

# 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, 16.3.2021, 5.7.2021, 1.9.2021, 8.10.2021, 15.11.2021, 29.11.2021</b>	<b>Date of signing:</b>	<b>12.1.2022</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.  If a child or member of staff tests positive on LFT they do not need to have a PCR test if they have no symptoms. If they have symptoms they must still have a PCR carried out. They must isolate from the day of test. If they have a negative LFT on day 6 and day 7 (tests taken 24 hours apart) they can end their isolation on day 7		

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			<p>If they remain positive their isolation ends after 10 days unless they still have symptoms</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>If a child or member of staff is in contact with someone who has tested positive, it is recommended that they carry out LFTs for 7 days, if they are under 18 or fully vaccinated</p> <p>Staff and visitors must wear masks in communal areas</p> <p>PPE is only needed in a small number of cases:</p> <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 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.</li></ul> <p>PPE can be worn by staff in the personalisation team.</p> <p>All staff and anyone on site must wear face coverings in the corridors and in communal areas of the school</p> <p>As needed, we will apply PHE social distancing and all other precautions (this includes inside vehicles when applicable)</p>		
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			<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.</p> <p>Children will wash their hands on entry.</p> <p>Staff, on entry, to fob in, sanitise/wash hands.</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 of 1 metre 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>		
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			<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>Home testing kits, made available to schools, are available to all members of staff. Staff are recommended to test at least twice a week/</p> <p>If necessary, The Redbridge Public Health Team will be notified and their instructions will be followed and email <a href="mailto:william.clapp@redbridge.gov.uk">william.clapp@redbridge.gov.uk</a> and <a href="mailto:Suzanne.wright@redbridge.gov.uk">Suzanne.wright@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>All Staff will respect the fact that some staff and pupils have greater clinical vulnerability due to age or medical conditions.</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</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>

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			<p>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>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>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.</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. Number of staff reduced to 6, in the staffroom, staggered lunchtimes in the staffroom.</p> <p>SLMT is familiar with the <a href="#">guidance</a> on implementing protective measures in educational and childcare settings.</p>		

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			<p>Children are reminded <b>every morning</b>, the rules of hygiene.</p> <p>Children must remain in their year group bubble and not cross over with another year group bubble inside.</p> <p>Movement in the corridors is restricted and only one class should be in the corridor at any time</p> <p>Play equipment used outside – where possible, should be wiped down at the end of a session;</p> <p>- <b>This information is passed onto employees, at daily morning briefings.</b></p>		
	<p><b>Working from home</b></p> <p>Upper limb disorders, tired eyes, headaches, stress</p> <p>Stress due to a feeling of isolation</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 20mins.) They should get up walk around and stretch (20-20-20 rule).</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> <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>All staff- Workload Impacts</b> of the developing pandemic and organisations response</p>		<p>Daily information sharing and communication via emails and briefings.</p>		

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	Staff and pupils- Stress and anxiety arising through uncertainty and lack of control		<p>All staff are offered a session with the school counsellor</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>Regular communications are already well established in the service.</p>		
	Briefing of staff		Staff are reminded of handwashing advice, daily		
	Caretaker / Maintenance visits		<p>When necessary, Caretaker to wear PPE, gloves.</p> <p>Asbestos register to be completed by caretaker and contractors</p>		

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			<p>All routine maintenance visits and statutory inspections should continue adhering to guidelines. If works cannot be carried out safely then they should be suspended other than in an emergency.</p> <p>If contractors are on site, the following should be followed:</p> <ul style="list-style-type: none"><li>- When possible, ask to see evidence of a negative Covid test and evidence that the contractors have had the double vaccination.</li><li>- Ask contractors to wear face coverings in communal areas, observe handwashing and keep social distancing.</li></ul> <p>The school should play its part in managing the wearing of face coverings, and the movement of staff and pupils around the premises so as to assist in maintaining social distancing from contractors.</p> <ul style="list-style-type: none"><li>- To support NHS Test and Trace and to help contain COVID-19 clusters or outbreaks, the school will assist by keeping a temporary record of visitors and contractors for 21 days, and assisting NHS Test and Trace with requests for that data if needed.</li><li>- Schedule contractors' visits so as to avoid contact with other contract companies working in the same area.</li></ul>		
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			<ul style="list-style-type: none"> <li>- After the work has been completed, Contactors must leave areas in a good and clean condition and the school should clean the area that has been worked on.</li> <li>- Schools can ask the contractors for copies of risk assessments/ method statements.</li> </ul>		
Insufficient level of staffing	Staff/ Pupils Workload Impacts of the developing pandemic and organisations response		<p>Limit the number of children in each classroom.</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 and toilets.</p>		
	Vulnerable children and young people		<p>EHC plans and individual risk assessments, are reviewed by the SENCo and personalisation team.</p> <p>The children who work with the Personalisation Team will remain in that group and move back into their classrooms in the afternoon.</p>		
	Transport		<p>Coach transporting children to swimming lessons.</p> <p>Each company to provide risk assessment detailing cleaning procedures, before travel.</p>		
Failure to maintain social distancing requirement/ <b>Being infected by the Coronavirus</b>	Staff, parents and children  Risk from environmental exposure, exposure to persons, transmission from touching contaminated objects		<p>PE – Regular reviews on what sports can take place</p> <p>School library – in use from Autumn 2021.</p> <p>Computing suite – in use from Autumn 2021. All equipment wiped after use.</p> <p>French – French lessons will resume with Peripatetic Teacher</p>		

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<p><b>Return to school.</b></p>			<p>Peripatetic Teachers – All peripatetic teachers that attend the school e.g music, art, PE will follow the guidance outlined in the risk assessment</p> <p>Group work – Group will resume for the Autumn Term 2021. There will be no group work which involves crossing year bubbles</p> <p>Pupil Voice- These groups started in Autumn 2021 but have been suspended from 29.11.2021</p> <p>Parents/carers will access playground/field in designated areas for drop off/collection. They can access to the school building from Autumn 2021 but will be requested to wear a mask indoors. <b>From 29.11.2021 all parents or visitors entering the building must wear a face covering.</b></p> <p>Liaison between parents/carers will be by face to face, telephone appointments and Google Meet.</p> <p>Parents evenings will be offered as either face to face or Google Meet. If parents wish to come into school to meet the teacher, they must wear a face covering.</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.</p> <p>Years 3,4, 5 and 6 will start and finish at the usual time of 8:55am and 3:30pm.</p> <p>Years 3,4 and 5 will enter and exit via double gates leading onto the playground</p> <p>Years 6 will use double gates leading onto the field.</p>		
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			<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 and pours drinks. All midday staff and ISS staff must wear face coverings. Lunch boxes are stored on the trolley (one for each year group)</p> <p><b>Breakfast club resumed on 2 September 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>After School clubs resumed in November 2021.          To maintain year group bubbles, each year group will have their clubs on a different evening. To allow for thorough cleaning of the classrooms, only the school hall and D&amp;D studio will be used for after school clubs. After school clubs will be sports clubs only and each year group will have the opportunity to apply for the spaces available. The clubs will be run by the teachers from the specific year groups.          This will be reviewed regularly.</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:          All visitors to the site will be vetted and seen to at the entrance gate via intercom. 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 will need to wear a mask</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</p>		

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			hours when children are present will be avoided, where possible. Visits will be agreed with the Headteacher or the senior leader on site.		
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## 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.

## RAG Rating Matrix

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 reducing the risk to an acceptable level</li> <li>To be reviewed and updated at least every month to ensure controls remain effective.</li> </ul>

**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))