Dear Head Teacher

This risk assessment checklist is a tool to help you complete the risk assessment specifically for your school; it will help to guide you through the process so that the final risk assessment meets the legal duty for the completion of risk assessments.

This tool asks you to consider a number of different hazards and suggests different control measures that may or may not be applicable to your school. You can adapt, amend and add your hazards and controls to make it site and people specific. Please take into account the particular physical constraints and attributes of the building, and pupils and staff that use the building.

Please share your risk assessments with your staff, and your local health and safety representatives (or Trade Union representative). This will ensure that everyone is cited on the hazards and the proposed control measures. Feedback on the effectiveness of the control measures should be encouraged and acted on from those who are implementing them.

Risk assessments are live documents and during periods of transition, I would recommend reviewing it regularly. This can be part of your regular staff meetings - where any issues or concerns are discussed as a result of new ways of working and plans are altered note them on the risk assessment. Update the risk assessment to the newer version and archive the old one giving you a recorded history of the lessons learnt and the actions taken.

I also recommend that you sign and approve the risk assessment, with support from School Governors.

You don’t have to use this checklist, if you have created your own risk assessment and want us to review the assessment, do let us know.

The Corporate Health and Safety Team are here to support you, if you have any queries, want to discuss plans or arrange a visit please do get in touch via Corporate.Safety@knowsley.gov.uk.

Best regards

Fiona Buckley

Corporate Health and Safety Manager

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk assessment title** | COVID 19 - Schools Full reopening for all pupils | **Risk assessment version ref**  | Millbrook Primary School  | dws_letterhead_aquatics_k_logo.tif |
| **Service** | Education  | **Safe system of work ref (if applicable)** |  |
| **Employee group effected** | School staff and pupils  | **School Name**  | Millbrook Primary School  |
| **Assessor’s name:** | Jane Maloney | **Job title**  | Headteacher |
| **Indicate below the reason for completion of this checklist by inserting a date** |
| **First risk assessment date** | **Scheduled risk assessment review** | **Accident or incident** | **New work equipment** | **New work processes** | **New employee or new role** | **Change to method of working** | **Change to the work environment** |
| July 2020  | September 2020 2020 |  |  |  |  |  |  |
| **List other relevant documents:** (or insert hyperlinks)Further guidance can be found by following the link below.Link to page on guidance to educational establishments <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>  |
| **Risk Rating Matrix** |  |

|  |  |
| --- | --- |
|  **Severity** | **Likelihood** |
|  | 1 Improbable | 2 Unlikely | 3 Possible | 4 Likely | 5 Very likely |
| 5 Catastrophic | 5 | 10 | 15 | 20 | 25 |
| 4 Severe | 4 | 8 | 12 | 16 | 20 |
| 3 Moderate | 3 | 6 | 9 | 12 | 15 |
| 2 Minor | 2 | 4 | 6 | 8 | 10 |
| 1 Insignificant | 1 | 2 | 3 | 4 | 5 |

 |
| **1 - 4 Low risk** | **The risk has been controlled to a level that no further actions are required. However care must be taken to ensure controls are monitored and maintained.** |
| **5 - 9 Medium risk** | **Look to improve the control measures at the next review i.e. within 12 months.** |
| **10 - 15 Medium (but elevated) risk** | **Look to improve the control measures within a specified time scale i.e. within one week/month.** |
| **20 - 25 High risk** | **Stop activity taking place and make immediate improvements before continuing with the activity.** |
|  |

