

COVID-19 Risk Assessment V4

Headteacher	Clare Barber
Chair of Governors	Enam Eyiah
Risk assessment completed by	Michelle Marchant
Review date	3 rd September 2021
Union representative agreement	4 th January 2021

Shared with:

- Chair and vice chair of Governors
- SLT
- Staff -
- NEU representative

- Disinfectant is available in all rooms.
- Hand sanitisers stations are located throughout the school.
- COSHH assessments for disinfectant and hand sanitiser are available in the SLT office

Issue/risk area	Identified risks <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment
Site issues	Entering/exiting building		Staff should enter/exit the building via the staff entrance		Staff entrance will be open from 8.00am – 8.30 and then 3.45 eliminating the need to use handles.

	Ventilation		On entry hands should be sanitised immediately followed by handwashing in allocated area.		Sanitising hands on entry will help to stop the spread of any infection.
	Fans		Windows must be kept open even during the winter months to keep rooms well ventilated with fresh air flow. Heating will remain on. Evidence shows that the Delta variant is more airborne/more likely to form aerosol, increasing the risk of viral transmission is increased.		Staff to ensure all rooms are well ventilated with doors and windows open. During colder months pupils to be encouraged to wear layers.
			During hot weather fans may be used.		Windows to be kept open
	Staff facilities		Staff to wash hands on entry to staff room.		Hand dryer have been re-commissioned.
	Daily cleaning		At the end of the working day areas will be cleaned. Daily cleaning includes wiping down of all table tops, sinks, toilets and floors with disinfectant. If areas during the school day require cleaning, staff to carryout given taks		Cleaning SLA with Juniper and overseen by site supervisor Disinfectant spray, cloths and gloves are available All staff to vacate premises by 5.30pm.
	Contaminated area		If more than 5 members of the same class have tested positive for COVID in a given period (to check DfE guidance at the time) the contaminated class will have a deep clean. Juniper cleaners to wear PPE		Site supervisor to arrange cleaning of contaminated area with Juniper. To follow Juniper policy guidance on cleaning contaminated areas. Class 3, 9 or the library will be used in the event of contamination of another class. When other classroom reopens children to return and used room

			Area safe for use		to be deep cleaned in readiness for reuse. Site supervisor to inform SLT when area is safe
	Visitors		Visitors to sign in on Inventory Meeting/training rooms Visitor becomes unwell Volunteers Students		Hand sanitisation to be carried out on entry. Masks do not need to be worn unless visitor wants to. To be carried out in well ventilated rooms with windows open for air circulation. If a visitor becomes unwell while on site, they should leave the site immediately if able to safely, go home and follow the NHS stay at home guidance. SLT to ascertain the areas they visited and arrange a deep clean. Volunteers are welcome back on site Students are able to attend.
	Maintenance		Essential maintenance still to go ahead in agreement/arrangement with site supervisor/ SLT.		Mandatory maintenance to continue ensuring school is compliant.
	Site supervisor		Opening and closing the premises, locks, window etc		Site supervisor has access to full PPE of gloves, aprons, goggles, face shield & masks Regular handwashing hygiene to be adhered to.
Staffing	Due to self-isolation, and illness, there is a risk of staff		Minimum of 2 adults per class group. SEN group to have adults relevant to the needs of the children.		If a member of staff is absent for the day their role will be covered.

	shortages to deliver education/care to specified groups		Record of who is/isn't available to work on a given day Agency Safeguarding		SBM to maintain a record of all absences from work Agency cover may be used. If all 3 safeguarding leads were to become ill and uncontactable then the SBM would deputise and liaise with the Safeguarding lead of St James Junior School.
	Individual risk assessments		Staff who have any concerns in relation to COVID to have an individual risk assessment.		Staff member can request an individual risk assessment
	Risk of infection to staff related to meeting intimate care needs		Dealing with intimate care Child/adult shows symptoms of coronavirus.		Staff to wear appropriate PPE of gloves and aprons when dealing with intimate care. Child/adult to go home and get tested before returning to school.
Pupils attending school	High infection risk due to pupils and staff unable to maintain social distancing - through not being able to keep small groups apart		Handwashing hygiene		Handwashing should be carried out for a minimum of 20 seconds and at least every 30 minutes
	High infection risk due to pupils not following handwashing guidance		Children to wash hands on entering site Staff should ensure handwashing is thorough. If not show by example Handwashing should be encouraged throughout the day at regular intervals.		All rooms to have soap and paper hand towels to allow for handwashing. Site supervisor will ensure these are available in each room before the start of school. Teachers to determine handwashing routine.

			<p>Remind students to cover their mouths if they cough and to wash hands afterwards.</p> <p>Encourage the use of tissues if sneezing, slogan catch it, bin it</p>		Tissues to be issued by the main office on request.
	Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)		<p>Children who have coughs, colds and any ailment that could potentially put others at risk.</p> <p>Children of a young age rarely deliberately cough or sneeze on others</p>		Any child showing these symptoms will not be allowed on site
Journeys to and from school	High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school		<p>Parents are encouraged to walk, drive or cycle their child to school.</p> <p>If public transport is required they are advised to wear face masks and follow current Government and TfL guidance</p>		tfl.gov.uk/campaign/coronavirus-covid
Fire Safety	Risk of unsafe fire management practice due to staff shortages		<p>Evacuations</p> <p>Fire wardens</p> <p>Fire doors</p>		<p>Evacuation procedures displayed in each room. Any changes will be communicated</p> <p>SLT to ensure we have enough fire wardens on site</p> <p>Fire doors must NOT be propped open for ventilation.</p>
First Aid and Pupils with Medical Conditions	Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection		<p>PPE</p> <p>1st aiders</p> <p>1st aid administration</p>		<p>Available to all staff – gloves, aprons, masks, protective glasses</p> <p>First aiders located in the main school office.</p> <p>1st aid to be administered in medical room unless unsafe to do so. All accidents/injuries to</p>

			Pupils with medical conditions		be communicated to the main office for recording in the accident log. Individual risk assessment will be carried out by SLT
	Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages		Inadequate number of 1 st aiders		The school will close if we have an inadequate number of 1 st aiders on site. We currently have 7 paediatric 1 st aiders: Charleen, Emma Louise, Ishin, Farhana, Paul, Peter,
Communication	Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections		Communication to continue via website which translates into many languages. Email and text messaging service.		
Staff wellbeing	Risk of mental health impacts		Regular communication Staff COVID-19 concerns Sharing of information Identify team members with whom they can stay connected. Staff free counselling service via SAS 01773 814402		Weekly staff meetings. Staff member to have individual risk assessment Communication via email
Staff briefings			Risk assessment shared		Updated risk assessment to be emailed to all staff members.

Recommendation: *Taking into account your analysis of risks and mitigating actions, record your overall recommendation about the school's ability to safely reopen to some or all of the specified year groups:*

Annex – Guide to assessing risk

Impact:

This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

Likelihood:

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

Risk Rating:

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.

A risk matrix with 'Impact' on the vertical axis and 'Likelihood' on the horizontal axis. The vertical axis has four levels: Major, Serious, Significant, and Minor. The horizontal axis has four levels: Remote, Unlikely, Likely, and Very Likely. The matrix cells contain risk ratings (1-16) and are color-coded: Green for ratings 1-4, Amber for 6-8, and Red for 9-16.

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

High Level Risks are risks rated **9-16** are coded **RED**. You should prioritise and manage these risks first.

Medium Level Risks are risks rated **6 – 8** are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

Low Level Risks are the risks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.