

OCCUPATIONAL HEALTH AND SAFETY FORM – MODEL RISK ASSESSMENT

FC Preparing for full opening: schools

As part of planning for full return on the 6th September 2021, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. For more information on what is required of school employers in relation to health and safety risk assessments and managing risk, see [DfE Guidance Schools COVID-19 operational guidance](#) Updated 27th August 2021.

Schools and the employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments in educational settings.

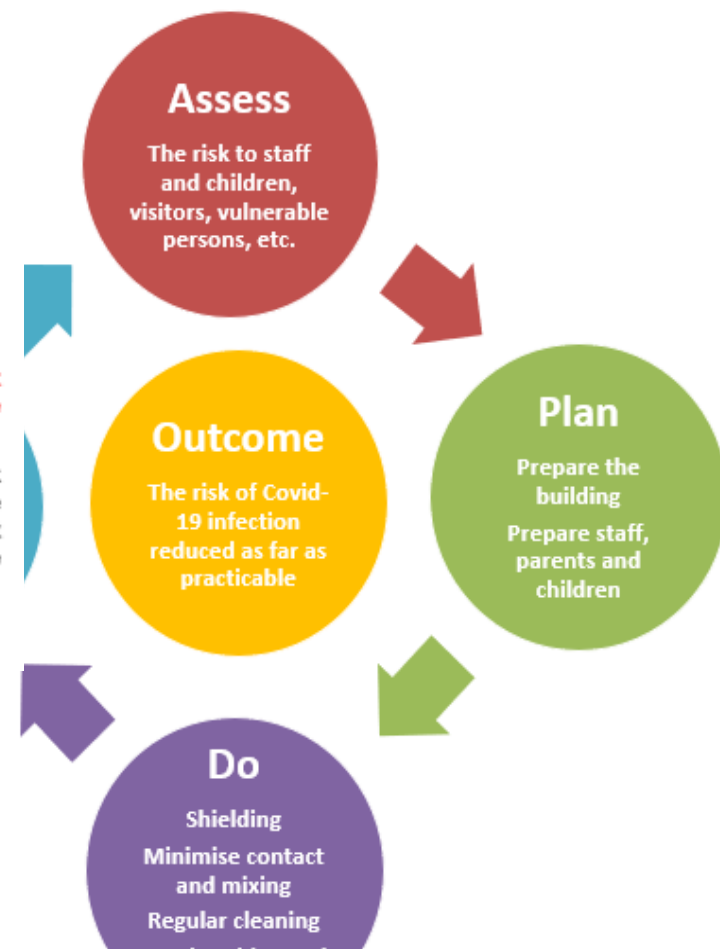
The Return to school risk assessment is based on the principles and guidance contained within DfE Guidance:

- [Health and safety: responsibilities and duties for schools 19/07/2021](#).
- [Schools COVID-19 operational guidance \(27/08/2021\)](#).
- [Actions for early years and childcare providers during the COVID-19 pandemic \(17/08/2021\)](#)
- [Further education COVID-19 operational guidance \(27/08/2021\)](#)

This is not a generic risk assessment that just applies to every setting. **It is important that Headteachers / Managers go through and adapt the risk assessment for their own school or early years setting.**

It is strongly recommended that you involve employees in the risk assessment process. Once complete share the findings and provide any instruction needed to implement measures. Local monitoring must also follow to ensure measures are implemented and are controlling the risks.

Key Message: Don't just make the school or childcare setting **SAFE**, make it **FEEL SAFE** for employees, children and parents.



OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | |
|----------------------------------|---|--------------------------------|----------------------|
| Assessment Reference No. | TC-OHS-RA-00 | Education Establishment | Torre C of E Academy |
| Assessment date | 1.9.21 | | Barton Road |
| Risk Assessor | Suzanne Julyan | | Torquay TQ1 4ES |
| Task/Activity Description | The return of children to schools, nursery and childcare settings from the 6 th September 2021 following the summer holiday closure and the Government COVID-19, step 4, moving away from stringent restrictions | | |

Step One - Identify Hazards or Activity

The hazards listed below are have been deemed significant pending installation configuration and system testing all the boxes that apply.

| | | | | | | | | | | | | | | | | | |
|---|-----------------------|-------------------------------------|---|---------------------------|-------------------------------------|---|-------|-------------------------------------|----|------------|-------------------------------------|---|-------------------|-------------------------------------|---|-----------|-------------------------------------|
| 1 | COVID-19 virus | <input checked="" type="checkbox"/> | 2 | Mental health & wellbeing | <input checked="" type="checkbox"/> | 3 | Fire | <input checked="" type="checkbox"/> | 4 | Legionella | <input checked="" type="checkbox"/> | 5 | Lifting equipment | <input checked="" type="checkbox"/> | 6 | First Aid | <input checked="" type="checkbox"/> |
| 7 | Statutory inspections | <input checked="" type="checkbox"/> | 8 | Waste materials | <input checked="" type="checkbox"/> | 9 | COSHH | <input checked="" type="checkbox"/> | 10 | PPE | <input checked="" type="checkbox"/> | | | | | | |

Step Two – Decide who may be harmed

| | |
|--|---|
| Person/s who may be harmed or affected by the activity: | Pupils attending school, school teaching and non-teaching staff, parents and guardians, kitchen staff, cleaning, and caretaking staff. |
| List any vulnerable groups, persons, or staff | <p>Vulnerable groups – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’.</p> <p>An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.</p> |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

Step Three & Four – Evaluate the risks, decide on precautions & record your findings

For each hazard identified in Step one, complete Step three and four.

