

# Green Fields Primary School

ACTIVITY: C-19 Risk Assessment							
Location details: Greenfields Primary							
Assessment by: M. Williams				Date: 01/09/20		Target Date for review: TBC	
Approved by: Ozan Bedir			Position: Operations Manger			Date: 01/10/20	
Significant Hazards Those hazards which may result in serious harm or affect several people	Risk	Those who might be harmed Persons at risk from the significant hazards identified	How might they be harmed How the hazard could potentially harm the individuals at risk	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)	Complete Date by Whom
<b>Guidelines set by the government are updated on a regular basis</b>	School is unaware of updated daily guidelines.	Student, teachers, visitors	They may not be carrying out the full measures to protect themselves and others from covid-19.	The school has the most recent information from the government which is then disseminated amongst staff, pupils and parents via email/ WhatsApp/ verbal briefings.  Head Teacher or Assistant Headteacher to check daily for latest Government guidance (SR)	N/A	L	Headteacher Assistant Headteacher  Ongoing

<b>Significant Hazards</b> Those hazards which may result in serious harm or affect several people	<b>Risk</b>	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>How might they be harmed</b> How the hazard could potentially harm the individuals at risk	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating</b> (H / M / L)	<b>Complete Date By Whom</b>
<b>Resources provided for teachers.</b> <b>Communication of measures taken to prevent spread of covid-19</b>	measures are not clearly communicated and resources are not sufficient when school reopens	Student, teachers, visitors	They may not be carrying out the full measures to protect themselves and others from covid-19.	Procedures to be communicated to: 1. staff (via staff meetings, email) 2. Students (All pupils to be briefed by prior email and by teachers on first day of return with the schools stay safe rules and procedures) 3. Parents (Admin (NA), via text message and school website) Suitable posters strategically placed around school including, reception, dining hall and in corridors  Teachers daily reiterate and ensure compliance with the school's stay safe rules and procedures, including and not restricted to the following: <ul style="list-style-type: none"> <li>● coughing and sneezing into tissue, arm or elbow</li> <li>● disposing tissues into waste bins</li> <li>● avoid touching face, eyes and mouth with unwashed hand</li> </ul> Covid-19 info regularly updated on school website.  Caretaker/ Operations Manager responsible for maintaining up to date advice from the NHS on the cleaning products that should be being used in	N/A	L	Caretaker, cleaners, Operations manager, Admin  Ongoing

<b>Significant Hazards</b> Those hazards which may result in serious harm or affect several people	<b>Risk</b>	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>How might they be harmed</b> How the hazard could potentially harm the individuals at risk	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating</b> (H / M / L)	<b>Complete Date by Whom</b>
				school, and purchasing sufficient quantities to maintain the school setting.  <b>Cleaning staff</b> duties and responsibilities to include the following, but not exclusive, to ensure that: <ul style="list-style-type: none"> <li>● toilet/bathroom facilities are to be well stocked with soap or hand sanitizer</li> <li>● sufficient hand sanitizer available throughout school: in school entrance, toilets and classrooms</li> <li>● adequate tissue paper is available in classrooms and a box of latex gloves</li> <li>● packet of anti-bacterial wipes</li> </ul>			
<b>School Trips</b>	Specific guidelines regarding school	Students and supervising staff	They may not be carrying out full measures to protect themselves and others from covid-19	All school trips have been put on hold.	<b>N/A</b>	<b>L</b>	Premises manager, Staff  Ongoing

	trips are not followed						
<b>Significant Hazards</b> Those hazards which may result in serious harm or affect several people	<b>Risk</b>	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>How might they be harmed</b> How the hazard could potentially harm the individuals at risk	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating (H / M / L)</b>	<b>Complete Date by Whom</b>
Staff do not report sickness Staff are unwell but still come into school Increase in staff absence	C-19 spreading	Students, other staff members	Students may contract the virus or pass it to members of their family. May lead to serious illness.	<p>Head Teacher will:</p> <ul style="list-style-type: none"> <li>communicate to staff the importance of following national guidelines in staff briefings and hand out copies of risk assessment to staff.</li> <li>remind staff of the sickness policy during any lock down period or staff self-isolation.</li> </ul> <p>Staff to inform Head Teacher immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice.</p> <p>In event of teaching staff absence:</p> <ul style="list-style-type: none"> <li>School will bring in Cover Teachers to cover absence</li> <li>In the event of significant staff absence, the SLT will review the viability of school remaining open. The Head Teacher will consult with the SLT and board of directors. If school is to be closed, then this will be communicated to staff and parents via email, letter and the school website.</li> </ul>	N/A	L	Staff, Head teacher.  Ongoing