| **STEP 1** | **STEP 2** | **STEP 3** |
| --- | --- | --- |
| **What are the hazards?** | **Who could be harmed?** | **How can harm occur?** | **What measures are/should be in place to eliminate or reduce the risks?** | **Risk Evaluation** | **Rating** | **What additional control measures are required?** |
| **Severity****(1 – 5)** | **Likelihood****(1 – 5)** | **Residual Risk****(S x L)** | **Acceptable -Unacceptable** |
| Infections and possible injuries caused by poor maintenance or hygiene practices  | All users of the school | Building not being reopened correctly | * Ensure that all legionella flushing has taken place. Ensure all water outlets have been flushed, with the building being closed or on a reduced operation all water outlets will be classed as a low usage outlet.
* Check for leaks and that there is hot water, if necessary
* All emergency lighting is to be tested (if testing has not continued). Recording the findings on the test sheet
* Test the fire alarm to ensure it is operational with a secure link to any monitoring station, recording the findings on a test sheet
* Check all internal escape routes and final exits ensuring the doors open and the escape routes are clear, taking into consideration the new classroom lay outs
* Revisit the emergency evacuation procedures for the school taking into consideration additional time to leave the building and about social distancing at the designated muster points.
* If the school has any active Personal Emergency Evacuation Plans (PEEP’s) revisit the plan. If close contact with a pupils is unavoidable ensure staff have PPE close at hand.
* Test all intruder and panic alarms making sure the links to the monitoring station are in place.
 | **4** | **3** | **12** | **Medium elevated risk**  | Fire evacuation procedure will be tested out upon whole school return in first half term |
| Risk of cross contamination of COVID 19  | All users of the school | Cross contamination or spread of COVID-19 amongst colleagues and pupils  | **Staff*** Staff showing symptoms must not attend work. Contact your head teacher manager to arrange cover and start self-isolation.
* Stay in isolation and arrange for a COVID 19 test: NHS testing and tracing website or via NHS 119
* If the test result comes back as negative staff can return to work.
* If the any member of staff is confirmed to have COVID 19 they must self-isolate for at least 7 days and only return if they do not have other symptoms other than a cough or loss of sense of smell/taste. Other members of their house should continue self-isolating for the full 14 days.

**Pupils** * Inform parents or guardians of pupils, that if there are any signs of COVID 19 they are to ring the school and not to send the pupil into school.
* If the pupil is tested and the result comes back negative the pupil can return to school. If the pupil is not tested the head teacher must follow the same guidance regards isolation for the pupil as listed for staff.
 | **4** | **3** | **12** | **Medium (elevated risk)** | Daily checks of government website are in place.Clear guide for staff and parents to be finalised before opening.Room allocated for COVID -19 with appropriate PPE inside. |
| Staff showing symptoms of COVID 19  | All users of the school | Cross contamination or spread of COVID-19 amongst staff pupils and other users of the building.  | **Staff** * If a member of staff starts showing symptoms of COVID 19 the employee is to leave work as soon as possible and follow government guidance for self-isolation. Once in self-isolation, managers will ensure staff member arrange to be tested.
* Records of who the staff member has been in contact with should be noted.
* Record of where the staff member has been should be noted.
* If staff are tested and the test comes back negative staff can arrange to return to work
* If staff are tested and it comes back positive staff to stay in isolation until free of fever, feeling well enough and a minimum of 7 days have elapsed since the first onset of symptoms.
* Employee should ensure that the head teacher is informed of any test results. Head Teachers must make arrangements to receive the test results.
* If the staff member is tested positive, their class / group should be advised to self-isolate for 14 days.
* If the any member of staff or their immediate family are confirmed to have COVID 19 they must self-isolate for 14 days. If staff are tested negative, other members of their household can stop self-isolating.