| Hazard number | Describe the Hazard & Potential Consequences | What are you already doing to control the risk | Residual risk | | | What else (if anything) do you need to do to control the risk | Reduced risk | | |
|---------------------------------------|---|--|---------------|---|---|---|--------------|---|---|
| | | | S | L | R | | S | L | R |
| Plan – Prepare the Building(s) | | | | | | | | | |
| 1,3 | Changes to building use being safe for pupils & staff– e.g., storage, one-way systems, floor tape | <p>General risk assessment(s) reviewed, to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary or are now not necessary (e.g., use of face coverings / social distancing).</p> <p>Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the year groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below).</p> | 3 | 3 | 0 | One way system in place for movement around the school | 3 | 2 | 6 |
| 6 | First Aid procedures –Reduced numbers of first aiders and Paediatric first aider (PFA) | First Aid risk assessment reviewed. Rota systems in place to ensure adequate numbers of trained first aiders and PFA trained staff. Communication to relevant staff members regarding first aid arrangements are conducted during daily staff briefings. | 3 | 3 | 0 | A minimum of 2 paediatric first aiders to be onsite during the school day Staff members have the option to wear a mask if they wish | 3 | 2 | 6 |
| 3 | Fire Procedures | <p>Review the fire risk assessment taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes.</p> <p>Testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped, if safe to do so, open where necessary to increase natural ventilation and reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</p> | 3 | 1 | 3 | Fire evacuation routes and assembly points can remain the same even if social distancing needs to be reintroduced. | 3 | 1 | 3 |
| 4 | Water hygiene – management of legionella | | 3 | 1 | 3 | Water hygiene management plan has been reviewed. Regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. If at any point regimes are not maintained ensure that cleaning and | 3 | 1 | 3 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|-----|---|---|---|---|---|--|---|---|---|
| | | | | | <p>disinfection has taken place prior to reoccupation as per relevant guidance:</p> <p>https://www.cieh.org/media/4208/legionella-guidance-covid-19.pdf</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p> <p>TDA (we have a SLA with them) have been contacted and reassurances have been given by them that any external checks that should have been carried out have been and we are all up to date.</p> | | | | |
| All | Using and monitoring new practices to ensure compliance with relevant / current Government guidance | <p>Training of all staff via briefing prior to start – to include contents of this risk assessment, alternative layouts, and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.</p> <p>Opportunities for staff to feedback to SLT if any measures are problematic. Headteachers and school leaders must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p> | 3 | 2 | 6 | <p>Staff informed of changes and arrangements on INSET day (September). Staff members are informed that robust contingency plans are in place, if required.</p> <p>Q&A opportunity for staff at INSET day.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 1 | 3 |
| 5,7 | Management of premises related risks e.g., asbestos, delayed statutory testing of passenger lifts and lifting equipment (LOLER) | Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g., signing in processes for contractors). If equipment is not within statutory test periods (e.g., lifts and hoists) then it should be taken out of use until the inspection and test is completed and in date. | 2 | 2 | 4 | All contractors arriving during the school day, will be asked to wear a face covering when entering the school grounds. | 2 | 1 | 2 |
| 1 | Staff rooms and offices to comply with working practice | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. | 3 | 3 | 9 | <p>The staffroom will have a maximum capacity of 4 people until further notice. Wear face covering when not eating or drinking.</p> <p>7-10-21: revision made – now Torbay is not an Enhanced Response area, masks do not need to worn.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | |
|---|------------------------------|--|---|---|--|---|---|---|
| | | <ul style="list-style-type: none"> • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | | | <p>29.11.21</p> <p>In response to the Omicron variant, masks will be worn by staff in communal areas.</p> <p>31.1.22</p> <p>Mask wearing is optional to all staff in communal areas.</p> <p>Staff members to raise any concerns with their line manager.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> | | | |
| 1 | Ventilation to reduce spread | <p>Open windows and prop doors open, where safe to do so (consider fire safety, security, and safeguarding).</p> <p>Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off, unless they are within a single room and supplemented by an outdoor (natural) air supply.</p> <p>Ventilation to chemical stores should remain operational.</p> | m | m | <p>Mechanical ventilation (portable units donated by My Dentist) is maintained in accordance with the manufacturers' recommendations.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|--|----|---|--|---|----|---|----|
| | | | | | <p>Any identified poorly ventilated spaces (see HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic) as part of the ventilation risk assessment will be addressed by taking steps to improve fresh air flow in these areas.</p> <p>A balance will be found between the need for increased ventilation and maintaining a comfortable temperature.</p> | | | | |
| 8 | Management of waste | Waste bins used for tissues and paper hand towels are emptied throughout the day (this should be included in the robust cleaning schedule). | 3 | 2 | 6 | Nominated pedal bins to be used in classrooms to dispose of used tissues and paper towels. | 3 | 1 | 3 |