				<ul style="list-style-type: none"> <li>Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc)</li> </ul>			
<b>Significant Hazards</b> Those hazards which may result in serious harm or affect several people	<b>Risk</b>	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>How might they be harmed</b> How the hazard could potentially harm the individuals at risk	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating</b> (H / M / L)	<b>Complete Date by Whom</b>
				<ul style="list-style-type: none"> <li>If the Head Teacher is sick, the SLT will lead the school</li> <li>In the event of a school closure with staff and students at home who are not well and still able to access education, work will be set electronically. Students will be expected to complete tasks at home.</li> </ul>			
<b>Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area</b>	Spread of C-19	Students and other staff members.	Students may contract the virus or pass it to members of their family. May lead to serious illness.	Head Teacher or Assistant Headteacher will: <ul style="list-style-type: none"> <li>communicate to staff the importance of following national guidelines in weekly briefings.</li> <li>remind staff to follow the sickness policy during lock down period/staff self- isolation</li> </ul> Admin will remind contractors to follow guidance in accordance to PHE	N/A	M	Head teacher or Assistant Headteacher, admin  Ongoing
<b>Siblings at another School report unwell and family confused as to appropriate action</b>	Spread Covid-19	Other students and staff members.	If students come into school even if they seem to be well, they could potentially pass on the virus to staff or students	Headteacher or Assistant Headteacher: <ul style="list-style-type: none"> <li>obtain updated advice from Public Health England and Coronavirus hotline – to inform</li> </ul>	N/A	M	Ongoing

				parents/ carers and relevant family immediately <ul style="list-style-type: none"> <li>communicate with families and reiterate the message of taking advice from NHS 111</li> </ul>			
--	--	--	--	---	--	--	--

Significant Hazards Those hazards which may result in serious harm or affect several people	Risk	Those who might be harmed Persons at risk from the significant hazards identified	How might they be harmed How the hazard could potentially harm the individuals at risk	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)	Complete Date by Whom
<p>Clinically vulnerable students/ teachers coming into school</p> <p>Living with shielding or clinically vulnerable persons</p>	Spread of Covid-19	Vulnerable persons	<p>Carriers of the virus may pass the virus on to vulnerable students/ persons within the premises.</p> <p>Vulnerable adults are shown to be at a higher risk of being seriously affected by the virus</p>	<p><b>The following control measures are no longer applicable:</b></p> <p>Admin Team (NA) to identify the most vulnerable students from current medical records</p> <p>Headteacher and SLT to identify:</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable staff; they should not work outside the home. ('Employees who think they may be given a letter for shielding or have been asked to shield' as per government guidelines <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a>)</li> <li>Clinically moderately vulnerable; if they are unable to work from home they will be working at school and advised to work according to the government guidelines e.g. social distancing etc.</li> </ul> <p>Assessment of who is vulnerable or not will be based off 'Who's at higher risk from coronavirus' published by the NHS.</p>	<p>Extremely vulnerable staff no longer required to shield.</p> <p>Students that are regarded as clinically extremely vulnerable must attend school.</p> <p>Parent/ students that are anxious about returning to school should be assured that control measures are in place to ensure the safety and wellbeing of staff and students.</p>	M	Ongoing

Significant Hazards Those hazards which may result in serious harm or affect several people	Risk	Those who might be harmed Persons at risk from the significant hazards identified	How might they be harmed How the hazard could potentially harm the individuals at risk	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)	Complete Date by Whom
Child or adults displays symptoms while at school	Spread of Covid-19	Everyone within the premises.	Other students, teachers or visitors may contract the virus.	<p>Upon arrival: Using a contactless thermometer, all students are required to have their temperature checked.</p> <p>Based upon the NHS website publication 'Check if you or your child has coronavirus symptoms' If students come into school with any of the following symptoms:</p> <ul style="list-style-type: none"> <li>● high temperature</li> <li>● new, continuous cough</li> <li>● loss or change to your sense of smell or taste</li> </ul> <p>Students will be isolated and their parents are contacted immediately.</p> <p>If students display these symptoms on later on during school however, the following actions will be carried out:</p> <p>Staff report to Head Teacher/ Assistant Headteacher, Staff to get advice from NHS 111 immediately and the PHE team. Advice on</p>	N/A	M	Staff, Headteacher  Ongoing

