

HEALTH AND SAFETY RISK ASSESSMENT:

Directorate.....

Department/School.....

Person responsible: PAUL HARRIES	School STEPASIDE C.P. SCHOOL	Assessed By: PAUL HARRIES KATE CHANDLER HALL Date: 1/9/2020
Manager: PAUL HARRIES	Task Return to school September 2020	Re-assessment date: Ongoing

Risk = severity x likelihood	Severity of harm		
Likelihood of occurrence	(1) Slight (All other injuries and illnesses)	(2) Serious (Over 3 day injury or serious illness)	(3) Major (Death or major injury)
(1) Low (Harm will seldom occur)	Low (1)	Low (2)	Medium (3)
(2) Medium (Harm likely to occur)	Low (2)	Medium (4)	High (6)
(3) High (Harm certain to occur)	Medium (3)	High (6)	High (9)

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
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On-site traffic	Not Required as the specific Traffic management R/A should contain information	See separate Traffic/Management risk assessment/arrangements for each venue			
COVID-19 Virus	Teachers, Support staff children. And others	Public Health Wales guidance must be followed at all times Regular review of the latest guidance to be undertaken.	4	Initial safety briefing to be conducted to all individuals whilst maintaining social distancing identifying minimum expectations allowing two	All staff June 2020

	Transmission of COVID -19 (Fatality potential)	<ul style="list-style-type: none"> https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/ <p>The control measures required for COVID-19 are as per standard hygiene practices with enhanced attention such as frequency.</p> <p>Risk assessment excludes 'at risk' categories (should not be attending school) and potential for infection occurring outside the school</p>		way conversation to provide adequate knowledge and understanding.	<p>Sept 2020</p> <p>All staff have completed coronavirus training April 2020 and have read the most current guidance (8/2020)</p>
Symptomatic pupils entering the school	Teachers, Support staff children. And others	<ul style="list-style-type: none"> Parents reminded of their responsibility to abide by current guidelines on social distancing and stay at home guidance 	4	<p>To be continually revised in line with current national guidance</p> <p>Posters and floor markings in place throughout the school</p> <p>Information sent to parents and staff via email, letter, webpage, facebook and telephone.</p> <p>Virtual tour uploaded to website.</p>	All staff ongoing
Persons becoming symptomatic while at the school	Teachers, Support staff children. And others	<p>If anyone becomes unwell in an educational setting with either:</p> <ul style="list-style-type: none"> a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a 	4	<p>To be continually revised in line with current national guidance</p> <p>Weekly rota drawn up for staff and pupils</p> <p>Staggered drop off and collections</p>	All staff Ongoing

