

Risk Assessment-Butterwick Primary

November 2020

Operation Description: COVID-19 Schools providing a service to children of key/essential workers and other returning pupils from September

Operation Location: All LCC-controlled School and educational settings

Persons at Risk: LCC employees, pupils, parents/carers

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L) without** Control Measures. **Multiply (S x L)**

If applicable, **add the Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add the Weighting** figure = **Risk Rating** (with controls).

Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 - 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2			4 - 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	W	R		S	L	W	R
"Very High Risk/vulnerable" employees contracting COVID-19	5	4	0	20	Applicable to all LCC employees: <ul style="list-style-type: none"> • Should not work from LCC buildings. They are advised to work from home during the current National Lockdown as per Government Instruction (5 Nov – 2 Dec) 	5	1	0	5
"Very High Risk/vulnerable" children contracting COVID-19	5	3	0	15	Parents need to be contacted by school and advised to discuss with GP/ Clinician about whether they remain Clinically Extremely Vulnerable. If so, they should stay at home where they have been advised by their clinician to do so (remote learning will be accessed)	5	1	0	5
Employee who have "very high risk" individuals within their household and /or dependents transmitting COVID-19 to them.	5	3	0	15	Applicable to essential / key workers: <ul style="list-style-type: none"> • Staff who live with extremely vulnerable family members should follow the government guidance on ensuring a COVID secure environment • They should let the senior leadership know so that an individual risk assessment can be completed 	5	1	0	5

School could lapse/fail to follow the newest national and/or LCC guidelines and advice on COVID-19.	4	3	0	12	<ul style="list-style-type: none"> • Daily checks will be made with:- <ul style="list-style-type: none"> ○ Government websites (Gov.uk) or LCC website ○ Local/National news providers ○ Local school networks/partnerships (if applicable) • Attend local meetings involving Public Health Lincolnshire for updates on local picture • Attend LA leadership briefings/ updates • Any changes in national/LCC advice and guidance to be shared with the Head, Board of Governors etc. for appropriate action. • Be aware of Local Alert Level and communicate it to all stakeholders if it goes into high/ very high • Staff, Parents and students to be updated in a timely manner, using email, letters etc. as necessary. 	4	1	0	4
COVID-19 precautions are not followed within the school environment,	4	3	0	12	<ul style="list-style-type: none"> • COVID-19 hygiene advice and posters are displayed in key areas of the school site. • Staff to reiterate to Parents and Students (via letter/email/classroom talks, 'Keeping Safe' displays in every room etc.) the importance of :- 	4	2	0	8

leading to potential spread or outbreak.

- Hand washing on a regular basis – staff aware of hand wash routine.
- Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it) – lidded pedal bins provided for each area
- Children reminded to sneeze /cough into their elbows rather than hands where a tissue is not available
- Trying to maintain 'social distance' wherever possible – floor markings and signage
- Not touching eyes/nose/mouth with unwashed hands
- All welfare facilities to be checked and cleaned regularly, and ensure a supply of anti-bacterial hand wash soap is available. Teachers and TAs within that area are responsible for re-stocking by reporting to main office.
- Hand sanitiser to be provided to all classrooms, for use at the start of the day, after lunch etc.
- Pupils to wash their hands after sporting activities/ PE etc.
- Small children and those with complex needs should be helped to clean hands properly/ supervised especially with risk around ingestion
- PE kits to be worn to school on the days allocated for their PE lessons.
- Staff to wear face coverings when in communal areas/ corridors.
- Staff provided with guidance on how to remove/ put face coverings on and storage between use
- Children who go on the bus or after school club will wear face coverings. They will also wash their hands on entry to school, keeping face coverings on, sitting in bubbles until their start time
- Class teachers to be provided with anti-bacterial wipes/ spray to wipe down classroom surfaces.
- Temperature checks will take place during the day (if suspected coronavirus symptoms).
- School cleaning regime is increased to include frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc.) - all staff in each area plus deeper clean at the end of the day. Increase in cleaner hours /week.
- All surfaces that symptomatic person has come into contact with must be disinfected and use of bleach.
- Use disposable paper roll, mop heads to clean surfaces and floors where bodily fluids contaminate.
- Any possible contaminated waste to be put in plastic bag and fully tied then placed in second bag and tied.
- Bag to be marked and stored securely until test results returned (72 hours minimum storage before placed in communal waste.
- Face masks to be worn by all staff in communal areas such as corridors.