| 1 | Lessons or activities to take place outdoors in line with social distancing | No current control measures required. | 10 | 1 | 10 | The contingency plan considers lessons or classroom activities taking place outdoors and if required, a relevant risk assessment for outdoor space will be conducted. | 10 | 1 | 10 |
| 1 | Contact with individuals who have COVID-19 symptoms or who have tested COVID-19 positive. | <p>Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS). • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved COVID-19 vaccine trial • They are not able to get vaccinated for medical reasons | 3 | 3 | 9 | <p>If a pupil is awaiting collection, they will be left in a room on their own if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Any rooms used will be cleaned after they have left.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|--|---|---|--|--|---|---|---|
| | | <p>NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test. See NHS When to self-isolate and what to do Updated 19/08/2021.</p> <p>Managers shall encourage all individuals to take a PCR test if advised to do so.</p> <p>Adults (>18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</p> <p>Pupils, staff and other adults could be fined if they do not self-isolate following a notification by NHS Test and Trace.</p> <p>Early years children are not included in the rapid testing programme.</p> <p>Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>See stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Updated 31/08/2021</p> | | | <p>3.1.22: Parents will be advised to LFT their children daily for 7 days if they have been identified as a close contact.</p> | | | | |
| 1 | High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors | Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. | 4 | 3 | 12 | Staff members to raise any concerns with their line manager. | 4 | 2 | 8 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
| | | Specific guidance is followed for pregnant employees (DfE recommend that you follow the same principles for pregnant students, in guidance and advice on COVID-19 and pregnancy from the Royal College of Gynecologists.) | | | Some pregnant workers will be at greater risk of severe illness from coronavirus. Employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. | | | | |
| 1 | Parents requesting face to face meetings | <ul style="list-style-type: none"> ● Frequent and thorough hand washing is conducted. ● Suitable hand washing facilities are provided. ● Hand sanitiser provided throughout. ● Catch it, bin it, kill it approach is conducted. ● Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. ● Keep occupied spaces well ventilated by natural and mechanical ventilation. ● Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. ● Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | 3 | 3 | 9 | <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> <p>The contingency plan considers face to face meetings.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing (only if case of a local outbreak) | No current control measures required. | 3 | 3 | 9 | <p>A one-way system will be enforced at both drop-off and pick-up.</p> <p>Members of school staff will be available to direct parents on their first day of dropping off and picking up. Remind parents regularly about reasons for not gathering.</p> <p>7.10.21: Revision made as Torbay is no longer an Enhanced Response Area - face coverings may be worn if parents wish to.</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|--|--|--|--|---|--|--|--|
| | | | | | cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate In the above case the use of face visors or shields may be an alternative following an appropriate risk assessment. The contingency plan considers social distancing, if required. | | | | |
| | Overcrowding in extra-curricular provision (breakfast and afterschool clubs, holiday clubs). | <ul style="list-style-type: none"> • Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. • Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. • Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. <p>Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend see</p> <p><u>Guidance COVID-19: Actions for out-of-school settings</u> Updated 27/08/2021</p> | | | | CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE <u>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</u> guidance shall be followed. The contingency plan considers extra-curricular provision. Staff members to raise any concerns with their line manager. | | | |
| 1 | Parents gathering at school gate not social distancing | No control measures required regarding social distancing. | | | | Parents will be requested to wear face coverings at drop-off and pick-up and when conversing with members of staff. | | | |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
| | | Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | | | | <p>7.10.21: Revision made as Torbay is no longer an Enhanced Response Area - face masks may be worn if parents wish to.</p> <p>The contingency plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | | | |
| 1 | Overcrowding in classrooms and corridors. | <p>No control measures required regarding social distancing.</p> <p>No control measures required regarding the use of face coverings.</p> | 3 | 3 | 9 | <p>One-way systems are in place for movement around the school premises.</p> <p>The contingency plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Increased numbers during break times | <p>No control measures required regarding social distancing.</p> <p>No control measures required regarding the use of face coverings.</p> <p>Employees should wear face coverings, unless exempt from doing so, in enclosed and crowded spaces where they may come into contact with people who they don't normally meet.</p> | 3 | 3 | 9 | <p>A one-way system is in place for ease of movement around the school premises.</p> <p>The contingency plan considers social distancing, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Increased numbers during lunchtime increasing the possible risk of spreading COVID-19 | <ul style="list-style-type: none"> ● Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. ● Catch it, bin it, kill it approach is conducted. ● Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. ● Keep occupied spaces well ventilated by natural and mechanical ventilation. | 3 | 3 | 9 | <p>A one-way system is in place for ease of movement around the school premises.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|---|---|---|--|---|---|---|---|
