




# 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: Opening of Lenham Primary School for Critical Workers and Vulnerable children</b>						<b>Assessment date: 12/01/2022</b>	
<b>Establishment: Lenham Primary School</b>						<b>Review date: 21/02/2022</b>	
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Risk rating</b>	<b>Step 4</b>		<b>Step 5 Action &amp;</b>	
<b>Identify the hazards</b>	<b>Who might be harmed &amp; how?</b>	<b>What are you already doing?</b>	<b>trivial/ low / medium / high / stop</b>	<b>Is anything further needed?</b>	<b>Action required</b>	<b>Responsible person</b>	<b>Date completed</b>
INTRODUCTION		1) Context <ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Mixing and Bubbles</li> <li>• Tracing Close Contact and Isolation</li> <li>• Face Coverings</li> <li>• Stepping Measures Up and Down</li> </ul> 2) Control Measures <ol style="list-style-type: none"> <li>a) Good hygiene</li> <li>b) Maintain appropriate cleaning regimes</li> <li>c) Keeping occupied spaces well ventilated</li> <li>d) Follow Public Health advice on testing and managing cases</li> </ol> 3) Asymptomatic Testing 4) Admitting children into school 5) Attendance 6) Remote Education 7) Education Recovery 8) Pupil Well Being and Support 9) School Meals 10) Educational Visits					

1.Context	Staff and children	<ul style="list-style-type: none"> <li>• Risk Assessment</li> </ul> <p>The school will ensure that the risk assessment remains as a living document.</p> <p>The school will ensure that risk assessments take account of appropriate PPE where necessary.</p> <ul style="list-style-type: none"> <li>• Mixing and Bubbles</li> </ul> <p>Bubbles are no longer necessary from the Autumn Term, however in response to national numbers, bubbles are running inside the building for KS2 classes and assemblies have returned to being virtual.</p> <ul style="list-style-type: none"> <li>• Tracing Close Contact and Isolation</li> </ul> <p>The school is no longer expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases</p>	Low/medium 		Staff to be given RA and to sign working conditions. 	CHT/DHT	30/11/2021  5/01/2022 
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		<p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> <li>• Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</li> </ul> <p>Confirmatory PCR testing following a positive result on a lateral flow device (LFD) will be temporarily suspended from today, Tuesday 11 January. This means that for all education and childcare settings, staff and students who have tested (either at home or through ATS) and reported a positive LFD result will no longer be advised to get a confirmatory PCR test.</p> <p>This change is informed by public health advice. With high COVID-19 rates, the risk of a positive LFD result being false is very small. We therefore don't need to ask people to do a confirmatory PCR unless they:</p> <ul style="list-style-type: none"> <li>• have symptoms (in which case they need to follow the stay at home guidance, self-isolate and order a PCR test)</li> </ul>	<p>Low/medium</p> 		<p>Staff to be given RA and to sign working conditions.</p> 	<p>CHT/DHT</p>	<p>14/12/2021</p>  <p>11.01.2022</p>
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		<ul style="list-style-type: none"> <li>wish to claim the Test and Trace Support Payment</li> <li>have been advised to take a PCR test because they are in a clinically vulnerable group</li> <li>have been advised to do so as part of a research or surveillance programme</li> </ul> <p>There is no longer any requirement for CEV (Critically Extremely Vulnerable) staff or children to self isolate.</p> <ul style="list-style-type: none"> <li>Face coverings</li> </ul> <p>Face coverings are recommended for staff and adults (including visitors) when moving around in corridors and communal areas.</p> <p>Face coverings do not need to be worn outside.</p> <p>NB. If the school has several confirmed cases within 14 days it could be an outbreak and requires contact with the advice service to refer to the Local Health Protection Team as appropriate.</p> <ul style="list-style-type: none"> <li>Stepping measures up and down</li> </ul> <p>The school has a contingency plan outlining what we will do if children or staff test positive for COVID-19 and how we will operate if advised to take extra measures to help break chains of transmission.</p>					
2. Control Measures	Whole School Community	a) Hygiene	Low/medium		Staff to be given RA sign to	CHT/DHT	PGP (Permanent

