

OCCUPATIONAL HEALTH AND SAFETY FORM – MODEL RISK ASSESSMENT

FORM NO: TC-OHS-DIR-FOR-001 - VERSION 1.1

TORBAY
COUNCIL

Preparing for full opening: schools

As part of planning for full return on the 6th September 2021, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. For more information on what is required of school employers in relation to health and safety risk assessments and managing risk, see [DfE Guidance Schools COVID-19 operational guidance](#) Updated 27th August 2021.

Schools and the employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

The Return to school risk assessment is based on the principles and guidance contained within DfE Guidance:

[Health and safety: responsibilities and duties for schools 19/07/2021](#)),

[Schools COVID-19 operational guidance \(27/08/2021\)](#),

[Actions for early years and childcare providers during the COVID-19 pandemic \(17/08/2021\)](#)

[Further education COVID-19 operational guidance \(27/08/2021\)](#)

This is not a generic risk assessment that just applies to every setting. **It is important that Headteachers / Managers go through and adapt the risk assessment for their own school or early years setting.**

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and are controlling the risks.

UNCONT Key Message: Don't just make the school or childcare setting **SAFE**, make it **FEEL SAFE** for employees, children and parents.

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Assessment Reference No.	St Margaret's Academy	Education Establishment	St Margaret's Academy
Assessment date	16/09/2021		
Risk Assessor	Tim Hughes		
Task/Activity Description	The return of children to schools, nursery and childcare settings from the 6 th September 2021 following the summer holiday closure and the Government COVID-19, step 4, moving away from stringent restrictions		

STEP ONE - IDENTIFY HAZARDS OR ACTIVITY

The hazards listed below are have been deemed significant pending installation configuration and system testing all the boxes that apply.

1	COVID-19 virus	<input checked="" type="checkbox"/>	2	Mental health & wellbeing	<input checked="" type="checkbox"/>	3	Fire	<input checked="" type="checkbox"/>	4	Legionella	<input checked="" type="checkbox"/>	5	Lifting equipment	<input checked="" type="checkbox"/>	6	First Aid	<input checked="" type="checkbox"/>
7	Statutory inspections	<input checked="" type="checkbox"/>	8	Waste materials	<input checked="" type="checkbox"/>	9	COSHH	<input checked="" type="checkbox"/>	10	PPE	<input checked="" type="checkbox"/>						

Step Two – Decide who may be harmed

Person/s who may be harmed or affected by the activity:	Pupils attending school, school teaching and non-teaching staff, parents and guardians, kitchen staff, cleaning, and caretaking staff.
List any vulnerable groups, persons, or staff	<p>Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’.</p> <p>An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.</p>

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STEP THREE & FOUR – EVALUATE THE RISKS, DECIDE ON PRECAUTIONS & RECORD YOUR FINDINGS

For each hazard identified in Step one, complete Step three and four.

For each hazard identified in Step one, complete Step three and four:									
Hazard number	Describe the Hazard & Potential Consequences	What are you already doing to control the risk	Residual risk			What else (if anything) do you need to do to control the risk	Reduced risk		
			S	L	R		S	L	R
Plan – Prepare the Building(s)									
1,3	Changes to building use being safe for pupils & staff– e.g., storage, one-way systems, floor tape	General risk assessment(s) to be reviewed by Mr Holland, to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary or are now not necessary (e.g., use of face coverings / social distancing). Return to use of all outdoor spaces and removal of one-way system for parents outside.	3	2	6	Designated trustee, Mr Kane, to meet with Mr Holland to check risk assessments for the site are fit for purpose – done Nov 2021 By January 2022 need an additional whole school risk assessment in place	3	1	3
6	First Aid procedures –Reduced numbers of first aiders and Paediatric first aider (PFA)	First Aid risk assessment reviewed. Rota systems in place to ensure adequate numbers of trained first aiders and PFA trained staff. Communication to relevant staff members regarding first aid arrangements are conducted during daily staff briefings. First aiders are identified on staffing rotas Staff training included as part of start-of-year safeguarding.	3	1	3				
3	Fire Procedures	Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped, if safe to do so, open where necessary to increase natural ventilation and reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. If a return to bubbles, routines remain the same Staff training included as part of start-of-year safeguarding.	5	1	5	Checked by H&S governor – 5 th Nov 2021			

