

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: 19/05/2021	
Establishment: Lenham Primary School						Review date: 21/06/2021	
Step 1	Step 2	Step 3	Risk rating	Step 4		Step 5 Action &	
Identify the hazards	Who might be harmed & how?	What are you already doing?	trivial/ low / medium / high / stop	Is anything further needed?	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.	CHT/DHT	25/05/2021

		<p>8) Always keeping occupied spaces well ventilated</p> <p>9. Promote and engage in asymptomatic testing, where available</p>					
Respond to infection	Staff and children	<p>10) Engage with the NHS Test and Trace process</p> <p>11) Manage confirmed cases of COVID-19 amongst the school community</p> <p>12) Contain any outbreak by following local health protection team advice</p>	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
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	Staff and children	<p>Ensure 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 ensure 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>We will 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.	CHT/DHT	25/05/2021

		<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>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.</p>					
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2. Ensure face coverings are used in recommended circumstances	Whole School Community	From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021

		<p>schools. Face coverings will also no longer be recommended for staff in classrooms.</p> <p>Face coverings will be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas)</p> <p>During the delivery of education and training, including extra-curricular activities and wraparound childcare, in a community setting (for example, library or community centre), staff and pupils will be exempt from the legal requirement to wear a face covering if they are in a private room or the premises has been exclusively hired for the sole use of its pupils and staff.</p> <p>We have a small contingency supply available for people who: are struggling to access a face covering are unable to use their face covering as it has become damp, soiled or unsafe have forgotten their face covering</p>					
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual	Staff and children	<p>COVID-19 is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. We ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the school • when they return from breaks • when they change rooms • before and after eating 	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
4. Ensure good respiratory hygiene for	Staff and children	The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have					

<p>everyone by promoting the 'catch it, bin it, kill it' approach</p>		<p>enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will 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.</p> <p>All classrooms have bins for tissues.</p>	<p>Low/medium</p>		<p>Staff to be given RA and to sign working conditions.</p>	<p>CHT/DHT</p>	<p>25/05/2021</p>
<p>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p>	<p>Staff and children</p>	<p>As a school we have put in place and maintained an enhanced cleaning schedule. This includes: more frequent cleaning of rooms or shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal cleaning toilets regularly encouraging pupils to wash their hands thoroughly after using the toilet, allocating different groups their own toilet blocks As a school we have considered and implemented the following points:</p> <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 c. Different groups have been allocated their own toilet blocks and toilets are cleaned regularly. Pupils are encouraged to clean their hands thoroughly after using the toilet <p>Classroom-based resources, such as books and games, can be used and shared within the bubble. These will be quarantined appropriately, and frequently touched surfaces will be cleaned regularly. Resources that are shared between classes or bubbles, such as arts, and science</p>	<p>Low/medium</p>		<p>Staff to be given RA and to sign working conditions.</p>	<p>CHT/DHT</p>	<p>25/05/2021</p>

		<p>equipment will be quarantined appropriately. Outdoor playground equipment will be more frequently cleaned than normal. Pupils bring in their own stationery and not allowed to share this with others.</p> <p>Lunch boxes and bags are allowed and are kept within the bubble.</p> <p>Reading books are taken home and quarantined appropriately upon their return.</p>					
6. Minimise contact between individuals and maintain social distancing wherever possible	Staff and children	<p>Minimising contacts and mixing between people reduces transmission of COVID-19. This will be considered and reviewed as part of our normal working practices. We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>Children will continue to work in bubbles, these may be either class or phase bubbles and will continue to observe social distancing as appropriate.</p> <p>Children and staff are placed in bubbles, these bubbles do not mix with other bubbles. Toilet for bubbles are allocated.</p> <p>We have made small adaptations to the classroom to support distancing where possible. This has included seating pupils side by side and facing forwards, rather than face-to-face or side-on. It may also include moving unnecessary</p>	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021