| | | <ul style="list-style-type: none"> Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should wear face coverings in enclosed and crowded spaces, unless exempt from doing so, where they may come into contact with people who they don't normally meet. | | | <p>recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> <p>The contingency plan considers social distancing and reduced student numbers, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | | | | |
| 1 | Spread of virus due to increased numbers of people within the building. | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should wear face coverings, unless exempt from doing, so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | 3 | 3 | 9 | <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> <p>The contingency plan considers social distancing and reduced student numbers, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Inadequate social distancing measures leading to spread of the virus | <p>No control measures required for social distancing.</p> <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. | 3 | 3 | 9 | <p>7.10.21: Collective Worship can take place in person from 11.10.21</p> <p>29.11.21: Whole school gatherings will be suspended in response to the Omicron variant.</p> <p>31.1.22</p> <p>Whole school gatherings may reconvene.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|--|---|---|--|--|---|---|---|
| | | <ul style="list-style-type: none"> Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should wear face coverings, unless exempt from doing, so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | | | <p>During the Enhanced Response period, Collective Worship will take place online.</p> <p>During the Enhanced Response period, staff training may be face to face when needed, but staff will sit in their phase team groups socially distanced from the other groups.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus (COVID-19) pandemic guidance shall be followed.</p> <p>The contingency plan considers social distancing and reduced student numbers, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | | | | |
| 1 | Plan for remote education at short notice | | 3 | 2 | 6 | The contingency plan considers the possible reintroduction of remote education, if required. | 3 | 1 | 3 |
| 1 | Physical activity | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. Keep occupied spaces well ventilated by natural and mechanical ventilation. | 3 | 3 | 9 | CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Manufacturer's recommendations and HSE Ventilation and air conditioning during the coronavirus | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|--|---|---|---|---|--|---|---|---|
| | | <ul style="list-style-type: none"> Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Employees should wear face coverings, unless exempt from doing, so in enclosed and crowded spaces where they may come into contact with people who they don't normally meet. | | | | <p>(COVID-19) pandemic guidance shall be followed.</p> <p>The contingency plan considers physical education, if required.</p> <p>Staff members to raise any concerns with their line manager.</p> | | | |
| 1, 2 | Communications to parents and staff | Plan a communications strategy, including Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19 and time-table, let parents know when they can expect to hear from the school, manage expectations to avoid any parental confusion. Ensure staff are briefed regularly and have a forum for raising concerns and issues. | 3 | 2 | 6 | The contingency plan considers communication to parents and staff members, if required. | 3 | 2 | 6 |
| DO – Clean regularly, handwashing and hygiene. | | | | | | | | | |
| 1 | Travel to school and provision of safe school transport: | <p>Consider school transport arrangements and where possible, as good practice, encourage parents and children and young people to walk or cycle to school where possible.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> | 3 | 3 | 9 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Contaminated surfaces spreading virus. | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. | 3 | 3 | 9 | <p>Cleaners to clean in the middle of the day. This includes any high touch/high traffic areas</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|-------|--|---|---|---|---|--|---|---|---|
| 1 | Using play equipment - multiple use | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. | 3 | 3 | 9 | <p>Any shared resources will be cleaned regularly.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Shared resources and equipment increasing spread | <ul style="list-style-type: none"> Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. Catch it, bin it, kill it approach is conducted. Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. | 3 | 3 | 9 | <p>Any shared resources will be cleaned regularly</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1 | Cleaning staff and hygiene contractor's capacity - providing additional requirements | <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe and https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> | 3 | 3 | 9 | <p>Cleaners to clean the toilets and communal surfaces at lunch time. Cloths to be washed at the end of the school day (60 degrees) - cleaners to organise.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1, 10 | Sufficient handwashing facilities for staff and pupils | Where a sink is not nearby, provide supervised access to hand sanitiser in classrooms and other learning environments. Plan in regular access to facilities throughout the day. | 3 | 2 | 6 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Additional time for staff and pupils to carry out handwashing | Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. | 3 | 2 | 6 | | 3 | 2 | 6 |