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4	Water hygiene – management of legionella	<p>Water hygiene management plan reviewed and is on-going. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per relevant guidance:</p> <p>https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>	5	1	5	Updated legionella plan needed by January 2022			
All	Using and monitoring new practices to ensure compliance with relevant / current Government guidance	<p>Training of all staff completed in September INSET</p> <p>Weekly staff communications every Friday</p> <p>A working risk-assessment in place with latest guidance updated regularly.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Contingency plan in place to return to bubbles and staggered starts / ends if needed</p>	3	1	3				
5,7	Management of premises related risks e.g., asbestos, delayed statutory testing of passenger lifts and lifting equipment (LOLER)	<p>Contractors continue to sign in as normal along with the same expectations for safeguarding.</p> <p>Asbestos management plan in place</p> <p>The site manager is on site most days and when not is contactable. Contractor visits are arranged for days when he attends.</p> <p>Site manager continues to monitor this and ensure all statutory testing and prior arrangements continue as normal.</p>	5	1	5	Staff members to raise any concerns with their line manager.	5	1	5
1	Staff rooms and offices to comply with working practice	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. 	4	2	8	<p>Staff members to raise any concerns with their line manager.</p> <p>CO2 monitors in place – 22.11.21 and useful guide given to staff.</p> <p>Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p>	4	1	4

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		<ul style="list-style-type: none"> Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. 							
1	Ventilation to reduce spread	<p>Open windows and prop doors open, where safe to do so (consider fire safety, security, and safeguarding).</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off, unless they are within a single room and supplemented by an outdoor (natural) air supply.</p> <p>Ventilation to chemical stores should remain operational.</p> <p>Poorly ventilated S&L room (Dep Head office from Nov 21) now has a skylight ventilation</p> <p>Main office ventilation skylight to be open</p>	4	2	8	<p>Guidance to staff to open windows and doors regularly – just 10 minutes will help – especially at play and lunch</p> <p>CO2 monitors in place – 22.11.21 and useful guide given to staff (see above)</p>	4	1	4
8	Management of waste	<p>Waste bins used for tissues and paper hand towels are emptied throughout the day as required – staff to inform cleaning staff, notably those who do on-going cleaning</p>	4	2	8	<p>Staff members to raise any concerns with their line manager.</p> <p>Use foot-pedal-operated bins in all classes to avoid unnecessary hand touching.</p> <p>If after treating a person with symptoms of coronavirus, dispose of waste such as disposable cleaning cloths, tissues and PPE as follows:</p> <ul style="list-style-type: none"> put it in a plastic rubbish bag and tie it when full place the plastic bag in a second bin bag and tie it put it in sites workshop shed marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. It should not be put in communal waste</p>	4	1	4

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						areas until the waste has been stored for at least 72 hours.			
1	Lessons or activities to take place outdoors in line with social distancing	No current control measures required.							
1	Contact with individuals who have COVID-19 symptoms or who have tested COVID-19 positive.	<p>Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none">• They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS).• They are below the age of 18 years and 6 months• They have taken part in or are currently part of an approved COVID-19 vaccine trial• They are not able to get vaccinated for medical reasons <p>NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test. See NHS When to self-isolate and what to do Updated 19/08/2021.</p> <p>Managers shall encourage all individuals to take a PCR test if advised to do so.</p> <p>Adults (>18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</p>	4	3	1	<p>If a pupil is awaiting collection, they should be left in the S&L room, Deputy Head room or front foyer on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Any rooms they use should be cleaned after they have left.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>From 29.11.21: anybody who is a close contact of the Omicron variant must isolate for 10 days</p>	4	2	8

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		<p>Pupils, staff and other adults could be fined if they do not self-isolate following a notification by NHS Test and Trace.</p> <p>Early years children are not included in the rapid testing programme.</p> <p>Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>See <u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' Updated 31/08/2021</p>									
1	High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p>Specific guidance is followed for pregnant employees (DfE recommend that you follow the same principles for pregnant students, in guidance and advice on COVID-19 and pregnancy from the Royal College of Gynecologists.)</p>	4	2	8	<p>Staff members to raise any concerns with their line manager.</p> <p>Some pregnant workers will be at greater risk of severe illness from coronavirus. Employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother.</p>	4	1	4		
1	Parents requesting face to face meetings	<ul style="list-style-type: none"> • Staff to keep 2m distance • Frequent and thorough hand washing is conducted. • Suitable hand washing facilities are provided. • Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. • Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. 	4	2	8	<p>Staff members to raise any concerns with their line manager.</p> <p>CO2 monitors in place – 22.11.21 and useful guide given to staff (see above)</p> <p>Contingency plan to move to virtual meetings / phone calls if needed</p>	4	1	4		