		<p>cough, it may be worse than usual) – NHS guidance</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) NHS guidance and they should be sent home and advised to follow the stay at home guidance • Loss of taste and smell • If any person displays the above symptoms of COVID-19 the latest guidance for educational establishments should be followed at all times • National guidance on Coronavirus (COVID-19): implementing social distancing in education and childcare settings and more general guidance on social distancing to be observed when entering/leaving school and throughout the day wherever possible to reduce the risk of spread of infection • All users to wash hands upon entry, regularly throughout the 		<p>Isolation room located in school building (parent’s room) and known to all staff.</p> <p>PPE set within the room and in first aid room.</p> <p>Handwashing timetabled into daily programme.</p> <p>Sanitiser dispensers will be placed around the school under guidance from PCC</p>	<p>Parent/ carers guide sent to parents June 2020</p>
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		<p>day, before departure, and to follow good hygiene practices when not in the school.</p> <ul style="list-style-type: none">• Soap and water is the preferred means of washing but hand sanitiser is also provided.• Children in the care of the school that feel unwell or who may become symptomatic of COVID-19 (as outlined above) must be isolated into a separate room in line with current guidance.• Their parent must be contacted using the emergency contact numbers provided at registration• Arrangements must be made for the child to be collected and taken home into isolation• Additionally, parents should be reminded to follow current national advice in relation to stay at home• The child should be excluded from that point and observe national guidance		
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<p>Person-to-person transmission</p>	<p>Teachers Parents/Children and others</p>	<p>As above plus:</p> <ul style="list-style-type: none"> • Parents and children on arrival to be encouraged to maintain social distancing • Staff and volunteers to be made aware of COVID-19 symptoms and to remain alert for symptoms in others – new continuous cough, fever or high temperature also lack of smell or taste. • Structured activities developed and coordinated to minimise close contact and following national guidance in Coronavirus (COVID-19): implementing social distancing in education and childcare settings. • Social hygiene skills (eg using/disposal of tissues and face touching) to be reinforced throughout the day. Pedal bins allocated in all spaces. • Follow guidance posters as displayed around the school • In order to minimise the risk of cross infection, class groups should be segregated wherever possible including lunch times (by collecting lunch from canteen but eating 	<p>4</p>	<p>To be continually revised in line with current national guidance</p> <p>Parents not allowed on school premises. Children to be dropped off at allocated dropping off points. 1 parent/carer only.</p> <p>Social distancing measures will be implemented. Signage and floor markings will be placed around school.</p> <p>Posters will reinforce hygiene messages.</p>	
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		<p>in classrooms) and segregating outdoor play by appropriate means</p> <ul style="list-style-type: none"> • All users to wash hands upon entry, regularly throughout the day and to follow good hygiene practices when not in the school • Soap and water is the preferred means of washing but sanitiser is also provided 			
Transmission via inanimate objects	Teachers/Children /Support staff and others	<ul style="list-style-type: none"> • Sharing of objects to be minimised wherever possible • Communal objects/surfaces to be cleaned using standard cleaning methods but on a more frequent basis (determined by number of persons present and frequency of use) • This also applies to more infrequent tasks such as removing depleted toilet roll cardboards (Reminder PPE to be worn) and washing of hands after completion of task. • Specific areas/equipment used by persons excluded due to being symptomatic must be cleaned before re-use in line with COVID-19: cleaning in non-healthcare settings - GOV.UK 	4	<p>To be continually revised in line with current national guidance.</p> <p>All pupils will have their own stationary.</p> <p>The pupils will not be allowed to bring in items from home except a coat and lunchbox if necessary. – although pupils are encouraged to have school dinners. No equipment will be shared and all equipment will be cleaned.</p> <p>Midday thorough clean</p> <p>End of day thorough clean</p> <p>Surfaces wiped down throughout the day.</p>	

		<ul style="list-style-type: none"> • If required, contract cleaning staff or PCC Corporate Cleaning Team to be contacted for specific cleaning related issues Teams to be communicated/briefed to school expectations on arrival. • Consideration must be given to prohibiting personal belongings being brought into school unless justifiable and control measures to prevent cross contamination deemed appropriate 			
Dermatitis (staff) due to excessive washing of hands	All Staff/Support workers	<ul style="list-style-type: none"> • Moisturising creams to be used periodically. Consent will be obtained from parents. • Liquid Soap and foam only 	4	Seek guidance from PCC Health Team.	
First Aid Emergency Arrangements	Staff and children More severe injuries resulting from: lack of treatment, inappropriate treatment and enhanced infection risk (eg open wound)	<ul style="list-style-type: none"> • Low risk environment • Supervision ratios to be adhered to (minimum of emergency aid staff on site at all times) • Provisions available and adequately stocked • Accident form to be completed where required 	4	First aid PPE First Aid kit to also have a pack consisting of Face visor, masks gloves and coverall to protect the first aider when administering first aid to a casualty. First aid kits set up in each bubble.	