**Pupils** * If a pupil starts showing symptoms of COVID 19 while in school isolate the pupil and contact the parent or guardian to pick the pupil up.
* If COVID -19 is suspected staff in close contact to wear the appropriate PPE, as indicated in the PPE guidance
* When the pupil has left the school lock down the teaching zone used for isolation and deep clean all hard surface as soon as possible.
* Records of who the pupil has been in contact with should be noted.
* Record of where the pupil member has been should be noted.
* If the pupil is tested positive, their class / group should be advised to self-isolate for 14 days.
* The pupil is allowed back in school following a test result that shown negative or following a period of isolation as indicated above.
 | 4 | 2 | 8 | **Medium risk**  | Government website is checked daily. Regular communication with school health for support.Attendance officer to keep daily records of absence and track all contacts |
| Controlling the spread of COVID-19 | All users of the school | COVID-19 is transmitted by inhalation or ingestion in the same way that normal seasonal flu is transmitted. **Contact:** By hand to face/mouth/nose/eye.**Droplet:** By coughing and sneezing and aerosol droplets being inhaled**Airborne:** Fine droplets may stay in the air longer and spread the infection without close contact Reducing contact through restructuring the school day and lay out of the school  | * Keep all children in one class bubbles
* Stagger the school day so year groups are starting and leaving at different times (times listed in reopening plan)
* Stagger breaks and lunch to be staggered to reduce number of people gathering.
* During exercise classes schedule in activities that can be performed outside observing social distancing measures. Keeping the inside of the building free
* All classrooms and teaching zones to be assessed for the number of desks that can be fitted in the area in keeping with the guidelines for facing forward.
* Staff rooms and offices to be assessed for staff to use keeping social distancing rules. (Staggering of class schedules will also help social distancing in staff rooms).
* To help keep distances between the desks remove any unwanted furniture.
* Class sizes to be normal and mostly in one bubble with some exceptions)
* Access and egress routes to be kept clear of desks.
* Pupils will have one way systems in and out of school
* Pupils eating lunch in their classrooms with the food brought to them.
 | **4** | **2** | **8** | **Medium risk** | Plan has all pupils in class bubbles (with the exception of Class 1 and 2 who will remain as one bubble and Class 10 and 11 who will remain as one bubble) with staggered lunch and breaktimes and lunches eaten in classrooms.PE coordinator has completed a Physical Activity plan with a guide to what activities can be safely done in PE and during playtimes. School days is staggered to enable pupils to travel through the one way system outside and keep socially distant. Staffroom is timetabled to ensure no more than 7 members of staff at one time.All classrooms have been assessed. All unwanted furniture has been removedTwo metre lines have been throughout the school demonstrating social distancing.  Labels have been placed throughout the school.School have planned lunches with kitchen staff. |
| Controlling the spread of COVID-19 | All users of the school | Reducing contact through reducing access to the school grounds  | * School grounds are labelled and marked creating one systems to several doors using staggered times
* Ensure there are signs around the area
* Senior Leaders are to be staffed outside of the building to ensure pupils walk in and practice social distancing.
* On leaving the class for home children to be held back in the school grounds until they are sure that the parent or guardian is there to pick them up. Children will be taken back to class if their parent is late to protect the bubbles.
* If the school is taking a delivery of stock, delivery to be left in a suitable safe position not blocking access or egress routes, staff from the school to move the stock to the place of storage. Delivery staff not to walk around schools.
* If contractors are working on site if possible arrange for work to be completed either end of the school day when the school is less populated.
* On arrival on site contractors informed of the hygiene and social distancing measures operating in the school which they must follow.
* If contractors do not follow the control measures they are to be asked to leave the premises, with consideration as whether they are to be allowed on site again.
 | **4** | **2** | **8** | **Medium risk** | Systems outside are one way with markings to show parents where to goPremises Officer and senior leaders will be available to ensure safe running in the first few days.Premises officer will be there daily.  |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through improved hygiene. | * All access point in use at the school will have hand cleaning facilities and on entering and leaving the building, hands are to be sanitised.
* Hand sanitising points to be strategically placed around the school, especially outside toilets, inside dining halls and staff rooms and offices.
* Fire doors on main access routes to be held open to reduce hand to door contact, the use of Doorgard is recommended if not the evacuation procedures need to be changed to designate a person to free all fire doors so they close in an emergency.
* Cleaning schedules have been reprioritised to include:
	+ Door handles door release buttons, and doors.
	+ Light switches
	+ Toilets and sinks
	+ Food preparation areas (drinks station)
	+ Hard floor surfaces.
	+ Tables and hard surfaced chairs, with cleaning taking place at least twice times a day.
* If possible remove all soft, hard to clean toys and teaching aids from classrooms.
* If using outside play equipment unless its contact surfaces cannot be cleaned thoroughly after use, the equipment is not to be used.
* Wherever possible give pupils the necessary equipment they will need, books pencils calculators, avoid sharing of tools and equipment.
* Cleaning materials to be present in areas used so if necessary staff can wash down tables and chairs throughout the day.
* Encouragement of staff and building users to use tissues to cover mouth and nose when coughing or sneezing, (especially during times of high pollen)
* Tissues disposed of in disposable bags as soon as possible.
* Hands to be washed on entering the building and prior to leaving the building.
* Hands to be washed regularly throughout the day, especially before and after toileting, before food and drink preparation and when they enter and leave the building for exercise
 | **4** | **2** | **8** | **Medium risk** | Hand sanitisers will be situated around the school and at front entrance. Soap available in all classes.All fire door open and door guards have been fitted.Cleaning schedule secure All resources have been reviewed and all soft toys removed. We will review this constantly in light of government guidance. Disinfectant spray has been bought to spray on all play equipment. It does not need to wiped.All pupils from Year 1 to 6 will have individual equipment. All classes have tissues and lidded binsSoap available in all classroomsNew behaviour rules in place with ready, respectful and safe headings reflecting all actions pupils must take including hand washing. Signs throughout the building reinforce this.  |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through the use of personal protective equipment (PPE) | * If social distancing cannot be observed and close contact is unavoidable PPE is to be used by staff where necessary. Examples personal care for younger children, performing first aid, intervening if a pupil is in danger of harming themselves or others.
