



Risk Assessment Form

Activity to be Assessed		Assessment Number		
Possible transmission of Covid 19 in areas identified as 'high risk' in school (YCG).		01.09.2020		
Persons undertaking or affected by the activity				
<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Contractor <input type="checkbox"/> Public <input checked="" type="checkbox"/> Pupil <input type="checkbox"/> Service User <input checked="" type="checkbox"/> Parents				
Identified Hazards and Associated Risks		Likelihood	Severity	Risk Level
1	Possible transmission of Covid 19 from using the toilets.	4	4	15
2	Possible transmission of Covid 19 from using the staff room.	4	4	15
3	Possible transmission of Covid 19 from using the photocopier room.	4	4	15
4	Possible transmission of Covid 19 from using the kitchens (upstairs and downstairs),	4	4	15
5	Possible transmission of Covid 19 from touching door handles (any room handle inside the building).	4	4	15
6	Possible transmission of Covid 19 from touching door handles (external on the school building).	4	4	15
Existing Control Measures / Additional Control Measures Required				
1	<p>YCG has adopted, follows and expects all staff to adhere to the LA Return to School RA. In particular reference to item 8.7 which states;</p> <ul style="list-style-type: none"> Staff should always ensure toilets are left clean after use. They are to wash their hands with soap and warm water after toileting for a minimum of 20 seconds. <p>In addition to these measures, it expected that staff using the toilets in school minimise the potential risk of transmission in this high use area by;</p> <ul style="list-style-type: none"> Using a blue hand towel to flush the toilet then disposing of this in the bin, wash their hands for 20 seconds using soap and hot water, dry their hands dispose of the towel, then take a clean blue towel to unlock and open the toilet door, this blue towel is then placed in the bin. The use of 2 paper towels in this way will further reduce the contact of hands upon high risk surfaces which may reduce the potential spread of any Covid 19 present. As these areas are of high use they will be cleaned after break and lunch time, by the caretaker and thoroughly cleaned at the end of the day by the cleaning service staff. Staff are asked to use the toilet nearest to their classroom, to reduce the foot fall around corridors and to ensure ease of trace should a suspected case occur. 			

2	<p>The use of our staff room for staff to meet at a safe distance and have their break is possible as long as all staff adhere to the 2m social distancing guidelines. The staff room can only accommodate 20 people at any one time. UNDER NO CIRCUMSTANCES IS THIS NUMBER TO BE IGNORED.</p> <p>Staff are welcome to use our school grounds to have a break outside if the weather is fine, or use their own vehicle in the car park. Staff are not permitted to eat in classrooms or any other communal area around school. Staff are reminded of their responsibility to wash their hands with hot water and soap on entry and before they exit the building.</p> <p>The staff room is to be kept well ventilated during the day by opening the Velux windows at least an hour before use and for an hour after use.</p> <p>In addition to this;</p> <ul style="list-style-type: none"> • Tables are to be kept out at all times, kept clear and cleaned before and after use by staff. • Cleaning products and gloves are located in the staff room and kitchen; any used clothes must be disposed of appropriately. • Staff must observe 2 metre social distancing at all times when using the room, and only use the allocated seats at the tables which are marked accordingly to allow 2 metres next to and opposite their colleagues. • Staff are required to remove any PPE before leaving their class, and are required to wash their hands with soap and hot water for 20 seconds before entering the staff room. • Staff are required to wash their hands with soap and hot water before returning to their class and follow PHW guidelines for putting on of PPE if required. • The staff room and kitchen will be thoroughly cleaned by cleaning service staff at the end of every day. • Staff are advised that they use the staff room at their own risk, and whilst we have undertaken all possible measures to ensure a reduction of possible transmission, the room is used at the choice of the staff.
3	<p>Staff are reminded that only 1 person may use the photocopier room at any time. If a member of staff is using the room, you are not permitted to wait in the corridor, you will need to ascertain how long the person will be in the room and return when they are finished.</p> <p>In addition to this;</p> <ul style="list-style-type: none"> • Staff are encouraged to wash their hands before and after using the photocopier. • The photocopier touch screen and control pad will be wiped down every couple of hours using an antibacterial wipe by the caretaker. <p>The photocopier room will be thoroughly cleaned by cleaning service team at the end of every day.</p>
4	<p>YCG has adopted, follows and expects all staff to adhere to the LA Return to School RA.</p> <p>In particular reference to item 8 which states;</p> <ul style="list-style-type: none"> • Staff are reminded to observe the 2 metre social distancing at all times when in these facilities (kitchens/staff rooms). • All staff must ensure that they clean all areas including equipment, prior to and after any food preparation. This includes kettles, microwaves and toasters. • Lunch times will be prearranged to reduce crossing of staff in small areas of usage such as the toilets and downstairs kitchen area. • Staff are reminded to wash hands prior to and after food preparation and eating, and to maintain personal hygiene at all times. • Staff are reminded that use of these high use areas is their own personal choice, and they are encouraged to bring cold lunches or a pack lunch where possible. • The use of shared items such as milk, preserves, spreads or condiments is not permitted. If staff wish to bring their own items to be kept in communal fridges, they will need to be clearly labelled and not used by any other member of staff. • All items washed must be dried and put away in cupboards, no items are to be left out to dry on the sink. • No excess equipment, bottles, cups, plates or cutlery are to be left out in the kitchen. • All kitchens will be thoroughly cleaned at the end of the day by the cleaning service staff.