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1	Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing (only if case of a local outbreak)	No current control measures required at the moment.				Contingency plan to return to one-way system if needed and asking parents to wear masks on site.			
	Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs).	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</p> <p>Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend see</p> <p><u>Guidance COVID-19: Actions for out-of-school settings</u> Updated 27/08/2021</p>	4	2	8	Staff members to raise any concerns with their line manager.			
1	Parents gathering at school gate not social distancing	No control measures required regarding social distancing.				<p>Contingency plan to reinstate 2 metres distance markings.</p> <p>Staff members to raise any concerns with their line manager.</p>			
1	Overcrowding in classrooms and corridors.	No control measures required regarding social distancing.				Staff members to raise any concerns with their line manager.			

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		No control measures required regarding the use of face coverings.							
1	Increased numbers during break times	<p>No control measures required regarding social distancing.</p> <p>No control measures required regarding the use of face coverings.</p> <p>Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</p>				Contingency plan to ask staff to stay in their areas for break and lunch.			
1	Increased numbers during lunchtime increasing the possible risk of spreading COVID-19	<ul style="list-style-type: none"> Maximise use of the school grounds to spread out pupils Staggered lunches per phase in the hall. Packed lunches eat in class except Y5 and Y6 Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. 	4	2	8	<p>Contingency plan to return to bubbles and separate eating for each year.</p> <p>29.11.21: year groups in their phases are separated into year groups and Y5 and Y6 packed lunches eat in the classroom with the teacher.</p> <p>Staff members to raise any concerns with their line manager.</p>			
1	Spread of virus due to increased numbers of people within the building.	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	4	3	1	<p>CO2 monitors in place – 22.11.21 and useful guide given to staff (see above)</p> <p>Staff members to raise any concerns with their line manager.</p> <p>Frequent reminders to staff to keep their distance to each other and do their best to stay only mixing with staff in their year and phase.</p>	4	2	8

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		Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.							
1	Inadequate social distancing measures leading to spread of the virus	<p>No control measures required for social distancing.</p> <ul style="list-style-type: none"> • Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. • Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. 	4	1	4	<p>CO2 monitors in place – 22.11.21 and useful guide given to staff (see above)</p> <p>Contingency plan to require staff to wear masks in closed and communal spaces like round the photocopier</p> <p>Staff members to raise any concerns with their line manager.</p>			
1	Plan for remote education at short notice	<p>Teachers to re-familiarise themselves with the remote learning practice.</p> <p>Teachers to provide work for any children absent because of isolating</p>	1	3	3	<p>Teachers to ensure Google Classroom is working and children can access it in KS2 (added 12.11.21)</p>	1	2	2
1	Physical activity	<ul style="list-style-type: none"> • Most activity occurs outdoors • Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. • Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>Employees should (must – from 29.11.21) wear face coverings, unless exempt from doing so in enclosed and crowded spaces where they may</p>	4	1	4	<p>Staff members to raise any concerns with their line manager.</p>			

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		come into contact with people who they don't normally meet.							
1, 2	Communications to parents and staff	Weekly communication to staff and parents. SLT always open to feedback.	3	2	6	Explore making better use of social media e.g. Facebook	3	1	3
DO – Clean regularly, handwashing and hygiene.									
1	Travel to school and provision of safe school transport:	Where possible, as good practice, encourage parents and children and young people to walk or cycle to school where possible.	3	1	3	Staff members to raise any concerns with their line manager.			
1	Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment is maintained, with a particular focus on frequently touched surfaces. 	4	2	8	Staff members to raise any concerns with their line manager. Additional pink sprays provided 19.11.21	4	1	4
1	Using play equipment - multiple use	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. 	4	1	4	Staff members to raise any concerns with their line manager. Contingency plan: reintroduce rota for cleaning down play equipment if needed			
1	Shared resources and equipment increasing spread	<ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. 	4	1	4	Staff members to raise any concerns with their line manager.			
1	Cleaning staff and hygiene contractor's capacity - providing additional requirements	Cleaning staff additional hours and procedures continued. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	4	1	4	Staff members to raise any concerns with their line manager.			

