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| <b>School</b>              | Chaddesley Corbett Endowed Primary School         | <b>Risk Assessment Author:</b> | Emma James  |
| <b>Assessment</b>          | Safe operations of site during pandemic           | <b>Date:</b>                   | 02/01/2021  |
| <b>Next Review Date:</b>   | As deemed necessary as per Government / PHE / DfE | <b>Version</b>                 | 8th Version |
| <b>Who could be harmed</b> | school employees, sub-contractors and visitors    |                                |             |



| # | 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 |
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| 1 | Diagnosed with coronavirus | Transmission of infection due to member of staff infected with COVID-19 | 4                   | 5                 | 20          | High                     | <p>Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines<br/>HT to contact LORT and follow guidance, inform parents and staffing about any bubble closures<br/>If staff are generally unwell to not attend school as these could be potential secondary symptoms</p> <p>Weekly guidance on the briefing emailed to all staff</p> | 3                   | 5                 | 15              | Medium                                 |

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| 2 | <b>Fitness for work</b>   | <p>Due to an existing health condition an employee is considered vulnerable</p> <p>An employee is showing symptoms of coronavirus</p>    | 5 | 5 | 25 | High | <p>Under local restriction Tier 3, staff who are clinically extremely vulnerable can request flexible measures to support attending work, such as staggered work times, working from home if possible and any additional measures which can be implemented to support that individual.</p> <p>All staff who have scored 0-3 and considered a low risk will have individual risk assessment as the HR guidance - 4+ HR will be contacted and advice sort.</p> <p>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 10 days and anyone else in their household should self-isolate for a period of up to 10 days. Following the most recent advice from track and trace. Staffing within the current class bubble will try to cover until testing result gained - supply will be used if necessary.</p> | 2 | 5 | 10 | Medium |
| 3 | <b>Living with a person who is vulnerable</b><br><br>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, hygiene and other mitigating measures. Speak to HT if you have any concerns to implement other measures if necessary.  | 1 | 5 | 5  | low    |

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| 4 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)</p> <p><b>- whilst commuting to work</b></p> | <p>Close proximity to infected people</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 4 | 5 | 20 | <p><b>high</b></p> | <p>Staff should avoid travelling to school on public transport where possible. They should use their personal vehicles or taxis (if possible).</p> <p>Employees should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise (as explained within latest version of guidelines).</p> <p>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.</p> <p>Where possible arrival times for employees should be staggered. At the end of the day departure times should also be staggered.</p> <p>On arrival all employees to use alcohol based hand sanitizer at the entrance to the building.</p> | 1 | 5 | 5 | <p><b>low</b></p> |
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| 5 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s)</p> <p><b>- entering school building</b></p>                               | <p>Close proximity to infected colleagues</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 3 | 5 | 15 | Medium | <p>Staff to enter through the main entrance and wash hands using sanitiser, one person in the lobby at a time.</p> <p>You are not to sign in using a pen supplied by another person.</p> <p>Site and Head review policy and procedures regularly as new guidance is available. WCC externally auditing.</p> <p>Shared with staff COVID19 PH WCC guidance for mainstream school V2</p>   | 1 | 5 | 5 | low |
| 6 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress</p> <p><b>- staircases, lifts, pedestrian routes</b></p> | <p>Close proximity to infected colleagues</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 5 | 25 | High   | <p>Classes use the outside access and limit movement around the school as much as possible. Classes to ensure that they stagger use of corridors, if you can. One way system and allocated entrances and exits are used at access to the dining hall at lunchtime. Staff to wear masks/visors in communal areas where social distancing is difficult. Additional signage in place.</p> <p>Zoning in place - stagger times in communal areas and limit amount of staff in rooms, rooms limited numbers. One way system in the playground.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation</p> | 1 | 5 | 5 | low |