* All PPE is to be stored in positions around the school so staff can access it without delay.
* Managers to monitor the levels and use of PPE and reorder when necessary, ensuring stock does not run out.
* The use of PPE will be guided by a risk assessment.
* If PPE has been used ensure none of the used PPE is taken off site. Double bag all used equipment and seal bag before disposing of it safely.
* Do not take used PPE home, ensure it is double bagged and disposed of correctly, in the main bin if it is over 72 hours to the next collection date. If the collection date is under 72 hours waste to be stored securely until it is safe to dispose of in the main school bins
 | **4** | **3** | **12** | **Medium elevated risk** | PPE available for intimate care, first aid and suspected coronavirus.PPE stored in Nursery, all first aid boxes and isolation room and infant corridor staff toiletPremise officer to monitor and replenish PPE. |
| Controlling the spread of COVID-19 | All users of the school | Reducing infection through communication with buildings occupants | * Schools to communicate with all parents about the schools new operating procedure, highlighting any new rules and any changes in access to the school.
* Teachers to keep their groups in the class if needed to communicate with other areas of the school, look at other methods of communications, telephones or Microsoft teams to reduce access of individuals around the building
* If the school has shared access corridors put markings or warning signs of the floor to remind users about social distancing and as a physical indication what 2 meters is.
* If the school has a shared access corridor with turns in it, staff to monitor the corridor at key times to ensure pupils do not start congregating.
* If the need arises to communicate with other staff or building users always follow ‘Social Distancing’ measures. If possible try to keep a distance of at least 2 metres >6’ 6” away from other people.
* Reiterate the social distancing message throughout the day, if instructing children on an activity reinforce the social distancing message (example collect equipment from the table one as a time the next person goes up when the last person has returned to the seat).
* Schools to display posters around the building as a reminder to pupils and staff to wash their hands regularly throughout the day for at least 20 seconds. Teachers to use prompts to help reinforce the importance of hand washing.
* The message about washing hands is to be reinforced throughout the day by teaching staff
* Reduce the number of visits to the school by parents and business colleagues.
* If possible use video messaging to meet with parents or colleagues. If people cannot meet via video, meetings with parents can only take place if social distancing rules can be observed and a meeting area is found that is not used by the majority of the school occupants.
 | **4** | **2** | **8** | **Medium risk** | Full reopening plan will be circulated to parents and a quick guide for their child’s class.Arrows situated throughout corridors to ensure social distancing. Signage reinforces it throughout the school.There are two staff in all classes to ensure this can been monitored. Parents informed not to enter the building and all meetings via phone or virtual. |
| Covid – 19 cross contamination | Staff and pupils | Personal contact between staff and pupils with educational and medical needs  | * A key member of the team involved in the pupil’s education is to be present to provide continuity of service and reduce enhanced behaviour.
* Staff to discourage contact with the pupil and explain the reasons.
* All staff working with the pupil to be made aware of signs of elevated behaviour and what trigger pupil might show prior to aggressive actions.
* If pupil starts showing signs of elevated behaviour start deescalating techniques
* If the need of physical intervention occurs, staff to have appropriate PPE as in line with the PPE guidance and risk assessment.
 | **5** | **2** | **10** | **Medium (elevated risk)** | Risk assessments are in place for all pupils with EHCP’s and all risks for behaviour. Additional adults have been deployed with skills to minimise risk. Specific plans in place for vulnerable pupils |
| Covid – 19 cross contamination | Staff and pupils | Administering first aid  | * Pastoral care to be given from a distance.
* If possible, small cuts and grazes to be cleaned and dressed by the person injured receiving guidance.
* If possible injured person to collect all contaminated materials and securely bag it.
* If treating a person the first aider to wear all recommended PPE, apron, gloves, mask, & goggles
* If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used.
* Dispose of all used PPE in accordance with the guidance listed above
 | **5** | **2** | **10** | **Medium (elevated risk)** | All minor first aid to be administered in bubble.PPE to be available at all first aid stations.  |
| Covid – 19 cross contamination | Staff,  | Cross contamination of virus through transport. | * Assess if trips are essential if not cancel all non-essential trips.
* If private transport is used on school business staff to travel in individual vehicles unless they are from the same family group.
* If school vehicles are used driver to wash down all hard surfaces (e.g. hand contact points such as steering wheel, gear stick and handbrake). Wash down procedures are to be included in the pre use vehicle checks
* Wash down of contact points to be performed every time the driver changes, not just once a day.
 | **4** | **2** | **8** | **Medium**  | No transport used |
| Covid – 19 cross contamination | Staff,  | Cross contamination of virus in offices and staff rooms. | * All staff areas to be restructured to help keep social distancing
* Staff not allowed to hot desk, office staff to have their own desk and not to use equipment from other workstations
* If using shared areas, print room kitchens etc. rotate use using the area one person as a time.
* After using the printer/photocopies wipe down all hand contact areas of the photocopier and door handles.
* When making drinks, tea coffee etc. staff to make own and not make drinks for other team members.
* When using the staff kitchen always follow social distancing guidelines using kettles and food preparation areas one as a time, and wiping down all hand contact areas after use.
* All staff members to have their own cutlery/crockery and do not use crockery for communal use.
* All personal cutlery crockery to be washed after use and temporarily stored at their workstation or in a small sealed container, so other staff cannot use them and they cannot be contaminated by airborne particles.
 | **4** | **2** | **8** | **Medium**  | Office gate to ensure social distancing. Chairs and part of a table removed in the staff room and improve access and movement. Disinfectant spray to available in staffroom for staff, in order to reduce staff anxiety. If staff use communal cutlery / crockery, they must put it in the dishwasher.  |
| Covid – 19 cross contamination | Staff and pupils | Cross contamination of virus in toilets. | * Pupils and staff to clean hands before entering the toilet block and after using the toilet.
* Toilets identified by cleaning staff as areas that additional cleaning takes place.
* Remind children before toileting about social distancing. If children enter the toilet block and other children are in the room waiting for a cubicle, children to wait outside.
* On smaller toilets, doors to have a vacant/occupied sign to indicate when it is free.
 | **5** | **2** | **10** | **Medium (elevated risk)** |  |