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		and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings						
1, 10	Sufficient handwashing facilities for staff and pupils	Additional sinks have been provided	4	1	4	Staff members to raise any concerns with their line manager.		
1	Handwashing practice with children	Continue with established procedures: Additional time factored in. Posters reminding children about hand washing Staff teaching children how to wash their hands Hand sanitizer in all rooms and public areas Children to wash hands in the classroom sinks at several points in the day e.g. arrival, before eating and drinking, after using the toilet, after playing outside See guidance and resources available at: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	4	2	8	Staff members to raise any concerns with their line manager. Frequent reminders	4	1 4
1, 9	Sufficient supplies of soap and cleaning products	Mr Holland, Site Manager, monitor this. COVID-19: cleaning of non-healthcare settings guidance.	4	1	4			
1	Toilets being overcrowded	General use of toilet facilities should ensure normal usage.				Staff members to raise any concerns with their line manager.		
2	Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA. HT experienced at completing this and consulted with Site Manager	4	1	4			
1, 2	Insufficient staff capacity to deal with increased numbers of pupils - Shortage	Good number of HLTAs should help manage this in house	4	1	4	Contingency consideration will be given to closing parts of the school if staffing levels become unsafe.		

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	of teachers to maintain staff to pupil ratios								
2	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Regular dialogue with staff via staff communications, a working risk assessment and email. Training in September INSET					Staff members to raise any concerns with their line manager.		
1	Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment	As above					Staff members to raise any concerns with their line manager.		
1	Accessing testing arrangements are clear for all staff and pupils	Access to lateral flow testing is already available. Staff members currently conduct lateral flow self-tests twice weekly Staff and pupils with a positive LFD test result should self-isolate and get a PCR test.	3	1	3		Staff members to raise any concerns with their line manager.		
1, 10	Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	See 'Dealing with suspected and confirmed cases / cases' below. If contact with a symptomatic child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensuring that fluid resistant face masks are available for all schools, a supply is maintained and correct donning/doffing and correct use of is conducted. Staff training on the correct use of PPE. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe	4	1	4		Staff members to raise any concerns with their line manager.		
1, 10	Use of PPE	Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance					Staff members to raise any concerns with their line manager.		

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		https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Staff training on the correct use of PPE.										
1, 10	Use of PPE Lack of understanding	Adequate training / briefing on donning / doffing, use of and safe disposal https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures Follow guidance on putting on and taking off standard PPE and above guidance on use in education settings.							Staff members to raise any concerns with their line manager.			
1	Dealing with suspected and confirmed cases / cases	Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none">if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessarywhen performing aerosol generating procedures (AGPs) Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 (unless it is the Omicron variant 29.11.21), and any of the following apply: <ul style="list-style-type: none">They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS).They are below the age of 18 years and 6 monthsThey have taken part in or are currently part of an approved COVID-19 vaccine trialThey are not able to get vaccinated for medical reasons NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test. Managers shall encourage all individuals to take a PCR test if advised to do so.	4	2	8			If a staff member has a confirmed positive diagnosis of COVID-19 and there is reasonable evidence that it is likely to have been caused by an occupational exposure (work related), it must be initially reported on SHE Assure as an occupational health incident and the Torbay Council Corporate Health and Safety team must be informed to enable them to identify if the incident is reportable to the HSE under RIDDOR. If the incident is reportable the Corporate Health and Safety Team will complete the required notification and will inform the relevant school. Staff members to raise any concerns with their line manager.	4	1	4	

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		<p>Adults (>18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>You could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p> <p>Early years children are not included in the rapid testing programme</p> <p>Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>See stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Updated 31/08/2021</p>							
1	Vulnerable groups who are clinically, extremely vulnerable.	<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19 Updated 11/08/2021</p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under pediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.</p>	4	1	4	Staff members to raise any concerns with their line manager.			