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| 7 | Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress<br><br>- <b>classrooms</b> | Close proximity to infected colleagues<br><br>Breathing in droplets in the air<br><br>Touching contaminated surfaces | 5 | 5 | 20 | High | <p>Employees should only use their designated classroom and should only enter another classroom if essential. Remove all soft furnishings and soft toys</p> <p>Site manager is constantly reviewing cleaning products and monitoring usage so we have a good supply</p> <p>Hand sanitizer or wash hands at the sink should be used by all pupils and staff as they enter the room.</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>Staff are encouraged to use outdoor space for outdoor education, where possible (a timetable with daily slots is allocated for each class), as this can limit transmission and more easily allow for distance between children and staff</p> | 2 | 5 | 10 | Medium |
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| 8 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using <b>welfare facilities</b></p> <p><b>- eating and drinking</b></p> | <p>Close proximity to infected colleagues</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 5 | 25 | High | <p>Employees are encouraged to bring their own food to work, and not to share it with anyone</p> <p>When using welfare facilities follow guidance when using hot water - kettles and boiler, spray clean any item touched with disinfectant spray and sanitise hands before entry and after exit. A maximum of one person in the kitchen area at one time.</p> <p>5 members of staff in the staff room at any time - reduce times.</p> <p>Staff room table can only be used to seat two people at end positions. Additional rest facilities in the conference room with a maximum of 3 members of staff. Staff to ensure social distancing is maintained, chairs limited.</p> <p>Before preparing and eating food employees should thoroughly wash their hands following the government advise. Time in staff room should be limited and reviewed for space to ensure everyone has time for eating.</p> | 3 | 5 | 15 | medium |
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| 9 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using <b>welfare facilities</b></p> <p><b>- toilets and wash areas</b></p> | <p>Close proximity to infected colleagues</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 5 | 5 | 25 | <b>High</b> | <p>When entering toilet areas, do not touch any surfaces. Use sanitiser in library before entering the toilet. Once in do not touch face.</p> <p>When using hot water -spray clean any item touched with disinfectant spray and sanitise hands before entry and after exit.</p> <p>School should make arrangements to have a stock of surface cleaner and paper towels in toilet areas .</p> | 1 | 5 | 5 | <b>low</b> |
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| 10 | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when</p> <p><b>- exposed to children</b></p> | <p>Close proximity to infected colleagues</p> <p>Breathing in droplets in the air</p> <p>Touching contaminated surfaces</p> | 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>Playgrounds have been separated and zones so that children will be able to stay in class bubbles in the outside area.</p> <p>Ensure that the same teacher and staff (e.g. LAs) 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).</p> <p>All other staff who can work-at-home should work at home as per the latest government guidelines.</p> | 2 | 5 | 10 | Medium |
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| 1<br>1 | Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when<br><br><b>- exposed to adults</b> | Close proximity to infected colleagues<br><br>Breathing in droplets in the air<br><br>Touching contaminated surfaces | 5 | 5 | 25 | High | <p>Ensure that the same teacher and staff (e.g. LAs) are assigned to each group and as far as possible these stay the same during the day and on subsequent days.</p> <p>Adults to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning<br/>Adult to adult adhering 2 meter social distancing. Limit face to face meetings with staff / parents where possible. Any face to face meetings that do take place need strict adherence to the measures.<br/><b>Adults to wear face covering/mask if in a communal area and it is difficult to keep 2M distance.</b><br/>Gloves should be worn when serving children food or drinks.<br/>Restrict visitors.<br/>Site staff should work where possible outside or where children are not located.<br/>Reception staff should remain within the reception area and not use other areas of the site (except welfare facilities).<br/>All other staff who can work-at-home should work at home as per the latest government guidelines.<br/>Parents and specialist sport coaches requested to wear face masks when entering the school grounds and the building.</p> | 2 | 5 | 10 | Medium |
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| <p>1<br/>2</p> | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when<br/><br/><b>- exposed to children with complex needs / personal care needs</b></p>   | <p>Close proximity to infected colleagues<br/><br/>Breathing in droplets in the air<br/><br/>Touching contaminated surfaces</p> | <p>5</p> | <p>5</p> | <p>25</p> | <p>High</p> | <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>   | <p>2</p> | <p>5</p> | <p>10</p> | <p>Medium</p> |
| <p>1<br/>3</p> | <p>Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice<br/><br/><b>Shared office equipment (e.g. photocopiers), classroom equipment (pens, pencils, paper etc.)</b></p> | <p>Close proximity to infected colleagues<br/><br/>Breathing in droplets in the air<br/><br/>Touching contaminated surfaces</p> | <p>4</p> | <p>5</p> | <p>20</p> | <p>High</p> | <p>Equipment to remain in the classroom and sharing of equipment to be kept to a minimum.<br/><br/>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.<br/><br/>Maintain good hygiene measures, regular handwashing<br/><br/>Mid day cleaning in process - tables, surfaces, door handles IT equipments and then cleaning in the evening.</p> | <p>1</p> | <p>5</p> | <p>5</p>  | <p>low</p>    |

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| 1<br>4 | 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. | 4 | 5 | 20 | High | When planning school activities, the provision of adequate first aid resources must be provided, delay any activities deemed high risk where able  | 1 | 5 | 5  | low    |
| 1<br>5 | <b>Coronavirus symptoms during the day</b>  | Transmission of virus due to symptoms while starting at work.  | 4 | 5 | 20 | High | Staff to report to SLT and leave site. Family members to then self-isolate until testing can be completed. If negative - return to work, Inform LORT and follow guidance. All pupils and staff who have been in close contact of positive case need to isolate for 10 days. Their families member only need to isolate if symptoms appear. | 3 | 5 | 15 | medium |

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| 1<br>6 | Potential negative impact on <b>Mental health and well being</b> due to the ongoing affects of pandempic and return to school. | Stress and anxiety returning to school | 4 | 4 | 16 | Medium | <p>Regular engagement with senior leaders regarding school procedures and planning.<br/>Regular reviews and updates on lessons learnt.<br/>Staff to monitor team regularly to ensure wellbeing being met.</p> <p><a href="https://www.educationsupport.org.uk/coronavirus-support">https://www.educationsupport.org.uk/coronavirus-support</a></p> <p>Clear lines of communication - Whats app emergency group and teaching and learning group / regular updates on briefing / individual phone calls / Zoom meetings<br/>Peer to peer support.</p> <p>Safe guarding Policy Appended changes</p> | 3 | 4 | 12 | Medium |
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You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.

