

All Staff		<b>Risk Assessment</b>			Ref No	VALT 29
					Date	10/06/2020
<b>Task Description</b>	Revised COVID 19 Re-opening of school Risk Assessment	<b>Location</b>	All Areas	<b>Date of Review</b>	1 <sup>st</sup> Review 25/06/2020 2 <sup>nd</sup> Review 10/07/2020 3 <sup>rd</sup> Review 30/08/2020 4 <sup>th</sup> Review 20/09/2020 5 <sup>th</sup> Review 24/02/2021	

Assessor	Print Name: Paul Bridge		Employee	Print Name:		Equipment or Plant No.	N/A	
	Signed:			Signed:				
Persons Affected Individuals or Groups			Caretaker and other associated staff					
				Original Risk Assessment			Revised Risk Assessment with Further Control Measures	
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
	<p>In line with government policy each school within the Trust will draw up its own specific risk assessment. This Trust Risk Assessment aims to provide a context for those risk assessment and provides an outline of the common approach we have considered and adopted.</p> <p>Individual school risk assessments will be made available and communicated to staff, parents and students.</p>							

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<p>Inadequate Premises Management, resulting in equipment / systems being unsafe to use or not working. Risk of water contamination e.g. Legionella.  Risk of minor / major injury, infection or death.</p>	<ul style="list-style-type: none"> <li>The Trust have continued to undertake all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks.</li> <li>The Trust have continued to undertake regular, routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT Testing, Mechanical Maintenance, Lift Maintenance, water systems cleaning.</li> <li>Where external contracted safety / maintenance schedules have had to be changed, these are being re-instated. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken.</li> <li>Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required.</li> <li>Review site systems and services and confirm if any changes are required. This includes but is</li> </ul>	1	4	L	<p><b>PB will contact each school before the planned school re-opening on the 8<sup>th</sup> March, to ensure all regular checks are up to date.</b></p>	1	4	L
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	<p>not limited to the use and maintenance of air con units and ventilation systems.</p> <ul style="list-style-type: none"> <li>Review site procedures and modify to meet COVID19 requirements, e.g. use of lifts, cool water provision, use of school transport.</li> <li>Review Fire Risk Assessment.</li> </ul>							
<p>Not maintaining staff &amp; student health and wellbeing.</p> <p>Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions.</p>	<ul style="list-style-type: none"> <li>This Risk Assessment was revised following the governments guidance regarding the full return of students from the beginning of September 2020. Government guidance highlighted a series of controls, grouped into two categories "prevention" &amp; "response"</li> </ul> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school.</li> <li>Clean hands thoroughly more often than usual.</li> </ol>	2	4	M	<p><b>The latest government / medical instructions are that face masks should be worn in Secondary Schools in classrooms, circulation and communal areas, wherever social distancing cannot be maintained. Face coverings can be removed in dining / welfare areas when eating and drinking, but must be removed safely and reusable masks should be stored in resealable plastic bags.</b></p> <p><b>Face coverings do not have to be worn in PE lessons or where social distancing can be maintained.</b></p>	2	4	M





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	<p>undertaken to identify and address specific needs.</p> <p>Any action which is identified through the risk assessment process will be communicated to the Head-teacher or designated safety officer, so that the appropriate action can be taken.</p> <ul style="list-style-type: none"> <li>The Trust will review individual student SEN assessments and make any necessary procedural changes.</li> </ul>						
<p>Lack of hand hygiene.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> <li>COVID 19 safety instruction signs are fitted throughout the schools.</li> <li>Staff &amp; students are reminded to regularly wash hands with soap and water.</li> <li>If soap and water isn't readily available, hand sanitiser is being used.</li> <li>Hand washing facilities / hand sanitisers are available to every class and in various locations around our sites e.g. main entrances &amp; dining-rooms.</li> <li>Students and staff are instructed to wash their hands on entering the school. This is repeated</li> </ul>	3	4	M			

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	<p>whenever staff / students move around the site. e.g. breaks, where class locations need to change.</p> <ul style="list-style-type: none"> <li>• A supply of tissues is maintained for use in classrooms.</li> <li>• A cleaning kit containing a disinfectant spray, disposable gloves and disposable tissues or equivalent, is maintained in classrooms in case a pupil coughs or sneezes.</li> </ul>						
<p>Failure to use / incorrectly use Personal Protective Equipment (PPE)</p> <p>Risk of others contracting Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> <li>• In line with latest Government advice, face masks must also be used:</li> </ul> <p>Except:</p> <ul style="list-style-type: none"> <li>▪ When travelling on public transport.</li> <li>▪ Where they are identified by existing risk assessments, or where a revised risk assessment is introduced in response to COVID19. (e.g. cleaners, technicians.)</li> <li>▪ Where a member of staff is required to support or care for someone who is displaying potential COVID19</li> </ul>	2	4	M			