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		<p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.)..</p>						
1, 2	Children with EHCP	<p>In particular, young people with a social worker or EHC plans are expected to attend provision (subject to public health advice), because of their safeguarding and welfare needs.</p> <p>If vulnerable students do not attend, you should:</p> <ul style="list-style-type: none"> • work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence and discuss their concerns • work closely with other professionals, where appropriate, to support attendance • notify the student's social worker, if they have one, particularly where the social worker (where applicable) agrees that the student's attendance would be appropriate <p>If the vulnerable student wishes to be absent from face-to-face education during local or national restrictions, they should let their setting know. The young person should not be included in the COVID-19 attendance monitoring data as 'expected to attend'. Further guidance is available on how to complete the educational setting status form Updated 25/08/2021.</p> <p>Where you have had to close, you should inform the local authority to discuss alternative arrangements for vulnerable students and work towards reopening as soon as possible.</p> <p>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behavior. Schools will need to work with local services (such as health and the local authority) to ensure the services</p>	4	1	4	<p>Staff members to raise any concerns with their line manager.</p>		

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		and support are in place for a smooth return to schools for pupils. https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance Updated 27/08/2021)							
1	Pupils unable to follow guidance	Some children will need additional support to follow these measures.					Staff members to raise any concerns with their line manager.		
1	Member of a class becoming unwell with COVID-19	<p>If a pupil is awaiting collection, they should be left in a room on their own (S&L room) if possible and safe to do so.</p> <ul style="list-style-type: none">• Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout.• Catch it, bin it, kill it approach is conducted.• Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces.• Keep occupied spaces well ventilated by natural and mechanical ventilation.• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Updated 20/07/2021</p> <p>Any rooms they use should be cleaned after they have left. Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</p>	4	1	4	Staff members to raise any concerns with their line manager.			

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

1	Kitchen facilities comply with latest Covid-19 guidance to reduce risk of infection/contamination and food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>Kitchens should be fully open and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) Updated 21/05/2021</p>	4	2	8	<p>Staff members to raise any concerns with their line manager.</p> <p>Contingency: Perspex screen and face coverings</p>	4	1	4
1	Parents, contractors, and other staff entering or working in the building – school complying with external requirements for staff safety	<p>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>Inform parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p>	4	1	4	Staff members to raise any concerns with their line manager.			
1	Suppliers understanding and complying with new arrangements	Inform suppliers of the current control measures in place and that not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.	3	1	3				
2	Parent aggression due to anxiety and stress.	Inform parents of the current control measures in place. Reassure parents that the school is following relevant / current guidance.	3	1	3	All incidents involving Violence, Aggression and Threatening Behaviour shall be reported via the Torbay Council SHE Assure incident reporting system.			
Review – Monitor Arrangements, Consult with staff and consult with parents									
1	Continually review the steps put in place to ensure they remain effective and maintain communication with staff.	<p>There is an on-going working risk assessment that is informed by this document and accessed regularly by staff.</p> <p>Consultation with employees and trades union Safety Reps on risk assessments.</p> <p>Risk assessment published on school intranet and website.</p>	3	1	3				

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		<p>Nominated employees tasked to monitoring protection measures.</p> <p>Employees encourage to report any non compliance.</p> <p>The effectiveness of prevention measures will be monitored by school leaders.</p> <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</p> <p>Encourage feedback from parents via message boards or parent mail systems</p>							
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Risk Score and Description

		Maximum Impact					Risk score	Risk level
		1	2	3	4	5		
Likelihood	1	1	2	3	4	5	1 – 4	LOW
	2	2	4	6	8	10	5 – 9	MEDIUM
	3	3	6	9	12	15	9 – 15	HIGH
	4	4	8	12	16	20	16 – 25	EXTREME
	5	5	10	15	20	25		

Interpretation of Scores	
0 to 4	Low - These are currently at an acceptable level of risk, but monitoring should continue to ensure that they do not grow into a more serious threat, line management MUST be aware of these risks and ensure monitoring takes place.
5 to 8	Medium - These risks are moderate, and countermeasures should be implemented within a reasonable period, service area managers MUST be made aware of the risk and will be responsible for monitoring the action plan.
9 to 14	High - Countermeasures to control or eliminate these risks should be implemented as soon as reasonably practicable, service area and Assistant Director level senior managers MUST be made aware of the risk and will be responsible for monitoring the action plan.
15 to 25	Extreme - these risks require immediate control measures to be implemented or the cause of the risk should be ceased immediately, Service Directors and the SLT MUST be made aware of this risk and shall monitor progress and/or take over responsibility for actions.

