

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

<b>Description of the task/activity:</b>	<b>Covid-19</b> School based teaching / administration and sanitation tasks.  Remote teaching / administration tasks for those temporarily working off site.	<b>Location:</b>	<b>Parkhill Junior School</b>
<b>Name of person(s) completing assessment:</b>	Mrs D. Hughes-Mulhall  Mrs Danielle Masters	<b>Job title(s):</b>	<b>Headteacher</b>  <b>School Business Leader</b>
<b>Local reference no:</b>		<b>Risk Register No:</b>	
<b>Date of this assessment:</b>	<b>4.1.2021 – previously reviewed 14.12.20, 20.10.20, 29.9.20, 25.7.20, 5.1.2021, 26.2.2021</b>	<b>Date of signing:</b>	<b>16.3.2021</b>
<b>Date of next Review:</b>	Review required if there is a significant change or Government guidance changes.	<b>Signed by (Department Manager):</b>	<b>Mrs D Hughes-Mulhall</b>

<b>What is the hazard?</b>	<b>Who/what could be harmed and how?</b>	<b>Initial Risk Rating (H/M/L)</b>	<b>What effective control measures are currently in place?</b>	<b>Residual Risk Rating (H/M/L)</b>	<b>Are additional controls required (Yes/No) If yes capture on attached action plan</b>
<b>Being infected by the Coronavirus</b>	<b>Staff in public-facing roles Pupils on site</b>  Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		Staff <b>clinically vulnerable</b> to Covid 19, i.e. those in the groups in the link below, have been offered the safest available workplace location.  PPE is only needed in a small number of cases: <ul style="list-style-type: none"> <li>- children whose care routinely already involves the use of PPE due to their intimate care needs continue to receive their care in the same way</li> <li>- if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> <li>- A face mask will be worn by the supervising adult. If contact with the child is necessary, then gloves, an</li> </ul>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn.</p> <p>PPE is worn by staff in the personalisation team.</p> <p>All staff and anyone on site wear face coverings in the corridors and in communal areas of the school</p> <p>We will apply PHE social distancing and all other precautions (this includes inside vehicles when applicable)</p> <p><a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p>If any face-to-face conversation becomes threatening, staff have been directed to walk away and contact a member of SLMT. The risk is further minimised by the stringent restrictions on access, to our school and Reception area.</p> <p>Parents/carers and children, on entry, are to line up at a safe distance apart - at least 2 metres and asked to confirm that all family members are well, where possible. Children will wash their hands on entry and, once in the classroom, are seated facing in one direction.</p> <p>Staff, on entry, to fob in, sanitise/wash hands and keep safe distances apart: asked to confirm that all family members are well.</p> <p>Staff take regular breaks to wash hands.</p> <p>If a child or adult becomes unwell, they should go home and follow the <a href="#">stay at home guidance</a>. PPE should be worn by staff caring for the child/adult while they await collection, if a distance</p>		
--	--	--	--	--	--

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>of 2 metres can't be maintained (e.g. a very young child or a child with complex needs)</p> <p><b>An isolation/first aid room is designated for this purpose and is visible from our playground.</b></p> <p>Following any incident of when a member of staff or child becomes unwell, the first aid / isolation room (outside medical room) will be cleaned in accordance with the Governments advice Covid – 19 decontaminations in a non-health care setting.</p> <p>Our entire school has been deep cleaned during each holiday. All surfaces and objects will continue to be bacterially cleaned in rooms, after use. Telephones and computer keyboards are wiped frequently daily, by user, staff, the caretaker and cleaners.</p> <p>Whilst in School at least one first aider, with paediatric training is on site.</p> <p>The school will engage with the NHS Test and Trace process- all children/staff displaying symptoms will be advised to book a test and will only be allowed to return to school once a negative result has been returned. Follow advice identified in the following documents:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> )</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-homeguidance-for-households-with-possible-coronavirus-covid-19-infection</a> )</p> <p>Home testing kits, made available to schools, have been given to all members of staff.</p>		
--	--	--	--	--	--

