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|  | | **Risk Assessment Form**  **Including Management**  **for**  **Health and Safety in School** | |
| **EVENT/ACTIVITY:** | COVID 19 Safety Measures | **Ref. No:** |  |

**IT IS IMPORTANT THAT ALL RELEVANT MEMBERS OF STAFF READ THIS RISK ASSESSMENT**



**490 High Road Woodford Green Essex IG8 0PN**

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| **Department:**  Foundation | **Date of event:**  **Autumn 2023 - ongoing** |  | Risk Rating Key | | |
| Score | Risk | Action |
| **Task/Activity/Process/Workplace/Equipment: (Being Assessed)** | | 1-6 | Low Risk | Acceptable |
| Whole school risk assessment for COVID19 | | 7-10 | Medium Risk | Tolerable  (Subject to controls) |
| 11-25 | High Risk | Unacceptable  (Activity May Not Proceed) |

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| **People/Persons at Risk** | | | | | | |
| General | Tick | No. |  | Specific - Vulnerability | Tick | No. |
| 1. Staff | ✓ |  | 1.Disabled People | ✓ |  |
| 2. Other workers | ✓ |  |  | 2.New & Expectant Mothers |  |  |
| 3. Public |  |  | 3. Young Persons |  |  |
| 4. Contractors |  |  | 4. Mobile Workers |  |  |
| 5. Pupils | ✓ |  | 5. Temporary/volunteer workers | ✓ |  |
| 6. Visitors | ✓ |  | Others: |  |  |
| 7. Parents | ✓ |  |

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| Task/Activity | | Hazard | | Existing Control Measures | RISK | | | |
| No. | List significant steps in Job/Task | Describe all hazards identified and their effects for each task | People at Risk | Describe fully all existing controls applicable for each hazard. | Likelihood | | Severity | Rating |
| A/T/U |
| 1 | Have hygiene safety measures been implemented and staff informed and consulted? |  | 1,2,5,6,7 | Staff have been given COVID 19 Safety Measures concerning recent rise in COVID19 cases in the borough. Staff have been offered flu vaccinations | 2 | | 2 | A |
| 2 | Has a deep clean been undertaken prior to re-opening of school premises in September? |  | 1,2,5,6,7 | Cleaning company cleaned during summer break. School hall redecorated (floor) | 2 | | 2 | A |
| 3 | Has a regular cleaning regime been implemented for ‘high frequency’ touch points? |  | 1,2,5,6,7 | Surfaces such as keyboards, surfaces and door handles need to be kept clean and checked on a regular basis during the school day. Children to be encouraged not to touch their mouths | 2 | | 2 | A |
| 4 | Are there measures in place when children sneeze/put a hand in their mouth etc.? |  | 1,2,5,6,7 | Children should be asked to wash hands after such an occurrence | 2 | | 2 | A |
| 5 | Have posters been displayed promoting good hygiene techniques? |  | 1,2,5,6,7 | Posters/notices should be placed in classroom and around toilet areas regarding hand washing. ‘Catch it, bin it, kill it’ ethos implemented in classrooms. | 2 | | 2 | A |
| 6 | Have measures been put in place to ensure that all equipment, including stationery is not shared? |  | 1,2,5,6,7 | All children that attend school have their own water bottle which will be cleaned and filled the following morning. Children that need other equipment such as stationery will have to provide their own. | 2 | | 2 | A |
| 7 | Have sanitising materials been placed in prominent places? |  | 1,2,5,6,7 | Sanitizer spray should be placed in the classroom and regularly checked and refilled where necessary | 2 | 2 | | A |
| 8 | Have protocols been instigated if someone is taken ill? |  | 1,2,5,6,7 | Where a COVID 19 case is confirmed, Government guidelines will be followed – currently 2 days in isolation | 2 | 2 | | A |
| 9 | Have the classrooms been given suitable waste disposal bins? |  | 1,2,5,6 | All classrooms have a general waste bin which is emptied at the end of the day. A second smaller lidded bin should be provided for hand towels and tissues etc. | 2 | 2 | | A |
| 10 | Have classes been given specific toilets and bathroom facilities? |  | 1,2,5,6 | At the moment children will have use of the toilet facilities in the usual way. Should cases rise they will have to use designated toilets only immediately outside their classroom. | 2 | 2 | | A |
| 11 | Have measures been put in place to ensure parents do not spread the virus in school? |  | 1,2,5,6,7 | Parents may still enter the site at main pick-up times at 3:30 and 3:40. At all other times, parents should wait at the front of the school for staff to bring children out to them. Events that parents are attending eg. assemblies or consultations will be decided upon as each event approaches and always in line with Government and Local Authority guidelines. | 2 | 2 | | A |

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| No. | Additional Control Measures To Reduce the Risk | | Likelihood | Severity | Residual Risk | | Person Responsible | Completion Date |
| No. | A/T/U |
| Measures in place are considered suitable and appropriate to reduce the risks, taking into account available information and latest government guidance | | | | | | | | |
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| Recommendations: | | | | |
| Is a Safe System of Work Required? |  | No |  | |
| Is a Standard Operating Procedure required? |  | No | Workplace |  |
| Is further information required | Yes |  | Work Equipment |  |
| WILL this activity require a Permit to Work system? |  | No | Materials/Substances - COSHH |  |
| **Additional Comments/Observations:**  Refer to other relevant school Risk Assessments and policies as necessary | | | Manual Handling |  |
| Display Screen Equipment |  |
| Noise |  |
| Fire |  |
| Point Of Work Risk Assessment |  |

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| Risk Assessment Circulation list (tick box) | | | | | |
| Employees | ✓ | Management | ✓ | Contractors | ✓ |
| Other – Specify: | Parents | | | | |
| Assessor: | DR | | Signature: |  | |
| Date Assessed: | 05.10.20 | | Review Timescale: | As cases rise or fall | |
| Reviewed By: | DR | | Date: | 02.12.20 | |
| Reviewed By: | DR | | Date: | 06.01.21 | |
| Reviewed By: | DR | | Date: | 10.03.22 | |
| Reviewed By: | DR | | Date: | 25.09.22 | |
|  | DR | | Date: | 13.09.23 | |