Likelihood	
1	Rare - probability of occurrence is <5%
2	Unlikely - probability is >5% to <15%
3	Moderate - probability >15% to <50%
4	Likely - probability >50% to <90%
5	Almost certain - probability >90%

Severity	
1	Insignificant - A minor problem can be managed by adherence to normal business processes, no external scrutiny from a health and safety regulator. Safety - a hazard and/or near miss is identified with little potential to cause an incident. Health - no impact on any employee or other persons health.
2	Minor - An incident such as an accident, near miss or hazard report, a verbal concern by an enforcing officer concerning a risk e.g. failing to control a specific low impact hazard. Safety - a non-lost time accident and/or near miss or a hazard with the potential to cause a minor accident. Health - minor acute impact on a single employee with no possibility of any long-term effect.

3	<p><u>Moderate</u> - An accident involving up to 3 employees or member of the public requiring medical attention, letter from a regulatory authority requiring actions and identifying the possibility of sanctions. Safety - Lost time accident to up to 3 employees or a member of public requiring medical attention and possibly reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard with the potential to cause a serious accident or a dangerous occurrence requiring notification under RIDDOR. Health - absenteeism due to a health issue and an increased possibility of a claim for damages with the possibility of a long term effect, e.g. DSE associated musculoskeletal issue.</p>
4	<p><u>Major</u> - A notifiable major injury involving one or more employees or serious injury to member of the public. Issue of an Improvement and/or Prohibition notice from an Enforcing Authority. Safety - Lost time major notifiable accident involving one or more employees or a serious injury to one or more members of the public reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard that causes extensive damage with the potential to have caused major injuries. Health - long term absenteeism due to a health issues and claims from one or more employees for damages due to long term impacts of condition.</p>
5	<p><u>Extreme</u> - An accident/incident resulting in the fatality of one or more employees or a member of the public. Safety - Fatality of one or more employee and/or member of the public with associated investigation by HSE and criminal action and/or near miss or a hazard that causes extensive damage resulting in a complete loss of essential services to a geographical area or an essential service provision or the potential to have caused multiple fatalities again resulting in a regulatory body undertaking an investigation. Health - significant long-term absenteeism due to reportable diseases being identified and numerous civil claims from employees for damages due to long term impacts of condition.</p>

STEP FIVE - (MONITOR) ACTION PLAN

Section 1- Risk assessor to complete and discuss with manager

Section 2 - Manager to complete, monitor and review

Hazard number	Risk rating	Action required	Action assigned to	Cost/ resources required	Target date	Date action completed	Monitor action until (date)	Move control measure into current controls and reassess risk
		Review fire risk procedures	Mr Holland		Nov 21	5.11.21		
		Update whole school non-covid RA	Ditto		Jan 22			
		Update legionella plan	Ditto		Jan 22			

Step Five - (Review) Assessment review record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded.

Date of review	Name of Reviewer	Reason for review	Comments	Next review date
26/9/21	Tim Hughes	Updated guidance	Working risk assessment updated - visitors	
14/10/21	Tim Hughes	Updated guidance	Working risk assessment updated – self-isolation hub	
22/11/21	Tim Hughes	Updated guidance	Working risk assessment updated – home learning, illness, Public Health update	
25/11/21	Tim Hughes	Updated guidance	Working risk assessment updated – pink spray	
29/11/21	Tim Hughes	Increase in cases	Some changes made and dated above. Office entrance, masks compulsory in main areas and further segregation in the hall at lunchtime. Working risk assessment updated also	As required

Assessor and Manager Declarations

Assessor					
I confirm that this assessment has been completed using all available materials, publications or guidance documentation available, and is an accurate reflection of the activity or equipment being assessed.					
Name of assessor/s:	Tim Hughes, Syd Holland	Signatures:		Signatures:	
Name of others involved with assessment:	Sara Pike, Karen Colmer, Nicole Turner and Lyndsey Kerswell				

Headteacher/Senior Leader declaration		
I confirm that this risk assessment is an accurate reflection of the risks and controls in place	Yes	No
I will endeavour to ensure that the actions outlined in the action plan are progressed and completed by the agreed target dates	Yes	No
Headteacher/Senior Leader comments:		
Headteacher/Senior Leader name (print): T. Hughes	Signature:	Date:16/09/2021