| 1 | Handwashing practice with children | <p>Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at:</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> | 3 | 3 | 9 | <p>If a child is seen to sneeze, or put their fingers in their mouth ,they will be directed to wash their hands, or use hand sanitiser.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|------|---|---|---|---|----|--|---|---|---|
| 1, 9 | Sufficient supplies of soap and cleaning products | Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments and implement additional controls required where there has been any change in products. COVID-19: cleaning of non-healthcare settings guidance. | 3 | 2 | 6 | | 3 | 2 | 6 |
| 2 | Inadequate training for Heads on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff | Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA. | 3 | 3 | 9 | Alex Assaf (governor) to support with measuring the risk. | 3 | 2 | 6 |
| 1, 2 | Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios | Schools may need to alter the way in which they deploy their staff and use existing staff more flexibly to welcome back all pupils on the 6 th September 2021. Managers should discuss and agree any changes to staff roles with individuals. | 4 | 3 | 12 | | 4 | 2 | 8 |
| 2 | Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes. | Talk to staff about (or where not possible put in writing) the plans (for example, following current Government guidance, safety measures, Lateral Flow Device testing, Government vaccination progress etc.), including discussing whether training would be helpful. | 3 | 3 | 9 | Staff have the opportunity for a Q&A Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment | Talk to staff about the plans (for example, following current Government guidance, safety measures, Lateral Flow Device testing, Government vaccination progress etc.), including discussing whether training would be helpful. | 3 | 3 | 9 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Accessing testing arrangements are clear for all staff and pupils | Access to lateral flow testing is already available. Staff members currently conduct lateral flow self-tests. All secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term (testing may commence from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice | 3 | 1 | 3 | | 3 | 1 | 3 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|-------|--|---|--|--|----------------------------|---|---|---|---|
| | | <p>weekly at home until the end of September) in accordance with Schools COVID-19 operational guidance updated 17/08/2021</p> <p>All FE providers, except independent training providers (ITPs) and adult community learning providers (ACLPs), should offer students 2 on-site lateral flow device tests on return, 3 to 5 days apart, in the autumn term. You may commence testing from 3 working days before the start of term and can stagger the return of students across the first week to manage this. Students and staff should then continue to test twice weekly at home until the end of September, when this will be reviewed. ITPs and ACLPs are not required to set up an asymptomatic test site (ATS). All tests should be completed at home by staff and students, in accordance with Further education COVID-19 operational guidance.</p> <p>Staff and pupils with a positive LFD test result should self-isolate and get a PCR test.</p> | | | | <p>Staff members to raise any concerns with their line manager.</p> | | | |
| 1, 10 | <p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p> | <p>See ‘Dealing with suspected and confirmed cases / cases’ below.</p> <p>If contact with a symptomatic child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensuring that fluid resistant face masks are available for all schools, a supply is maintained and correct donning/doffing and correct use of is conducted.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> | | | <p>3</p> <p>3</p> <p>9</p> | <p>The safe room which will be the room used for isolation should this be needed.</p> <p>Torbay is providing one, fully compliant set of PPE including donning and doffing guidance. This will be replaced as soon as it has been used.</p> <p>Staff training may be required for the correct use of PPE.</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |
| 1, 10 | <p>Use of PPE</p> | <p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> | | | <p>3</p> <p>3</p> <p>9</p> | <p>Staff will have the option to wear a mask when delivering intimate care if they wish.</p> <p>Staff training may be required for the correct use of PPE.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|-------|--|--|---|---|---|---|---|---|---|
| | | in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe | | | | Staff members to raise any concerns with their line manager. | | | |
| 1, 10 | Use of PPE Lack of understanding | Adequate training / briefing on donning / doffing, use of and safe disposal https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures Follow guidance on putting on and taking off standard PPE and above guidance on use in education settings. | 3 | 2 | 6 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Dealing with suspected and confirmed cases / cases | Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> • if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary • when performing aerosol generating procedures (AGPs) <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • They are fully vaccinated (this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS). • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved COVID-19 vaccine trial • They are not able to get vaccinated for medical reasons <p>NHS Test and Trace shall inform an individual who has been in close contact with a positive COVID-19 case and shall be advised to take a PCR test.</p> <p>Managers shall encourage all individuals to take a PCR test if advised to do so.</p> | 3 | 3 | 9 | <p>If a staff member has a confirmed positive diagnosis of COVID-19 and there is reasonable evidence that it is likely to have been caused by an occupational exposure (work related), it must be initially reported on SHE Assure as an occupational health incident and the Torbay Council Corporate Health and Safety team must be informed to enable them to identify if the incident is reportable to the HSE under RIDDOR. If the incident is reportable the Corporate Health and Safety Team will complete the required notification and will inform the relevant school.</p> <p>In the event of finding out about a confirmed case during the school day, parents would be contacted to collect their child ASAP. As parents arrive, the teacher will be called and children will be brought to the nearest outside gate (either side or main).</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|--|--|---|---|----|---|---|---|---|