|  |
| --- |
| **Likelihood scores** |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Description** | **Improbable** | **Unlikely** | **Possible** | **Likely** | **Almost certainty** |
| **Broad description of frequency** | Probably never happen | Possible but not expected to happen | Might happen or recur | Will probably happen | Will happen, possibly frequently |
| **Timed frequency** | Occurs less than annually | Occurs annually | Occurs monthly | Occurs weekly | Occurs daily |
|  |
| **Consequences/severity scores** |
| **Consequence score** | **1** | **2** | **3** | **4** | **5** |
| **Description** | **Insignificant** | **Minor** | **Moderate** | **Severe** | **Catastrophic** |
| **Impact and harm caused** | Minor injury requiring no medical help | Minor injury or illness requiring <3 days off work | Moderate injury or illness requiring 4-10 days off work.RIDDOR reportable | Specified injury or illness. Requires over 10 days off work or leading to long term incapacitation | FatalityPermanent ill health or disfigurement |

**AUTHORISATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Head Teacher**  | **Jane Maloney** | **Signature** | **JM Maloney** | **Date** | **4th June 2020** |
| **Chair of Governors**  | **Peter McDermott** | **Signature** | **P McDermott** | **Date** | **5th June 2020** |
| **Service and location** | **Millbrook Primary School** | **Telephone/email** | **Jane.maloney@knowsley.gov.uk** |