				https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=first-aid-2&utm_content=digest-4-jun-20#non-healthcare	
Prescription medication	Children Incorrect medication or dosage provided and medication not available	<ul style="list-style-type: none"> Staff from school to liaise with parent/carer/pupil to ensure availability 			
Fire Also see school Fire R/A for details	All users Burns, asphyxiation and injury caused by smoke inhalation	<ul style="list-style-type: none"> Isolate areas of the school that are not required to be used within the school activities to prevent unauthorised access – without compromising emergency evacuation routes Fire alarm checks must be carried out as normal All staff and pupils to be given induction (eg tour of exits and assembly points) and fire coordinators/marshals to be agreed including means of contacting emergency services 	4	<p>Dinners will be delivered to classes via outdoor access points.</p> <p>Normal fire and lockdown procedures will apply – keeping the 2m social distancing wherever possible.</p> <p>Fire doors will be kept open during the school day and closed when the pupils depart.</p>	
Play activities	Pupils	<ul style="list-style-type: none"> Do not use play equipment that requires high levels of shared use 	4	Careful selection of play equipment to avoid contamination between pupils.	

	Minor bumps, fractures or infection	<ul style="list-style-type: none"> • Suitable control measures in place as per guidance including age segregation • Play equipment to be cleaned throughout the day • Contact activities minimised to prevent cross contamination • Social distancing guidelines observed as far as practicable 		<p>Playtimes will be staggered and supervised carefully.</p> <p>Handwashing before and after using equipment.</p>	
Child protection	Children Abduction	<ul style="list-style-type: none"> • Standard procedures to be observed including consideration of older age groups • Appropriate site security arrangements in place 		Normal CP procedures will apply.	
Building and property maintenance	All users Legionella, burns, defects in property, faults and electric shock	<ul style="list-style-type: none"> • All routine inspections and tests must be maintained (eg Legionella water monitoring and hand wash water temperature) • Statutory inspections and servicing to continue • Defects to be reported for remedial action • Any areas presenting increased risk to children to be isolated (eg design and technology rooms) • All keep locked shut doors to be such, including chemical/cleaning storage, electrical distribution 		All routine tests and checks will continue as normal and recorded in log books.	

		<p>cupboards and high risk areas/rooms isolated</p> <ul style="list-style-type: none"> • Good housekeeping to be maintained • All outdoor building maintenance must be co-ordinated with the headteacher to ensure segregation from children and staff (eg grass cutting) • All contractors to report to reception prior to the start of any work • We have a duty to others to provide wash facilities. This includes other employers with employees visiting the schools such as contractors, and visitors 			
Cleaning activities	PCC Contract cleaners/staff	<ul style="list-style-type: none"> • Ensure adequate cleaning arrangements are in place - current guidance advises the use of normal cleaning products • Enhanced cleaning of high contact areas must be arranged throughout the day • Refer to national guidance in relation to standard cleaning requirements • Wash hands following any cleaning activity • Where cleaning products are used wear appropriate PPE 		Cleaning schedule in place for all.	

		<p>(eg vinyl or nitrile gloves and aprons)</p> <ul style="list-style-type: none"> • Wear goggles if decanting chemicals where there is a risk to splashing in the eyes • Before use review COSHH Assessments and safety data sheets for correct PPE. 			
Lack of staff, reduction in supervision	<p>Staff and children</p> <p>Lack of supervision, increase in accidents and increased contact</p>	<ul style="list-style-type: none"> • Maintain supervision levels as far as practicable at all times • Identify back-up staff • Utilise rotas to cover access times • Consider redeploying staff where necessary 		<p>Reduced timetable so emergency staffing can be covered.</p> <p>Rotas for staff drawn up.</p>	
Verbal or physical abuse or loss of control	<p>Staff and children</p> <p>Injuries, bumps, bruises and psychological injury</p>	<ul style="list-style-type: none"> • Adequate staff supervision • Staff familiar with children to be present. • Staff with additional training employed where appropriate • Children appropriately placed for care 		Behaviour policy will apply.	

Signed: Headteacher Paul Harries

Signed: Chair of Governors Claire Gottwaltz