| | | <p>Adults (>18 years and 6 months old) if they choose not to get vaccinated will need to self-isolate if identified as a close contact.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>You could be fined if you do not self-isolate following a notification by NHS Test and Trace.</p> <p>Early years children are not included in the rapid testing programme</p> <p>Children who are aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household.</p> <p>See stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection Updated 31/08/2021</p> | | | | | | | |
| 1 | <p>Vulnerable groups who are clinically, extremely vulnerable.</p> | <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19 Updated 11/08/2021</p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under pediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> | 4 | 3 | 12 | <p>Staff members to raise any concerns with their line manager.</p> | 4 | 2 | 8 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|------|--------------------|--|---|---|----|--|---|---|---|
| | | <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.</p> <p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p> | | | | | | | |
| 1, 2 | Children with EHCP | <p>In particular, young people with a social worker or EHC plans are expected to attend provision (subject to public health advice), because of their safeguarding and welfare needs.</p> <p>If vulnerable students do not attend, you should:</p> <ul style="list-style-type: none"> ● work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence and discuss their concerns ● work closely with other professionals, where appropriate, to support attendance ● notify the student’s social worker, if they have one, particularly where the social worker (where applicable) agrees that the student’s attendance would be appropriate <p>If the vulnerable student wishes to be absent from face-to-face education during local or national restrictions, they should let their setting know. The young person should not be included in the COVID-19 attendance monitoring data as ‘expected to attend’. Further guidance is available on how to complete the educational setting status form Updated 25/08/2021.</p> | 4 | 3 | 12 | Staff members to raise any concerns with their line manager. | 4 | 2 | 8 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|---|--|---|---|---|--|---|---|---|
| | | <p>Where you have had to close, you should inform the local authority to discuss alternative arrangements for vulnerable students and work towards reopening as soon as possible.</p> <p>Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behavior. Schools will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance Updated 27/08/2021)</p> | | | | | | | |
| 1 | Pupils unable to follow guidance | Some children will need additional support to follow these measures. | 3 | 3 | 9 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Member of a class becoming unwell with COVID-19 | <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so.</p> <ul style="list-style-type: none"> • Frequent and thorough hand washing is conducted. Suitable hand washing facilities are provided. Hand sanitiser provided throughout. • Catch it, bin it, kill it approach is conducted. • Regular cleaning of areas and equipment (for example, twice per day) is maintained, with a particular focus on frequently touched surfaces. • Keep occupied spaces well ventilated by natural and mechanical ventilation. • Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance</p> | 3 | 3 | 9 | <p>The safe room will be the allocated space where possible.</p> <p>Access to a fully compliant set of PPE with donning and doffing guidance.</p> <p>OUTCOME WILL NOT CHANGE FOR THE INFECTED CHILD, BUT SHOULD PREVENT SPREAD TO OTHERS</p> <p>Staff members to raise any concerns with their line manager.</p> | 3 | 2 | 6 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|--|--|---|---|---|--|---|---|---|
| | | <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Updated 20/07/2021</p> <p>Any rooms they use should be cleaned after they have left. Allocate a suitable room for this purpose and communicate intentions to staff.</p> <p>Anyone with COVID-19 symptoms or a positive test result shall stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine.</p> | | | | | | | |
| 1 | Kitchen facilities comply with latest Covid-19 guidance to reduce risk of infection/contamination and food prepared on premises is compliant with Covid - 19 health and hygiene guidance | <p>Kitchens should be fully open and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) Updated 21/05/2021</p> | 3 | 3 | 9 | Staff members to raise any concerns with their line manager. | 3 | 2 | 6 |
| 1 | Parents, contractors, and other staff entering or working in the building – school complying with external requirements for staff safety | <p>A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>Inform parents, careers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus.</p> | 3 | 2 | 6 | Staff members to raise any concerns with their line manager. | 3 | 1 | 3 |
| 1 | Suppliers understanding and complying with new arrangements | Inform suppliers of the current control measures in place and that not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. | 3 | 2 | 6 | Contractors will be asked to wear a face covering. | 3 | 1 | 3 |

