

<b>School</b>	Chaddesley Corbett Endowed Primary	<b>Risk Assessment</b>	Emma James
<b>Assessment</b>	Employees on school site for partial reopening 1 June 2020	<b>Date:</b>	15/05/2020
<b>Next Review</b>	As deemed necessary as per Government / DfE	<b>Version</b>	
<b>Who could be harmed</b>	school employees, sub-contractors and visitors	<b>Overall Risk (H/M/L)</b>	

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Likelihood (1 to 5)	Severity (1 to 5)	New Risk Rating	Final Risk Rating Low/Med/High/Extreme
1	<b>Diagnosed with coronavirus</b>	Member of staff infected with COVID-19	3	5	15	Medium	Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines	1	3	3	low
2	<b>Fitness for work</b>	Due to an existing health condition an employee is considered extremely vulnerable and should not be at work as per government guidance  An employee is showing symptoms of coronavirus	5	5	25	High	All employees who are deemed extremely vulnerable would have received communication from the government advising them they are in the shielding programme and should be isolated in their own homes for a period of 12 weeks (from 23rd March 2020). If an employee is known to be this category and arrives for work they must be sent straight home.  If an employee is showing symptoms of coronavirus they should be sent home and told to follow government advice that they should self-isolate for a period of 7 days and anyone else in their household should self-isolate for a period of up to 14 days.	1	5	5	low
3	<b>Living with a person who is self-isolating,</b>  a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.	Due to living in the same household as someone with an existing health condition and is considered vulnerable as per government guidance	4	5	20	High	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing.	1	5	5	low
4	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)  <b>- whilst commuting to work</b>	Close proximity to infected people  Breathing in droplets in the air  Touching contaminated surfaces	4	5	20	high	Staff should avoid travelling to school on public transport where possible. They should use their personal vehicles or taxis (if possible).  Employees should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles.  If employees do use public transport a face mask or face covering should be worn along with protective gloves. Gloves to be removed on entry to the school building and not reused if possible.  On arrival all employees to use alcohol based hand sanitizer at the entrance to the building.	1	5	5	low
5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)  <b>- entering school building</b>	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	4	5	20	high	Enter through the main entrance and use the sanitiser gel. Use your own pen to sign in.	1	5	5	low
6	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress  <b>- pedestrian routes</b>	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	5	5	25	High	Enter classrooms through designated doors. Create one way system in corridor if possible.	1	5	5	low

7	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress  - <b>classrooms</b>	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	4	5	20	High	<p>Employees should only use their designated classrooms and should only enter another classroom if essential.</p> <p>Remove all soft furnishings and soft toys</p> <p>Hand sanitizer or wash hands at the sink by all pupils and staff as they enter the room.</p> <p>Pupils should use the same desk each day if they attend on subsequent days, older children can use their own individual equipment.</p> <p>All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance (<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>Where possible all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Use outdoor space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p>	1	5	5	low
8	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using <b>welfare facilities</b>  - <b>eating and drinking</b>	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	5	5	25	High	<p>Employees are encouraged to bring their own food to work, and not to share it with anyone.</p> <p>If it is necessary to use staffroom hot water boilers/kettles, either do not touch taps or levers them with bare hands; Use paper towels or cover the exposed hand with a sleeve to turn on taps; or wash hands, use lever then rewash hands. A maximum of one person in the kitchen area at one time. Strict social distancing rules to be adhered to at all times and seating with at least with two empty seats in between..</p> <p>Before preparing and eating food employees should thoroughly wash their hands following the government advice. Time in staff room should be limited and reviewed for space to ensure everyone has time for eating. Overflow facilities will be in conference room.</p>	1	5	5	low
9	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using <b>welfare facilities</b>  - <b>toilets and wash areas</b>	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	5	5	25	High	<p>Use sanitiser in library before entering the toilet. Once in toilet do not touch face. Press button on dryer with sleeve or elbow. Wash hands on departure.</p>	1	5	5	low

11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when  - exposed to children	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	5	5	25	High	<p>Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day or on subsequent days</p> <p>Ensure that the same staff are assigned to each group and as far as possible these stay the same during the day and on subsequent days.</p> <p>Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal.</p> <p>Children to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning</p> <p>Gloves should be worn when serving children food or drinks.</p> <p>Site staff should work where possible outside or where children are not located.</p> <p>Reception staff should remain within the reception area and not use other areas of the site (except welfare facilities). The reception window/hatch should remain closed at all times.</p> <p>All other staff who can work-at-home should work at home as per the latest government guidelines.</p>	1	5	5	low
12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when  - exposed to children with complex needs / personal care needs	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	5	5	25	High	<p>As above but enhanced to include the use of PPE equipment if appropriate. Engage with school SEN co-ordinator to ensure provision is appropriate for specific children</p>	1	5	5	low
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice  Shared office equipment (e.g. photocopiers), classroom equipment (pens, pencils, paper etc.)	Close proximity to infected colleagues  Breathing in droplets in the air  Touching contaminated surfaces	4	5	20	High	<p>Equipment to remain in the classroom and sharing of equipment to be kept to a minimum.</p> <p>Office equipment should be sanitizing after use, surfaces including; places that people touch regularly – handles / control switches / buttons / keyboards / phones, handrails, toilet facilities, taps, changing areas, shared desks &amp; tables etc.</p> <p>Maintain good hygiene measures, regular handwashing</p>	1	5	5	low
14	Increased risk to health due to <b>reduced first aid arrangements</b> caused through staff reductions (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	3	5	15	medium	<p>When planning school activities, the provision of adequate first aid resources must be provided, delay any activities deemed high risk where able</p>	3	3	9	medium
15	Coronavirus symptoms during the day	Infected  Colleague infected	4	4	16	medium	<p>Staff to report SLT and leave site. Family members to then self isolate until testing can be completed. If negative - return to work, If positive all pupils in the group to go home and isolate for 14 days. Their families member only need to isolate if symptoms appear.</p>	1	4	4	low

**You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.**

Low	Less than 5
Medium	5-15
High	15+