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>If necessary, The Redbridge Public Health Team will be notified and their instructions will be followed and email <a href="mailto:lan.diley@redbridge.gov.uk">lan.diley@redbridge.gov.uk</a> to seek further assistance.</p>		
	<p><b>Staff with sanitation duties Cleaning staff and caretakers</b></p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p> <p>Risk from spilled fluids</p>		<p>Staff should always wear appropriate PPE (Gloves, apron and face masks) and use wipes, etc</p> <p>Staff who are clinically vulnerable, which includes people over the age of 70, pregnant women and those certain medical conditions listed in the <a href="#">social distancing guidance</a> should follow Government guidelines.</p> <p>All areas to be cleaned at the end of the working day, as per procedures.</p> <p>If someone becomes unwell while undertaking these duties, with a new, continuous cough or a high temperature, they should go home and follow the <a href="#">stay at home guidance</a>.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>The minimum PPE should be worn when cleaning an area, where a person with possible or confirmed coronavirus, has been thus following the cleaning in non-health care settings <a href="#">guidance</a>.</p> <p>Staff should wash their hands with soapy water for a minimum of 20 seconds. On arrival at work after each cleaning operation and disposal of materials and again prior to leaving work.</p> <p>Staff should avoid touching their face, nose and eyes.</p> <p>Where contractors maybe visiting school premises such operations will be assessed in advance, by the Headteacher or a member of the Senior Management and Leadership Team, to determine whether such work is essential. In cases where work is essential, contractors will be asked to follow school</p>		<p><i>Needed for environmental exposure:</i></p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, ie before and after tasks</p>

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>procedures and if necessary a separate risk assessment will be conducted and communicated for each such operation.</p> <p>H&amp;S Lead have checked that there are posters appropriately placed advising staff of C- 19 safeguards.</p> <p>Staff should clean regularly touched surfaces, such as door handles and railings, regularly with disinfectant wipes, or a disposable cloth and soapy water or normal disinfectant products (e.g. Dettol spray).</p> <p>Apply 2 metre social distancing and all other PHE precautions (this includes inside vehicles) <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p>Staff should wear appropriate PPE and use wipes, etc.</p> <p>Where staff are cleaning an area with potential contamination from an individual with suspected C-19, disposable gloves and disposable apron should be worn. Where there is visible contamination from body fluids, disposable masks should be worn.</p> <p>Staff are briefed, given information and trained where needed on use of the PPE. Records to be kept of this.</p> <p>Ready supply of suitable wipes, safe method of disposing of used wipes, regular hand washing, ie before and after tasks</p>		
<p>Failure to maintain of social distancing requirement.</p>	<p>Staff/ children, Proximity - A person catches CV19 due to working closely with an infected person.</p>		<p>A <i>Social Distancing</i> rule has been robustly implemented, at Parkhill Junior School. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2 metre rule, deferring large meetings, assemblies etc., number of staff reduced to 6, in the staffroom, staggered lunchtimes.)</p>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>SLMT is familiar with the <a href="#">guidance</a> on implementing protective measures in educational and childcare settings.</p> <p>Children are reminded <b>every morning</b>, to respect social distancing and of the rules of hygiene. Teachers and all staff must model social distancing and teach children to give a sense of space. In particular:</p> <ul style="list-style-type: none"> <li>- Children should sit in the same seat and at the same desk, at least 1m apart if possible.</li> <li>- Children must remain in their year group bubble and not cross over with another year group bubble.</li> <li>- Children should have their own stationery and be instructed not to share equipment or if they do to wipe it between uses;</li> <li>- Water fountains are out of use. Bottled water provided on request.</li> <li>- Where children need to line up, eg beginning and end of the school day, they should be approximately 1 metre apart, <i>when possible</i>;</li> <li>- Play equipment used outside – children should wipe down the hoops or balls they use at the end of a session;</li> <li>- <b>This information is passed onto employees, at daily morning briefings.</b></li> </ul>		
	<p><b>Working from home</b></p> <p>Upper limb disorders, tired eyes, headaches, stress</p>		<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work, as possible.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every 30mins.) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