		<p>Frequent and thorough hand cleaning with soap and water or hand santisier</p> <p>Continuation of the 'Catch It Bin It Kill It' approach</p> <p>b) Maintain appropriate cleaning regimes</p> <p>Ensure regular cleaning of areas and equipment with a particular focus on frequently touched surfaces twice a day.</p> <p>c) Keeping occupied spaces well-ventilated</p> <p>Ensure ventilation with a comfortable teaching environment.</p> <p>Ventilation of areas when holding events where visitors such as parents are on site (e.g performances) will be carefully considered to improve fresh air flow.</p> <p>Ensure that if the air conditioning units are used then the rate of ventilation needs to be increased through manual adjustment (ie. Use of remote control for setting) when the room is in use.</p> <p>Ensure that the air conditioning is serviced within regulations.</p> <p>d) Follow Public Health advice on testing and managing cases</p> <p>Ensure the whole school community follows Public Health advice in regards to isolation. Staff, visitors or children should not come into school if they exhibit symptoms, have had a positive test result or any other reason requiring them to stay at home due to any risk of passing on COVID (e.g</p>			<p>acknowledge receipt</p>		<p>good practice)</p>
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		<p>quarantine or are a close contact of a suspected or confirmed case of the Omicron variant of COVID-19).</p> <p>If anyone exhibits COVID symptoms at school they must be sent home.</p> <p>If a pupil is awaiting collection they should be left in a room on their own, if safe to do so and a window should be opened for ventilation.</p>					
3. Asymptomatic Testing	Staff and children	<p>Staff should undertake twice weekly lateral flow tests, ideally 3-4 days apart.</p> <p>Parents and other visitors will be asked to take a lateral flow device (LFD) test before entering the school.</p> <p>There is no requirement for primary aged pupils to test over the school holiday.</p>	Low/medium		Staff to be given appropriate test kits	SBM	<p>22/08/2021</p> <p>05/01/2022</p>
4. Welcoming children back to school	Staff and children	<p>The majority of parents and carers will agree that pupils with symptoms should not attend school. However, if a parent/carer insists on a pupil attending the school can take the decision to refuse the pupil if our judgement is that it is necessary to protect the staff and children from possible infection.</p>	Low/medium		RA accessible on website	CHT/DHT	01/09/2021
5. Attendance	Staff and children	<p>Attendance is mandatory for all pupils of school age.</p> <p>Where a child is self isolating or quarantining they will be recorded as code X.</p> <p>Where a child as a confirmed case of COVID they will be recorded as code I.</p>	Low/medium		RA accessible on website	CHT/DHT	PGP (Permanent Good Practice)

		Where a child is abroad and unable to return they will be recorded as code Y (Parents travelling abroad must bear in mind the impact of their child's education which may result from any requirement to quarantine or isolate).					
6. Remote Education	Staff and children	<p>The school will support those children who need to self-isolate with learning until well enough to return to school.</p> <p>Remote education will be of a high quality and equivalent in length to the core teaching that the pupil will receive in school.</p> <p>The school will work collaboratively with families that require any reasonable adjustments (e.g SEND)</p>	Low/medium		Staff to be given RA to sign to acknowledge receipt	CHT/DHT	01/09/2021
7. Education Recovery	Staff and Children	The school will ensure that any allocated catch up funding is used and targeted effectively to support catch up activities.	Low/medium			CHT/DHT/SBM	01/09/2021
8. Pupil Well-Being and Support	Staff and children	The school will continue to promote and support mental health and well-being in school.	Low/medium		.	CHT/DHT	01/09/2021
9. School Meals	Staff and children	<p>School meals can be delivered as normal as there is no longer the need to make alternative arrangements to avoid mixing at lunch.</p> <p>We will continue to provide free school meals support to any eligible pupils, who are learning at home due to COVID, during term time.</p>	Low/medium		Staff to be given RA sign to acknowledge receipt	CHT/DHT	01/09/2021
10. Educational Visits	Staff and children	When considering booking a new visit ensure that there is adequate financial protection in place.	Low/medium		Staff to be given RA sign to		



		The school will undertake a thorough risk assessment in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, are included in it.			acknowledge receipt	CHT/DHT	01/09/2021
<b>Assessor name(s): Andrea McCluskey</b>				<b>Job title: Headteacher</b>			
<b>Signature:</b>				<b>Review date:21/02/2022</b>			