				<p>cleaning spaces will be given by PHE – await advice.</p> <p>Operations Advice on rubbish which may have been contaminated: All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored for 72 hours away from everyday rubbish and away from children.</p> <p>If the result comes back as positive, once the waste has been stored in the bags for 72 hours it can then be disposed of as normal. School to call the local health protection team on: 034422 53560</p> <p>If the result comes as negative the waste can be disposed of as normal immediately.</p>			
Significant Hazards Those hazards which may result in serious harm or affect several people	Risk	Those who might be harmed Persons at risk from the significant hazards identified	How might they be harmed How the hazard could potentially harm the individuals at risk	Control Measures (CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	Additional CM's required? If existing CM's cannot be met or circumstances have changed	Residual Risk Rating (H / M / L)	Complete Date by Whom
<b>Class sizes and groups</b>	Spread of Covid-19	Teachers, students and family members	Large gatherings lead to a greater increase of risk for the spread of the virus.	Maximum number of 15 students per classroom.	N/A	L	Headteacher  Ongoing
<b>Lunch</b>	N/A	Students	N/A	Students to bring packed lunches into school. They will be instructed to wash hands before and after and a schedule is in place in which tables are wiped down prior to lunch periods.	N/A	L	Head teacher  Ongoing



<b>Significant Hazards</b> Those hazards which may result in serious harm or affect several people	<b>Risk</b>	<b>Those who might be harmed</b> Persons at risk from the significant hazards identified	<b>How might they be harmed</b> How the hazard could potentially harm the individuals at risk	<b>Control Measures (CM's):</b> Controls, including relevant sources of guidance (e.g. Generic Risk Assessments, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	<b>Additional CM's required?</b> If existing CM's cannot be met or circumstances have changed	<b>Residual Risk Rating</b> (H / M / L)	<b>Complete Date by Whom</b>
Cleaning and Hygiene	Spread of Covid-19	Students, teachers, visitors	Frequent surfaces of contact pose a risk of the spread of the virus.	SLT ensures precautions are in place for all staff on site. A rigorous cleaning regime is put into place. <ul style="list-style-type: none"> <li>Washing hands</li> <li>Use of sanitizer</li> </ul> Students will use hand sanitizer before eating.	N/A	M	SLT, premises manager  Ongoing
Cleaning staff absent	Spread of Covid-19	Students, teachers and visitors	Absence of frequent cleaning leads to a greater risk for the virus to spread	Admin to inform Head Teacher of any staff off sick with associated symptoms. If no cleaning staff are available – the Head Teacher will consider school closure	N/A	M	Head teacher, Admin  Ongoing
Precautionary measures to prevent transmission Communication Plans	Spread of covid-19	Students teachers and visitors	School may not be carrying out the full measures to protect themselves and others from covid-19.	Head Teacher to brief all staff on School Risk Assessment on Training Day. Staff to be issued with Risk Assessment. Parents to be informed of plans and procedures via clear communications e.g. letters, messages and email. Teachers will reiterate the control measures to keep well and safe to students.	N/A	M	Head teacher, staff  Ongoing
Ablution performed by students in toilets before prayer times	Students overcrowding toilets	Everyone within premises	Overcrowding in the toilets leads to a greater risk of Covid-19 spread.	2 students at a time in the toilets performing ablution.  Supervision of students during ablution is carried out by staff to ensure regulations are adhered to.	N/A	L	Staff  Ongoing

Prayers	Students praying next to one another	Everyone within premises	Students and teachers too close to one another leads to a greater risk of covid-19 spread	School ensure social distancing measures are put in place during prayer. Student supervision is carried out during prayer Students to bring own prayer mat	N/A	L	Staff Ongoing
---------	--------------------------------------	--------------------------	---	--	-----	---	---------------