

Risk Management - Assessment Report

Work Area or Activity:

site management

Risk Area:

Management and Site Maintenance

Assessment Framework:

Re-Opening Schools - COVID-19

Competent Person

Jo Best

Assisted by:

Helen Ward

Groups Affected:

All children, staff and visitors

Notes:

This is a review of an assessment carried out on
20/05/2020

This is a review of an assessment carried out on
20/05/2020
It was marked as 'nothing had changed' by Jo Best on
05/06/2020

This is a review of an assessment carried out on
05/06/2020

This is a review of an assessment carried out on
12/06/2020

This is a review of an assessment carried out on
12/06/2020

This is a review of an assessment carried out on
12/06/2020
It was marked as 'nothing had changed' by Jo Best on
19/06/2020

This is a review of an assessment carried out on
19/06/2020

Assessed on:

03/07/2020

To be Reviewed on:

10/07/2020

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	We have completed the re-opening checklist. Any issues arising will be actioned.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Lack of up-to-date information for Staff	Staff fully informed of actions that need to be taken before opening, there are daily updates provided where ever they are needed. Once open continual communication will take place.	Yes	Severity:4 Likelihood:1 Risk Rating:4

Lack of up-to-date information for students and parents/guardians	There have been weekly updates to parents and carers throughout the closure. These will continue. There will be direct contact with families opting into the provision. A letter has been sent out on 22nd May to parents/carers regarding plans for the schools re-opening and measures taken. This document will be subject to change.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Failure to maintain supervision levels if staffing levels drop.	Daily staffing levels check before 8 am. As staffing is skeleton the likelihood is that that group would have to remain at home if a staff member was off ill, with something other than covid.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Staff who are identified as clinically extremely vulnerable coming into contact with Coronavirus	All staff who are in this category are to remain working from home.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Students who are identified as shielded or clinically vulnerable coming into contact with Coronavirus	All pupils identified as clinically extremely vulnerable and those living with household members in this category are to continue with their learning from home. Regular support from school to continue.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Staff or students who live with someone who is identified as shielded or clinically vulnerable to Coronavirus attending site.	These members of staff have been given roles that do not involve any direct contact with pupils. A minimum of 2 m social distancing will take place between said staff members and all pupils and adults on site. Pupils who live with someone in this situation will be asked to stay at home.	Yes	Severity:4 Likelihood:1 Risk Rating:4
Member of staff displaying symptoms of Coronavirus	Leave the school site immediately, if in school when symptoms start. Staff member to be tested as soon as possible. If negative the group will remain in school. If positive the whole group should be tested if they display symptoms within their 14 days of isolation.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Student displaying symptoms of Coronavirus	An isolated area to be set aside for any pupils displaying symptoms. Pupil to be collected from school as soon as possible and the area thoroughly cleaned after use. Staff provided support for pupil to wear full PPE (visor, face mask, apron, gloves). The same steps will then be taken as for the staff member displaying symptoms - see above.	Yes	Severity:4 Likelihood:2 Risk Rating:8

Social distancing not observed in staff areas	There is no staff room. Only 1 member of staff to be in the kitchen area at any one time. Break times are staggered as are lunch times. Any brief meetings that take place will do so in the largest classroom ie Seahorses. Staff to avoid mixing with colleagues working in other contained groups.	Yes	Severity:4 Likelihood:1 Risk Rating:4	
Pupils unaware of how to social distance.	Pupils to be taught the correct procedures for social distancing.	Yes	Severity:4 Likelihood:4 Risk Rating:16	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor	
		7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated
Social distancing not maintained at school gate or drop-off/pick-up point	There is a staggered start and finish to the school day, with pupils arriving between 8.45 and 9 am and pupils arriving between 9 and 9.15 am, using 3 separate entrances, which the parents have been advised of. Parents will not be allowed in the school.	Yes	Severity:4 Likelihood:1 Risk Rating:4	
Social distancing not maintained by students before school starts	Parents asked to ensure pupils come straight into school. Staff with visibility will enforce social distancing on the school site.	Yes	Severity:4 Likelihood:1 Risk Rating:4	
Social distancing not maintained in school corridors	No groups will come into contact with each other due to one way system. Markings on floor will indicate the 2 mt distance.	Yes	Severity:4 Likelihood:1 Risk Rating:4	
Social distancing not maintained in classrooms	<p>Class sizes are 5 or lower at present. All children in Dolphins and Seahorses are seated at a distance of 2 mts from each other. Only 1 child will be permitted to move for example to the toilet at any one time.</p> <p>The overall risk rating is a 12 which is medium risk.</p> <p>Turtles nursery and reception, are not expected to socially distance and so the risk here is increased. The overall risk rating is a 20 which is very high risk.</p> <p>The risk indicated to the right is the average risk.</p>	Yes	Severity:4 Likelihood:4 Risk Rating:16	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor	