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	<p>symptoms. In this instance fluid resistant face masks, disposable gloves and disposable aprons will be available.</p> <ul style="list-style-type: none"> <li>▪ Where the specific health needs of an individual identify a face mask is required.</li> <li>▪ Where they are requested by an individual employee.</li> </ul> <ul style="list-style-type: none"> <li>• Used PPE will be disposed of in the correct manner as outlined by government advice.</li> <li>• After each change of PPE, hands will be washed with soap and water or hand sanitiser.</li> <li>• Where a COVID 19 case is suspected in the building, used PPE should be placed in clinical waste and stored for 72 hours prior to placing in rubbish skip / bin.</li> <li>• Written instructions on the correct use off PPE will be provided to staff who need to use it in connection to the COVID19 crisis.</li> </ul>						
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<p>Not maintaining social distancing guidance.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality.</p>	<p>In line with the latest government guidance the Trust will implement steps to minimise contacts between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> <li>• Staff and students will be reminded of social distancing advice during return to school meetings and training.</li> <li>• Staff and students will be reminded of social distancing rules via displayed posters around the school.</li> <li>• Staff and students will be routinely reminded of social distancing rules during briefings and at the start of the day.</li> <li>• Student timetabling will be organised into year groups to reduce the risk of cross contamination.</li> <li>• There will be no mixed year assemblies, to ensure protective year group bubbles are not compromised.</li> </ul>	3	4	<b>M</b>			
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	bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.						
Number of pupils in class  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<ul style="list-style-type: none"> <li>Where possible, classrooms will be carefully measured and marked out to maintain 2 metre social distance between the teaching staff and students, whilst not compromising fire safety routes.</li> <li>Classrooms will be set out so students are not facing each other.</li> <li>Where this is not possible e.g. dining-rooms, practical teaching areas, other socially distancing measures such as dividing screens will be put in place to provide alternative protection.</li> <li>Every area within the school which is to be used will be assessed. All unsafe/ unnecessary fixtures, fittings and equipment will be removed, to further reduce the risk of potential contamination and enable safer cleaning management.</li> </ul>	3	4	M	<b>Prior to full re-opening on the 8<sup>th</sup> March, schools will check that marked out social distancing spaces eg teacher's areas in classrooms, safety screens eg. in communal areas, offices and classrooms and COVID related signage are in place.</b>		

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<p>Uncontrolled use of welfare facilities (Toilets, staff- room, dining-rooms, etc.)</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality.</p>	<ul style="list-style-type: none"> <li>Staff rooms and other social areas will either be closed or set out to comply with 2 metre social distancing.</li> <li>Staff will be instructed not to leave food or utensils lying around in staffrooms. These will be disposed of when found during the daily clean.</li> <li>Pupil toilet and social areas will be monitored by staff to ensure social distancing is being practiced.</li> </ul>	3	4	M			
<p>Sharing equipment.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> <li>Where possible the sharing of equipment will be avoided, either by adapting / changing lessons, or instructing students to bring in their own equipment.</li> <li>Where the sharing of equipment cannot be avoided the equipment will be cleaned between class changes / before the equipment is re-used.</li> </ul>	3	4	M			
<p>Unsatisfactory Cleaning of site.</p>	<ul style="list-style-type: none"> <li>The cleaning regime will be reviewed and increased in proportion to the identified risk.</li> </ul>	2	4	M			



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	<p>caretaking and cleaning staff employed by the Trust.</p> <ul style="list-style-type: none"> <li>The Trust Estate Manager requested and received confirmation from external cleaning service providers of the additional risk assessments they provided in response to the COVID19 virus. Assurances have been given that training has been provided to their employees in line with these risk assessments.</li> </ul> <p>With the expected full return of staff and students the Trust Estate Manager will seek assurances that the increased risks have been reviewed and where necessary additional action and training will be provided. e.g. the return of cleaning staff who have not been at work since the lockdown or new staff who have been employed.</p>							
Ventilation.  Ensure occupied spaces are well ventilated	Where mechanical ventilation systems are in operation these should be re-set to maximise the input of fresh air. (See government & HSE advice.)	3	4	M	Staff / students should be permitted to wear coats / additional clothes where necessary to maintain warmth.	3	4	M

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	<p>To improve ventilation, classroom / office doors can be propped open when rooms are in use. Doors must be closed whenever a room is vacated – in line with fire risk assessments.</p> <p>Windows should be opened to create a through draft of fresh air whilst still maintaining a healthy adequately heated environment, especially in the winter.</p> <p><b>Windows should be fully opened at break / lunch times or when a rooms is not used, to purge the air between classes.</b></p>							
<p>Testing</p> <p>Promote &amp; engage in asymptomatic testing</p>	<p><b>Staff to undertake twice weekly lateral flow tests at home.</b></p> <p><b>Secondary school students to be tested three times within the first two weeks of returning to school. Thereafter twice weekly home testing should be undertaken.</b> (See Testing Risk Assessment)</p>	2	4		<p><b>Staff and students/parents to notify the school of a positive lateral flow when undertaking testing at home and undertake a PCR for confirmation.</b></p> <p><b>Following a confirmatory PCR test contact tracing within school will be undertaken. The affected person will isolate for 10 days from the date of the test (if they remain asymptomatic)</b></p>	2	4	<b>M</b>

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					<b>See separate risk assessment for testing programme for detailed measures to mitigate risks associated with testing.</b>			
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**Risk Assessment Notes:**

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”

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**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>LOW</b></p> <p><b>MEDIUM</b></p> <p><b>HIGH</b></p> </div> </div>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						