

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: 3/3/22	
Establishment: Lenham Primary School						Review date: weekly	
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
INTRODUCTION		<ol style="list-style-type: none"> 1) Context <ul style="list-style-type: none"> • Risk Assessment • Mixing and Bubbles • Tracing Close Contact and Isolation • Face Coverings • Stepping Measures Up and Down 2) Control Measures <ol style="list-style-type: none"> a) Good hygiene b) Maintain appropriate cleaning regimes c) Keeping occupied spaces well ventilated d) Follow Public Health advice on testing and managing cases 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"> Risk Assessment <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"> Mixing and Bubbles <p>Bubbles are no longer necessary.</p> <ul style="list-style-type: none"> Tracing Close Contact and Isolation <p>The school is no longer expected to undertake contact tracing.</p> <p>From 24 February, the Government will:</p> <ul style="list-style-type: none"> Remove the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people. After 5 days, they may choose to take a Lateral Flow Device (LFD) followed by another the next day - if both are negative, and they do not have a temperature, they can safely return to their normal routine. Those who test positive should avoid contact with anyone in an at risk group, including if they live in the same household. <p>There is no longer any requirement for CEV (Critically Extremely Vulnerable) staff or children to self isolate.</p>	Low/medium 		Staff to be given RA and to sign working conditions. 	CHT/DHT	3/3/22  24/2/2022 
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		<ul style="list-style-type: none"> • Face coverings <p>Face Coverings are no longer required.</p> <ul style="list-style-type: none"> • Stepping measures up and down <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>	Low/medium 		Staff to be given RA and to sign working conditions. 	CHT/DHT	24.2.2022 
2. Control Measures	Whole School Community	<p>a) Hygiene</p> <p>Frequent and thorough hand cleaning with soap and water or hand sanitiser</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>	Low/medium		Staff to be given RA sign to acknowledge receipt	CHT/DHT	PGP (Permanent good practice)

		<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 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>					
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		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.					
3. Testing	Staff and children	<p>Testing should only take place:</p> <ul style="list-style-type: none"> If symptoms are present or The school has an outbreak of cases <p>If an outbreak happens, staff will return to testing twice a week.</p>	Low/medium		Staff to be given appropriate test kits	SBM	03/03/2022
4. Welcoming children back to school	Staff and children	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.	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> <p>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).</p>	Low/medium		RA accessible on website	CHT/DHT	PGP (Permanent Good Practice)

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	<p>When considering booking a new visit ensure that there is adequate financial protection in place.</p> <p>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.</p>	Low/medium		Staff to be given RA sign to acknowledge receipt	CHT/DHT	01/09/2021

Assessor name(s): Andrea McCluskey	Job title: Headteacher
Signature:	Review date:21/02/2022