

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"> walking around your workplace asking those doing the task what they think checking manufacturers' instructions considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> employees temporary / agency staff contractors volunteers members of the public children (including work experience) lone workers pupils service users 	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"> guarding training procedures, safe systems of work personal protective equipment (PPE) 	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"> actions required who needs to do them by when check actions completed

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.

Activity / operation/ event: Opening of Lenham Primary School for Critical Workers and Vulnerable children						Assessment date: 2/01/21	
Establishment: Lenham Primary School						Review date: 1/2/21	
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk rating trivial/ low / medium / high / stop	Step 4 Is anything further needed?	Step 5 Action &		
					Action required	Responsible person	Date completed
Follow the systems of Prevention.	Staff and children	<p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <p>2) Where recommended, use of face coverings in schools</p> <p>3) Clean hands thoroughly more often than usual</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <p>6) Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>7) Where necessary, wear appropriate personal protective equipment (PPE)</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		8) Always keeping occupied spaces well ventilated					
Respond to infection	Staff and children	<p>1) Engage with the NHS Test and Trace process</p> <p>2) Manage confirmed cases of COVID-19 amongst the school community</p> <p>3) Contain any outbreak by following local health protection team advice</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21
Dealing with children/staff showing symptoms	Staff and children	<p>1. 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</p> <p>Ensuring that pupils, staff and other adults do not come into school if they have COVID-19 symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in school and further drive down transmission of COVID-19.</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in school becomes unwell with a new and persistent cough or high temperature, or has a loss of or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed COVID-19 infection</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>This sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive</p> <p>If a child is awaiting collection, they should be moved, if possible, to the Isolation Room. Ideally, the door should be closed, depending on the age and needs of the child with appropriate adult supervision. Ideally, a window should be opened for ventilation.</p> <p>If they need to go to the bathroom while waiting to be collected they should use the toilet within the Isolation Room area. The bathroom must be cleaned and disinfected using standard cleaning products.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. More information can be found in the following guidance</p> <p>www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at</p>					
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		<p>risk. Anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who have helped someone with symptoms and any pupils who have been in close contact with them, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering do not need to go home to self-isolate unless</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • the symptomatic person subsequently tests positive • they have been requested to do so by NHS Test and Trace. <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people.</p> <p>PHE is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying COVID-19.</p>					
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Washing hands regularly	Staff and children	<p>COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. School must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. As a school we must consider and implement the following points:</p> <ul style="list-style-type: none"> • Every classroom has hand santiser. • 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. • Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them . • A timetable has been generated telling staff when to wash hands. 	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21
Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach	Staff and children	<p>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</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<p>understand that this is now part of how school operates.</p> <p>All classroom have bins for tissues.</p>					
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	Staff and children	<p>As a school we must consider and implement the following points:</p> <ul style="list-style-type: none"> • Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes <ul style="list-style-type: none"> a. More frequent cleaning of rooms/shared areas that are used by different groups b. Frequently touched surfaces being cleaned more often than normal • Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>Public Health England has published revised guidance on cleaning of non-healthcare settings</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21
<p>Minimise contact between individuals and maintain social distancing wherever possible</p>	Staff and children	<p>Minimising contacts and mixing between people reduces transmission of COVID-19. This is important in all contexts, and we must consider how to implement this. School must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<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. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • Children's ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum <p>It is likely that for younger children the emphasis will be on separating groups. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>The points to consider and implement are set out in the following sections:</p> <p style="text-align: center;">a. How to group children</p> <p>Children and staff are placed in bubbles, these bubbles do not mix with other bubbles. Toilet for bubbles are allocated.</p> <p style="text-align: center;">b. Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always</p>					
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		<p>possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 meter of anyone.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary school, the risk can also be reduced by keeping pupils in smaller, class-sized groups.</p> <p>c. Measures elsewhere</p> <p>Bubbles are kept apart by staggered breaks and through being given areas to play.</p> <p>d. Measures for arriving at and leaving school</p> <p>We have 2 entrance for arriving to school. Parent wearing masks may enter the playground, socially distanced to drop off Year R-2 children.</p> <p>Year 3-6 children walk independently up the drive to enter school.</p> <p>Collection is using the same areas but all parents must wear masks and collect children from different socially distanced areas.</p>					
Engage with the NHS Test and Trace process	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>www.gov.uk/guidance/contacts-phe-health-protection-teams</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ol style="list-style-type: none"> a. Book a test (www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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. b. Provide details of 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 (www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for COVID-19 					
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		<p>c. Self isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19</p> <p>Anyone who displays symptoms of COVID-19 can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools should ask parents/carers to inform them immediately of the results of a test:</p> <p><u>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</u></p> <p><u>If someone with symptoms test positive, they should follow the guidance (www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household</u></p>					
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should continue self-isolating for the full 10 days from the day after the individual tested positive.

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<p>Manage confirmed cases of COVID-19 amongst the school community</p>	<p>Staff and children</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the advisor will escalate the school's call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive. Close contact means:</p>	<p>Low/medium</p>		<p>Staff to be given RA and to sign working conditions.</p>	<p>HT</p>	<p>4/1/21</p>

		<ul style="list-style-type: none"> • Direct close contact – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 or 2 metres for more than 15 minutes) with an infected individual. • Travelling in a small vehicle, like a car, with an infected person. <p>The advice service (or PHE local health team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, it is recommended schools keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups.</p>					
Contain any outbreak by following local health protection team advice	Staff and children	<p>If schools have 2 or more confirmed cases within 14 days, or an overall 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.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole</p>	Low/medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<p>school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>					
Staff who are extremely clinically vulnerable	Staff	<p><u>Advice</u> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</p> <p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible they should go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.</p> <p>Any staff in Extremely Clinically vulnerable group will work from home.</p> <p>All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</p>	High		Staff to be given RA and to sign working conditions.	HT	4/1/21

		<p>All staff can continue to attend school in local restriction tiers 1, 2 and 3.</p> <p>Under local restriction tier3, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.</p>					
Staff who are clinically vulnerable	Staff	<p>Clinically vulnerable staff can attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p>	Medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

Staff who are pregnant	Staff	<p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p> <p>A risk assessment is completed with all staff who are pregnant and support is offered.</p>	Medium		Staff to be given RA and to sign working conditions.	HT	4/1/21
Limiting staff and children on site	Staff and children	<p>We are asking Critical workers to only send children in when they need the provision.</p> <p>We are limiting staff in the building by creating bubbles of staff and only having the required number of staff for the required number of children.</p> <p>All staff and children have been allocated toilets and children are not eating in the hall unless socially distanced.</p> <p>Staff are to remain 2m distance from each other.</p> <p>Staff to wear masks /visors around parents.</p> <p>No parents are allowed inside school.</p> <p>Bubbles are not sharing resources. Bubbles are spaced out around the school to again limit contact.</p>	Medium		Staff to be given RA and to sign working conditions.	HT	4/1/21

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