		<p>furniture out of the classroom to make more space.</p> <p>Bubbles are kept apart through the use of separate play zones, these are demarcated on the field where Y3-6 use the space.</p> <p>Assembly will be carried out using a virtual platform.</p> <p>Use of staffrooms is limited and the same seating requirements are in place (e.g side by side not face-to-face)</p> <p><u>Systems for arriving at and leaving school</u></p> <p>YR-2</p> <p>A one-way system is in place whereby the parents arrive on site and drop their child at the entrance to the respective classroom ensuring a safe handover to a member of staff. The parents follow a one-way system whilst on site and are encouraged to socially distance. The same system is in place for the dismissal of the children at the end of the school day.</p> <p>Y3-6</p> <p>At 'drop-off' children are delivered to the bottom of the school driveway by an adult. The children are then separated into phase bubbles and walk up the driveway towards a member of staff. Cones are placed on the drive to ensure that the children remain socially distanced from the other phase bubble. At the end of the day each class stand in a designated area within the car park</p>					
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		<p>and the dismissal of the children is supervised by a staff member. The parents are called onto site by a staff member once the respective class are ready for dismissal. The parents use a one-way system to access the site, cones are placed on the driveway to encourage social distancing.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. Any visitors must ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.</p>					
7. Keep occupied spaces well ventilated	Staff and children	When the school is in operation, it is well ventilated, by opening windows and doors, and a comfortable teaching environment is maintained.	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary	Staff and children	The school will ensure that individual risk assessments take account of appropriate PPE where necessary.	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
9. Promote and engage in asymptomatic testing, where available	Staff and children	All staff will conduct appropriate lateral flow testing as advised by PHE, reporting the results to a designated school email so that records can be maintained and appropriate action taken.	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
10. Engage with the NHS Test and Trace process	Staff and children	<p>Staff members, parents and carers will be informed that they need to:</p> <ul style="list-style-type: none"> book a test (https://www.gov.uk/guidance/coronaviru) 	Low/medium		Staff to be given RA and	CHT/DHT	25/05/2021

		<p>s-covid-19-getting-tested) if they or their child has symptoms - the main symptoms are:</p> <ol style="list-style-type: none"> 1. a high temperature 2. a new continuous cough 3. a loss or change to your sense of smell or taste <ul style="list-style-type: none"> • self-isolate (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) immediately and not come to school if: <ul style="list-style-type: none"> • they develop symptoms they have been in close contact with someone who tests positive for COVID-19 anyone in their household or support or childcare bubble develops symptoms of COVID-19 • they are required to quarantine having recently visited countries outside the common travel area (https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive) • they have been advised to isolate by NHS test and trace or the PHE local health protection team provide details of anyone • they have been in close contact with, • or if they test positive for COVID-19 • or if asked by NHS Test and Trace 			to sign working conditions.		
11. Manage confirmed cases of COVID-19	Staff and children	We will take swift action when we become aware that someone who has attended has tested			Staff to be given RA and	CHT/DHT	25/05/2021

amongst the school community		<p>positive for COVID-19. We will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority.</p> <p>Close contact can be anyone who:</p> <ul style="list-style-type: none"> • lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • has had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test (if a confirmatory PCR test is negative, provided it was taken within two days of the positive LFD, it overrides the lateral flow test and close contacts can stop self isolating): <ol style="list-style-type: none"> 1. face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre 2. been within 1 metre for 1 minute or longer without face-to-face contact 3. been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day) 4. travelled in the same vehicle or a plane 	Low/medium		to sign working conditions.		
12. Contain any outbreak by following PHE local health protection team advice	Staff and children	If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we recognise that we may have an outbreak. We will call the dedicated advice service.	Low/medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021

		As we are implementing the system of controls, addressing any issues we have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We will not close the school except on the advice of health protection teams.					
Staff who are extremely clinically vulnerable	Staff	We recognise that some groups of people are at higher risk of severe illness from coronavirus. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are 'clinically extremely vulnerable'. Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield. Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	High		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
Staff who are pregnant	Staff	We recognise that there is a need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply A risk assessment is completed with all staff who are pregnant and support is offered.	Medium		Staff to be given RA and to sign working conditions.	CHT/DHT	25/05/2021
Assessor name(s): Lynda Downes and Lou Culver				Job title: Consultant Headteacher and Deputy Headteacher			

Signature:

Review date:19/05/2021