<p>Social distancing not maintained wherever possible/ cross contamination</p>	<p>4</p>	<p>4</p>	<p>0</p>	<p>16</p>	<ul style="list-style-type: none"> • Staggered start and finish times for bubble groups/ use of different entrances/ gates etc. • Minimise contact and maintain social distancing between all people on site wherever possible e.g. try to keep contact to phase bubbles colleagues, ensure a greater distance than 2m is maintained when planning etc • Floor marking to indicate social distancing rule where appropriate. • Signage around the premises to remind staff, pupils and parents of social distancing. • Breaks and lunch times staggered • Colour zones for each bubble group – this relates to designated playground area and toilets • Children to not move beyond their zone unless accompanied by an adult • Same children and adults within a group (where practical/ possible) • Classrooms set out in rows facing forwards from Y1 – 6. Stay in the same designated seating place. • Minimise face to face contact by being mindful when working with individuals. • Children have own work station, stationary. • Use of easily cleaned equipment. • Where equipment is shared between classes – leave 72 hours before rotation • Good ventilation should be maintained throughout the day by leaving windows (and doors where possible) open. • Outdoor spaces should be used as much as possible. • No whole school collective worship. Collective worship - Online delivery in classrooms (e.g. Oak Federation/ Diocese + values education + reflection/music appreciation. • Children to attend school in PE kit on their designated days to minimise cross contamination Pupils to be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. • Items home to school (and vice versa) are limited where possible <ul style="list-style-type: none"> - Homework is set via Seesaw - First Aid slips are emailed to individual families where necessary - Reading books are on-line at Bug Club - Letters are by email/ parenthub - Return forms are set up on the website so can be returned remotely 	<p>4</p>	<p>2</p>	<p>0</p>	<p>8</p>
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					<ul style="list-style-type: none"> - Covid secure systems are put in place if things come into/ out of school i.e. leave for 72hours • Staff contact with office should be via email or phone call to avoid excessive movement around school premises. Staff should not enter the main office (cross over threshold) to ensure that close proximity contact does not happen. • The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. • Supply staff and other professionals working with the children will be made aware of the schools procedures. • Where possible visitors are provided with our school guidance sheet prior to their visit • Contractors to come outside of school hours wherever possible. • A record of all visitors will be kept for Test and Trace purposes. • A QR code is displayed in the Front entrance for all visitors to use with the Track and Trace App (if downloaded) • Lunch will be eaten within classroom or if hot lunch in a designated area in the hall (still distanced from other classes). • 3 hot lunch sittings to minimise number of children in hall. • Each class to have own basic first aid box – all staff are first aid trained so can administer. PPE is available for staff but gloves and apron as a minimum. • Evacuation routes remain out their own individual fire exits and social distancing should be maintained between bubbles in the usual designated place. • Staff to not car share, queue at the staff room sink, 1 in/out for use of toilet facilities and maintain social distancing wherever possible • Staff to not queue at photocopier. Ensure use of hand sanitizer before use/ after • Staff meetings to be held by zoom where practical. Where not, the hall will be used and phase bubble staff will socially distance with at least 4m. • Parent Consultations will be held by telephone 				
Staff/ Pupil failing to report feeling unwell and attend school, potentially spreading COVID-19	4	3	0	12	<ul style="list-style-type: none"> • Staff/ parents are aware of the importance of following national guidance, and to stay home and self-isolate. • Staff/ parents are regularly updated/ reminded of symptoms – what to do • If a parent insists their child attends school with symptoms then school can refuse the child in their reasonable judgement to protect others • Staff know to contact Vicki Veall if themselves or a member of their household develops symptoms then Vicki will register that person for priority testing 	4	1	0	4

					<ul style="list-style-type: none"> • Staff to follow the school and/or LCC guidance on reporting sickness due to suspected/confirmed COVID-19. See section 3 - Reporting Employee with COVID-19 flow chart. • Headteacher/ Deputy to contact Public Health Lincolnshire to carry out a rapid risk assessment of close proximity contact • School to report confirmed cases of COVID-19 to the LCC Corporate Health and Safety team, via a PO3, to assess if a RIDDOR report is required (See HSA Reporting of COVID-19 for guidance) Only if investigation shows contacted at school 				
<p>Staff or student starts to show symptoms of COVID-19 (suspected) whilst at school</p>	4	4	0	16	<ul style="list-style-type: none"> • Staff member to be sent home immediately (travel home appropriately) and begin self-isolation, and follow the guidance regarding sickness reporting. See section 3 - Reporting Employee with COVID-19 flow chart. • Students to be moved to an 'isolation room', until a Parent/carer can arrange pick-up. Supervision of the student should take place at a minimum of 2 metres away. Where this is not possible, staff should wear PPE. Isolation room to be clearly signed, to prevent accidental access by others. • Isolation room is decluttered and soft furnishing removed. Only easily cleaned surfaces. • Once Staff or Student has left the premises, follow the Reporting of Employee with COVID-19 flowchart, and access to the isolation room will be restricted until cleaning has taken place. See section 3 - Reporting Employee with COVID-19 flow chart. • Headteacher/ Deputy to contact Public Health Lincolnshire to carry out a rapid risk assessment of close proximity contact • Engage with NHS Test and Trace. Staff to download NHS App. 	4	2	0	8

