

RISK ASSESSMENT – COVID-19

Company Name:	The Rose Learning Trust													
Location:	Richmond Hill Primary Academy													
Date of Assessment:	12/05/2020			Review Date:			12/05/2021			Revision No:		2		
Persons Exposed:	Employees:		✓	Other Workers:		✓	Public / Visitors:		✓	Young Persons:		✓	Estimated total number of persons at risk:	<ul style="list-style-type: none"> • O r g a n i s e a n d a s k s t a f f t o c o m p l e t e s a
	New / Expectant Mothers:		✓	Vulnerable Persons:		✓	Other:							

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Children	4	5	20	<p>Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method.</p> <p>Children are being provided with specific information on hygiene during normal lessons.</p> <p>The number of children in schools from 23/03/2020 is likely to be significantly reduced.</p>	1	4	4	None Required	✓	
Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) (https://www.gov.uk/coronavirus), • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings), • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed.</p> <p>There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.</p>	1	5	5	It is strongly recommended that the PHE information poster be displayed in a location that staff can easily observe it. Click here for the poster	✓	

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Use of Personal Protective Equipment	2	5	10	<p>The wearing of a face covering or face mask in school is not recommended.</p> <p>Face coverings must not be worn by young children or those with special educational needs as they may not be able to handle them as directed.</p> <p>Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained. If this is not possible then the supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn.</p>	1	5	5	<p>Ensure that the school has a supply of face masks, aprons and eye protection for emergency use only.</p> <p>Bespoke to Richmond Hill Primary Academy – Although the government guidance states that face coverings are not recommended there may be some staff & pupils for whom their clinical vulnerability determines the need/wish to have this level of protection within school.</p>	✓	
Shielded Persons	4	5	20	<p>Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions should not attend school and should remain at home.</p> <p>Employees who are classified as clinically extremely vulnerable should not attend work and should remain at home.</p> <p>Clinically vulnerable employees should be encouraged to work from home where possible. If this is not possible then the school must assess whether roles are available at work that would enable them to stay 2m away from other persons wherever possible. Only if this is possible, and the employee agrees that the level of risk is acceptable, should they be allowed into the school environment.</p> <p>Any person living with other persons who are categorised as clinically vulnerable (but not extremely clinically vulnerable) are permitted to attend school as normal.</p> <p>Any person living with other persons who are categorised as extremely clinically vulnerable should only attend school if social distancing can be adhered to. This might only be possible for older children and adults.</p>	1	5	5	<p>The school should ensure that medical records for children are updated and kept on file.</p>	✓	

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Large Class Sizes	4	5	20	<p>It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.</p> <p>For primary school children class sizes should be split so that group sizes do not exceed 15 pupils.</p> <p>Desks should be spaced as far apart as possible.</p> <p>Pupils are only allowed back into school based on the guidance provided by the Government and the DfE. This will allow additional, temporary, teaching space to be used to reduce class sizes to the recommended levels.</p> <p>Unnecessary items will be temporarily removed from classrooms to provide additional space wherever possible.</p>	1	5	5	None Required.	✓	
Contact with Others	4	5	20	<p>Contact between other persons must be limited and social distancing (keeping 2m apart) should be followed where possible.</p> <p>Timetables will be modified to ensure that breaks, assemblies and drop-off / collection times as staggered.</p> <p>Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally.</p> <p>Cohorts of children will be kept together wherever possible so that there is not a mixing of pupils or staff.</p> <p>Outside areas will be accessed directly from classrooms using external fire doors where possible to minimise use of corridors. Fire doors will be secured after use.</p> <p>Toilets will be monitored to ensure that there is not overcrowding.</p> <p>The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>Stationery and other equipment should not be shared wherever possible.</p> <p>If equipment is shared, then this will be cleaned thoroughly and regularly.</p>	2	5	10			

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Housekeeping	3	5	15	Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible. Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned regularly. Housekeeping staff are trained in the correct use of cleaning equipment and chemicals. The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested.	2	5	10	A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.	✓	
Transmission of Virus / Hygiene	4	5	20	All persons on school are provided with information on good hygiene measure to include: <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. put used tissues in the bin straight away and wash hands afterwards. do not touch your eyes, nose or mouth if your hands are not clean. All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable. Supplies of soap and hand sanitiser are available for use. Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building. Soft furnishing, or difficult to clean objects, should be removed from classrooms temporarily. Bins will be emptied regularly, especially those used for disposing of tissues.	2	5	10	Ensure that notices are displayed requiring all persons arriving on site to use hand sanitiser, or similar, before entering the main building.	✓	
Emergency Procedures	3	5	15	The school has formulated an emergency plan to follow should closure be required. Employees have been made aware of the emergency plan.	1	5	5	None Required	✓	

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Employees Becoming Unwell	4	5	20	<p>The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</p> <p>If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p> <p>Given the reduced numbers of students in school, it is envisaged that there will not be a problem with staffing levels. Should this become an issue, however, then advice should be sought from the Trust and Education Authorities on how to proceed.</p>	2	5	10	Senior Leadership to remain vigilant for employees displaying the signs of symptoms of COVID-19.	✓	
Pupils Becoming Unwell	3	5	15	<p>If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents are called to collect the individual. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>If children waiting to be collected require the bathroom then they should use a sperate bathroom if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection will be worn.</p> <p>The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	2	5	10	None Required	✓	

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Confirmed Case of COVID-19	4	5	20	If any pupil or employee tests positive for COVID-19, the rest of their class or group will be sent home and advised to self-isolate for 14 days. If there are multiple instances, then the assistance of Public Health England will be sought. Any person who is tested and is the result is negative then they can return to school as soon as required.	2	5	10	Ensure that contact details for Public Health England are known.	✓	
Air Conditioning	2	4	8	Air conditioning systems are maintained by competent persons. Air conditioning systems used within the schools draw fresh air from outside and do not recycle used air. Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required.	1	4	4	None Required	✓	
Visitors	4	5	20	Only essential visitors should be permitted to attend school if possible. All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered. Visitors are instructed to wash hands on arrival at the site and when leaving. Visitors must follow the same infection control and hygiene rules as all other persons on site. If a visitor refuses to follow the school's policies in any way then they are to be removed from site immediately. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