YCG has adopted, follows and expects all staff to adhere to the LA Return to School RA.
In particular reference to item 9.3 which states;

- High –Touch areas and surfaces (such as door handles) are to be cleaned at least once per day as a minimum. Due to the high footfall within the school/ settings it is recommended that this is completed after break times/ lunchtimes, normal cleaning at the end of the day. This will be done by the caretaker.

5 In addition to this;

- All internal doors are to be kept open and on the fire safety floor locks at all times – if safe to do so.
- In particular; kitchen, office, nurses room, dining room, art room and classes.
- If a class teacher assess the risk of pupils persevering by trying to leave out of an open door and could possibly come to more risk by staff having to be near and encourage them back in on a number of frequent occasions, then the door to the class is to remain closed.
- If this is the case, staff are encouraged to wash their hands on entry and exit of the class.

YCG has adopted, follows and expects all staff to adhere to the LA Return to School RA.
In particular reference to item 1 which states;

- All children and adults, including staff, must wash their hands-on entry to the school for at least 20 seconds with soap and warm water, or use the hand sanitizer provided at all entry and exits. Where necessary, young children/ pupils should be supervised to ensure it is carried out correctly.
- Hand washing must take place at regular intervals during the day (on arrival, after each activity, before food, after toilet use, or where there has been any physical contact and on departure). Staff to ensure that all pupils are shown correct way to do this as part of the return induction and thereafter. Information will be displayed in all welfare facilities and classrooms.

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In addition to this;

- A number of free standing battery operated hand sanitizer pumps have been purchased and are available for use at allocated entry points of the school where a sink is not immediately present.
- These high use areas of school should be cleaned down at least once during the day, this will be done by the caretaker, and thoroughly at the end of the day by the cleaning service staff.

Reassessment of Activity Hazards		Likelihood	Severity	Risk Level
1	Possible transmission of Covid 19 from using the toilets.	3	3	9
2	Possible transmission of Covid 19 from using the staff room.	2	3	6Y
3	Possible transmission of Covid 19 from using the photocopier room.	3	3	9
4	Possible transmission of Covid 19 from using the kitchens (upstairs and downstairs),	3	3	9
5	Possible transmission of Covid 19 from touching door handles (any room inside the building).	2	3	6Y
6	Possible transmission of Covid 19 from touching door handles (external on the school building).	3	3	9

Name: Suzi Smith	Date: 01.09.2020	Authorised by: M.Hibbs
Position: Deputy Head teacher		Position: Head teacher

Reviews	Key		Likelihood of Injury						
Review Date	Likelihood	Severity	Severity of Injury	5	10	15	20	25	
Review Date : 26.6.20				4	4	8	12	16	20
Reviewed by: SS/MH	1 very unlikely 2 unlikely 3 likely 4 very likely 5 certainty	1 nuisance 2 minor 3 medical treatment 4 major 5 fatal		3	3	6G	9	12	15
Review Date : 6.7.20				2	2	4	6Y	8	10Y
Reviewed by: SS/MH				1	1	2	3	4	5G
Review Date : 1.9.20				0	1	2	3	4	5
Reviewed by: SLT				Likelihood of Injury					
Review Date : 23.10.20			Low Risk		Medium Risk		High Risk		
Reviewed by:									