<i>Class sizes are increasing as we invite more pupils into the school the maximum class size will be 6, social distancing can still be maintained however. Class sizes from 6th July will increase to a maximum of 13 and the seating will be set at 1mt distancing. 2 children will be permitted to move to the toilet to wash hands.</i>		7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated
Social distancing not maintained during break-times and lunchtimes	Break times may be staggered to avoid pupils mixing. Outside area to be zoned for different groups. Older children encouraged to maintain a distance.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Social distancing not maintained during meals	See above.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Social distancing not maintained during physical activities (PE etc)	Staff to chose activities that allow for social distancing.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Moving and handling of furniture to facilitate social distancing	Staff have re-arranged class rooms to allow for social distancing.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Storage of furniture or equipment removed from classrooms workspaces and other areas.	All excess equipment is being stored in the hall.	Yes	Severity:2 Likelihood:1 Risk Rating:2	
Lack of hand-washing facilities.	There are no sinks in class rooms. Each class room will, however, have their own toilets and sinks for their groups use. Hand sanitiser will be available in each classroom and children will be encouraged to wash hands hourly.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Over-use or mis-use of hand sanitiser	Hand sanitiser will be used on arrival and also on departure. It will be issued by staff. Hand washing with soap and water will be carried out hourly throughout the day.	Yes	Severity:3 Likelihood:2 Risk Rating:6	
Staff and students not washing hands frequently	Staff will use hand sanitiser or soap regularly throughout the day. See above for children	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Cross-contamination from used tissues etc.	Catch it, bin it, kill it signs will be displayed around the school and all used tissues to be disposed of in the lined pedal bins provided.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Disposal of potentially contaminated waste.	Bins emptied regularly and new liners installed. Bin liners double bagged and stored for disposal.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Cross-contamination from sharing equipment	Equipment sharing discouraged as much as possible. Each child has their own equipment for their use on their desk. If a laptop is used it will be wiped down with sanitising wipes.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Cross-contamination from sharing personal possessions (water bottles, toys. Etc.)	Pupils will not be allowed to share personal possessions. They will not be permitted to bring items from home other than lunch boxes, drink bottles and their coat.	Yes	Severity:4 Likelihood:2 Risk Rating:8	

Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	All frequently touched surfaces to be cleaned at least twice a day. Each class will have their own cleaning station containing anti-bac stray, wipes and cloths.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Cross-contamination from use of welfare facilities ? toilets, sinks, water fountains etc.	Each group of children have their own toilets, which will be wiped down by a staff member each lunchtime. Cleaning products within the staff toilet will be used after each use. Children will only be allowed to use the toilets on an individual basis.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Cross-contamination from food served on premises	Children will be eating their meal at their own workstation in the class room.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	Stock closely monitored at all times. We have visors, masks, gloves, and aprons for all staff to use as required. Supplies of spray, wipes and cloths to be maintained.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Visitors to the school site.	Only essential visitors will be permitted- usually health & safety related. All visitors will be asked to use hand sanitiser at reception.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Provision of first aid (including paediatric first aid where appropriate) support to students	At the very least gloves will be used but full PPE is available should staff choose to use it.	Yes	Severity:4 Likelihood:2 Risk Rating:8	
Providing care (dispensing medicines etc.) for students with medical needs	Currently no children attending will be requiring this care. This will be constantly under review taking into account the latest guidance.	Yes	Severity:4 Likelihood:3 Risk Rating:12	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor	
		7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated
Providing care for students with specific care needs (support for toileting etc.)	Full PPE will be worn by staff if pupils are unable to manage the situation themselves. Arrangements may be made with parents for them to come to the school to collect their child.	Yes	Severity:4 Likelihood:4 Risk Rating:16	
Changes awaiting implementation/ verification		Date to be implemented	Days to Monitor	
		7	Severity	
			Likelihood	
			Risk Rating	
			Acceptable?	UnValidated
Providing care for students with specific emotional or behavioural needs	The one child attending in the first instance will be receiving TIS sessions on the Monday and Tuesday they are here.	Yes	Severity:4 Likelihood:2 Risk Rating:8	

Evacuation procedures during reduced occupancy of the school	We will be following the same evacuation procedures as previously, although children will be distanced from each other within the same group and significantly so, between groups. This will be practiced during the first day back and weekly as numbers increase.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Lack of ventilation resulting in infected airborne particles lingering.	Windows and doors to remain open to allow movement of air.	Yes	Severity:1 Likelihood:1 Risk Rating:1

Jo Best Signed Dated

Co-ordinator Signed Dated

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