	Stress due to a feeling of isolation		<p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p> <p>Ensure all staff stay connected to team communications to avoid risks of isolation</p>		
<p><b><u>Psychological / Staff and pupils Wellbeing</u></b></p>	<p><b><i>All staff- Workload Impacts</i></b> of the developing pandemic and organisations response</p> <p>Staff and pupils- Stress and anxiety arising through uncertainty and lack of control</p>		<p>Daily information sharing and communication via emails and briefings.</p> <p>Ensure all staff stay connected to team communications to avoid risks of isolation</p> <p><b>Employee Assistance Programme-</b> London Borough of Redbridge is now using the services of Wellbeing Solutions Management (WSM), a partner of Medigold Occupational Health, for all employee self-referrals. The full range of services provided by WSM are set out <a href="#">here</a></p> <p>To access this service you can call the Freephone number 0800 328 1437</p> <p>This service is available 24 hours a day, seven days a week.</p> <p>In addition to calling the Helpline number employees can access the EAP website at <a href="http://www.employeeassistance.org.uk">www.employeeassistance.org.uk</a>.</p> <p>The access code for the online site, which is not case sensitive, is: <b>Redbridge</b>.</p> <p>Anxious staff returning to work, have option to work in own area.</p>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>Regular communications are already well established in the service.</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands.</p>		
	Briefing of staff		<p>This updated Risk assessment has been communicated to all staff. It should be read and understood by all staff with a record kept as evidence to demonstrate this sharing of knowledge was conducted. And reminded during daily briefing during period of School opening.</p> <p>Staff are reminded of handwashing advice and of correct social distancing, daily</p>		
	Caretaker / Maintenance visits		<p>Caretaker to wear PPE, gloves.</p> <p>Adhere to social distancing (at least 1 metre), to not pass keys or any documents etc.</p> <p>All routine maintenance visits and statutory inspections should continue as far as practically possible wherever this can be achieved whilst adhering to all current social distancing guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency. Any repairs to the outside of the building can proceed after agreement by the Headteacher and they have been risk assessed if necessary.</p> <p>Asbestos register to be completed by caretaker and contractors</p> <p>Operatives to wear gloves and be aware of social distancing (at least 1+ metres).</p>		



## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			Caretaker to be advised of risk assessment and signed as acknowledgement. Scanned document if possible.		
Insufficient level of staffing	<p>Staff/ Pupils Workload Impacts of the developing pandemic and organisations response</p> <p>Not following the 1m+ social distancing rules</p>		<p>Limit the number of children in each classroom.</p> <p>Structure the day so that different groups of children start and finish the school at different times to avoid unnecessary contact and reduce risk.</p> <p>Shorten and staggered start and finish times the school day.</p> <p>Restrict through class zones parental access to the school site at drop off and collection times.</p> <p>Staggered breaks to reduce numbers of people moving around the site at the same time.</p> <p>Rota teachers and support staff to meet the needs of children.</p> <p>There is restricted and supervised movement around shared areas such as corridors (currently out of bounds) and toilets.</p> <p>Additional levels of pupil supervision in place to maintain social distancing.</p> <p>Pupils have their own stationery, equipment, books etc in a dedicated tray.</p>		
	Vulnerable children and young people		<p>EHC plans and individual risk assessments, are reviewed by the SENCo and personalisation team.</p> <p>Adhere to social distancing (at least 2 metres) where possible.</p> <p>The children who work with the Personalisation Team will remain in that group and not move back into their classrooms in the afternoon.</p>		

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

	Transport		<p>HT/ SLMT to communicate/ review its current plan with their current transport provider. Coach transporting children to swimming lessons.</p> <p><b>CURRENTLY SUSPENDED FOR SPRING 2021.</b></p> <p>Each company to provide risk assessment detailing cleaning procedures, before travel.</p> <p><b>CURRENTLY SUSPENDED FOR SPRING 2021.</b></p>		
<p>Failure to maintain social distancing requirement/ <b>Being infected by the Coronavirus</b></p> <p><b>Return to school.</b></p>	<p>Staff, parents and children</p> <p>Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects</p>		<p><b>From 8 March 2021, school is open for all children</b></p> <p>DfE now permits 30 pupil bubbles. 2 metre distance <b>between adults and children</b> is recommended. Children bring only their water bottle, packed lunch and PE kit to school. Each child's equipment is stored in their tray, before and after use. PE – non contact sports only. (Regular reviews on this will take place). School library – out of use for the spring term – under review. Computing suite - Out of use for the remainder of the Spring term – under review French – French lessons will resume with Peripatetic Teacher who will take weekly tests before attending. Peripatetic Teachers – All peripatetic teachers that attend the school e.g music, art, PE will follow the guidance outlined in the risk assessment and will carry out a C-19 test before coming on site, weekly. Group work – For the remainder of the spring term, there will be no group work which involves crossing bubbles Pupil Voice- These groups will cease for the remainder of the spring term.</p>		

