PHE health protection team</p> <p><a href="http://www.gov.uk/guidance/contacts-phe-health-protection-teams">www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• Book a test (<a href="http://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>) if</li> </ul>	Medium			SLT	

they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home test kit.

- Provide details of

		<p>anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace to self-isolate (<a href="http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>) if they have been in close contact with someone who</p>					
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		<p>develops coronavirus symptoms or someone who tests positive for COVID-19</p> <ul style="list-style-type: none"> <li>Isolate for 14 days.</li> </ul>					
Manage confirmed cases of COVID-19 amongst the school community	Staff and children	<p>Follow procedure.</p> <p>Move child to isolation room.</p> <p>Must not return until tested and safe.</p> <p>Close contact means:</p> <p>Advise from DFE/PHE will be gathered on what bubbles are impacted.</p>	Medium			SLT	
Contain any outbreak by following local health	Staff and children	If schools have 2 or more confirmed cases within 14 days, or an overall	Medium			SLT	

protection team advice		rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.					
Play and Stay sessions week 1	Staff and children	Children will attend school the same as children. Staggered start and end to day. Going around 1 way system. Regularly washing hands. Parents to keep 2m distance from teachers. Starting with 15 children in to learn routines.	Medium			CT/SLT	

<p>Outside visitors coming into the building.</p>	<p>Staff and children</p>	<ul style="list-style-type: none"> <li>• Visitors will be booked for visits.</li> <li>• Visitors will not attend if they have COVID symptoms or anyone in their households does or awaiting results.</li> <li>• When they arrive they will read and sign working conditions, risk assessment and summary.</li> <li>• They will wear a mask at all times when inside the building and when not maintaining 2m social distance.</li> <li>• Staff have the choice to wear a visor.</li> <li>• They will antibac hands on</li> </ul>	<p>medium</p>	<p>-School tours, contact information will be collected.</p> <p>-Visitors must sign in as usual.</p>		<p>All staff</p>	<p>14/9/20</p>
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		<p>entering building.</p> <ul style="list-style-type: none"> <li>• Procedure for using toilets will be explained.</li> <li>• They will bring all equipment they will need with them.</li> <li>• Area they have worked in will be cleaned after by visitor.</li> <li>• During lockdown no visitors in school</li> </ul>					
Encouraging Social distancing in older children.	Staff and children	<ul style="list-style-type: none"> <li>• To help less children become infected should an outbreak happen in school. Children will be reminded and encouraged regularly in KS2 to keep their distance from each other and</li> </ul>	Low			All staff	3/9/20

		to limit their contact.					
If a child or adult tests negative		<ul style="list-style-type: none"> <li>If a parent or child tests negative and feels better they can return to school. However the school would like to see results of the test.</li> </ul>	Low			SLT	3/9/20
Breakfast Club and after school club		<ul style="list-style-type: none"> <li>Breakfast club and afterschool club will run on a bubble system. Year R,1 and 2 and Year 3-6. Staff members have been allocated which fit this bubble system.</li> <li>No food is provided and children will be outside for</li> </ul>	Medium			All staff	3/9/20

	<p>majority of the time.</p> <ul style="list-style-type: none"> <li>• In poor weather the hall and IT/staffroom will be used and will be ventilated.</li> <li>• Booking in advance is vital.</li> </ul>					
Break and lunch time play	<ul style="list-style-type: none"> <li>• Every year group has an allocated bubble space to play in, to keep the bubbles separate.</li> <li>• Bubbles have their own equipment.</li> <li>• Shared equipment is cleaned thoroughly between uses.</li> </ul>	Low			All staff	3/9/20
Technology	<ul style="list-style-type: none"> <li>• Chromebooks are shared across 2 year groups. Children</li> </ul>	Medium			All staff	20/9/20

	are washing/antibac their hands before use. These are cleaned at the end of each week.					
Lunchtime for Yr R-2	<ul style="list-style-type: none"> <li>Year R have their lunch in the hall 11:45-12:15. After this time they are sent out to play.</li> <li>All tables and benches are cleaned.</li> <li>Year 1 and 2 are in the hall together at 12:20, all facing forward.</li> </ul>	Medium			All staff	20/9/20
EY Tours	<ul style="list-style-type: none"> <li>Separate risk assessment available.</li> </ul>					

<p>Lockdown</p>		<ul style="list-style-type: none"> <li>• Office is closed to all people.</li> <li>• Staff wear face shields at the end of day.</li> <li>• Parents wear facemasks when on site.</li> <li>• Social distancing must be enforced.</li> <li>• No visitors.</li> <li>• 2m distance must be maintained by all staff.</li> </ul>					
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<p><b>Signature: AMMcCluskey</b></p>				<p><b>Review date:</b></p>			