# Risk Assessment Form

Corporate Health, Safety and Welfare Management System

		<p>Parents/carers will access playground/field in designated areas for drop off/collection. There will be no access to the school building for parents/carers, <b>without an arranged appointment.</b></p> <p>Liaison between parents/carers will be restricted to telephone appointments and Google Meet.</p> <p>Handwashing on entry and before returning to class after each playtime.</p> <p>Dedicated toilet cubicles for each year group. Labelled for ease clarity and to minimise the anxiety for all our learners.</p> <p>Minimal movement in the corridor, with external doors used for entry and exit to each classroom. Children to remain in the areas of the corridor by their classrooms</p> <p><b>Staggered start to the day for the spring term. Subject to change.</b></p> <p>Years 3 and 4 will start and finish at the usual time of 8:55am and 3:30pm. Year 5 and 6 will start at 9:15am and finish at 3:45pm</p> <p><b>Each year group will use a different entrance</b></p> <p>Years 3 and 5 will enter and exit via double gates leading onto the playground Years 4 and 6 will use double gates leading onto the field.</p> <p><b>Staggered playtimes – each year group to have a separate dedicated playtime, play equipment (cleaned at the end of every session) and zone.</b></p> <p>Lunches are eaten in the dining hall but tables are allocated for year group bubbles only. A rota is in place so that children only enter the dining hall with their year group. Tables are cleaned after each bubble uses it. A member of staff hands out cutlery</p>		
--	--	--	--	--

## Risk Assessment Form

Corporate Health, Safety and Welfare Management System

			<p>and pours drinks. All midday staff and ISS staff wear face coverings. Lunch boxes are stored on the children's pegs and returned to the pegs after lunch by the children.</p> <p><b>NO BREAKFAST CLUB DURING FULL LOCKDOWN – TIER 4.</b>  <b>Breakfast club will resume on 8 March 2021</b>  <b>Each class bubble will sit at a dedicated table.</b>          We will accommodate where there are siblings in different year groups.</p> <p>No After School clubs for the Spring Term. (subject to change)</p>		
Fire Drills and emergency evacuation	Greater risk of injury from fire than spreading of the virus within the time to exit the building		<p>Control measures          Due to school building geographical layout, drills can and will take place as before.</p>		
Visitors to site potentially increase number of people in contact with each other.	Visitors and staff/children		<p>Potential control measures:</p> <p>All visitors to the site will be vetted and seen to at the entrance gate via intercom. Only necessary visitors will be allowed on site. Only necessary persons in Reception at any time.</p> <p>Reception will keep a record of all visitors, including contact details. Visitors will be asked if they have any symptoms and informed that they are required to report any symptoms back to school in the following 14 days.</p> <p>Visits to the site from contractors, must liaise with the Caretaker to establish the best time to visit the site. Visits to the site during hours when children are present will be avoided, where possible. Visits will be agreed with the Headteacher or the senior leader on site.</p>		

# Risk Assessment Form

Corporate Health, Safety and Welfare Management System

## RAG Rating Matrix

### Risk Rating Matrix

		Impact				
		1. Very Low	2. Low	3. Moderate	4. High	5. Very High
Likelihood of Harm	5. Almost Certain	5	10	15	20	25
	4. Likely	4	8	12	16	20
	3. Possible	3	6	9	12	15
	2. Unlikely	2	4	6	8	10
	1. Rare	1	2	3	4	5

Matrix to calculate the likelihood and impact should the hazard be realised.

**Note:**

Inform the Risk and Insurance Manager of all **Medium** and **High** tasks (residual)  
Inform Strategic Health and Safety Board of all **High** rated tasks (>12 (residual))

Risk Rating	Possible Action to be Taken
<b>LOW</b> (<4)	<ul style="list-style-type: none"> <li>Department manager may accept risk</li> <li>Manage by routine processes</li> <li>Any costs to be funded within Directorate</li> <li>Hazard to be reviewed and updated at least annually.</li> </ul>
<b>MEDIUM</b> (5-10)	<ul style="list-style-type: none"> <li>Management action required to control risk as soon as reasonably practicable</li> <li>Monitor any action taken to ensure it has been effective in reducing the risk to an acceptable level</li> <li>Reviewed and updated at least every 6 months to ensure controls remain effective</li> <li>May necessitate bids for central funding.</li> </ul>
<b>HIGH</b> (>12)	<ul style="list-style-type: none"> <li>Immediate senior management action required to further control risk</li> <li>May halt work/task while additional controls are applied</li> <li>Copy of the risk assessment sent to Risk and Insurance Manager for inclusion on to the Corporate Risk Register</li> <li>Responsible Director to give priority for action/funding</li> <li>Monitor any action taken to ensure it has been effective in</li> </ul>

---

Document ref. no: 007.01

## **Risk Assessment Form**

Corporate Health, Safety and Welfare Management System

---