OCCUPATIONAL HEALTH AND SAFETY (OHS) FORM – RISK ASSESSMENT

| | | | | | | | | | |
|---|--|---|---|---|---|---|---|---|---|
| 2 | Parent aggression due to anxiety and stress. | Inform parents of the current control measures in place. Reassure parents that the school is following relevant / current guidance. | 2 | 2 | 4 | All incidents involving Violence, Aggression and Threatening Behaviour shall be reported via the Torbay Council SHE Assure incident reporting system. | 2 | 2 | 4 |
| Review – Monitor Arrangements, Consult with staff and consult with parents | | | | | | | | | |
| 1 | Continually review the steps put in place to ensure they remain effective and maintain communication with staff. | <p>Consultation with employees and trades union Safety Reps on risk assessments.</p> <p>Risk assessment published on school intranet and website.</p> <p>Nominated employees tasked to monitoring protection measures.</p> <p>Employees encourage to report any non compliance.</p> <p>The effectiveness of prevention measures will be monitored by school leaders.</p> <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</p> <p>Encourage feedback from parents via message boards or parent mail systems</p> | 3 | 2 | 6 | 6.9.21: Briefing with all staff before returning to school | 3 | 2 | 6 |

Risk Score and Description

| | | Maximum Impact | | | | | Risk score | Risk level |
|------------|---|----------------|---|---|---|---|------------|------------|
| | | 1 | 2 | 3 | 4 | 5 | | |
| Likelihood | 1 | 1 | 2 | 3 | 4 | 5 | 1 – 4 | LOW |

| | | | | | | | | |
|-------------|---|---|----|----|----|----|---------|----------------|
| o o d | 2 | 2 | 4 | 6 | 8 | 10 | 5 – 9 | MEDIUM |
| | 3 | 3 | 6 | 9 | 12 | 15 | 9 – 15 | HIGH |
| | 4 | 4 | 8 | 12 | 16 | 20 | 16 – 25 | EXTREME |
| | 5 | 5 | 10 | 15 | 20 | 25 | | |
| | | | | | | | | |

| Interpretation of Scores | |
|--------------------------|---|
| 0 to 4 | Low - These are currently at an acceptable level of risk, but monitoring should continue to ensure that they do not grow into a more serious threat, line management MUST be aware of these risks and ensure monitoring takes place. |
| 5 to 8 | Medium - These risks are moderate, and countermeasures should be implemented within a reasonable period, service area managers MUST be made aware of the risk and will be responsible for monitoring the action plan. |
| 9 to 14 | High - Countermeasures to control or eliminate these risks should be implemented as soon as reasonably practicable, service area and Assistant Director level senior managers MUST be made aware of the risk and will be responsible for monitoring the action plan. |
| 15 to 25 | Extreme - these risks require immediate control measures to be implemented or the cause of the risk should be ceased immediately, Service Directors and the SLT MUST be made aware of this risk and shall monitor progress and/or take over responsibility for actions. |

| Likelihood | |
|------------|--|
| 1 | Rare - probability of occurrence is <5% |
| 2 | Unlikely - probability is >5% to <15% |
| 3 | Moderate - probability >15% to <50% |
| 4 | Likely - probability >50% to <90% |
| 5 | Almost certain - probability >90% |

| Severity | |
|-----------------|--|
| 1 | Insignificant - A minor problem can be managed by adherence to normal business processes, no external scrutiny from a health and safety regulator. Safety - a hazard and/or near miss is identified with little potential to cause an incident. Health - no impact on any employee or other persons health. |
| 2 | Minor - An incident such as an accident, near miss or hazard report, a verbal concern by an enforcing officer concerning a risk e.g. failing to control a specific low impact hazard. Safety - a non-lost time accident and/or near miss or a hazard with the potential to cause a minor accident. Health - minor acute impact on a single employee with no possibility of any long-term effect. |
| 3 | Moderate - An accident involving up to 3 employees or member of the public requiring medical attention, letter from a regulatory authority requiring actions and identifying the possibility of sanctions. Safety - Lost time accident to up to 3 employees or a member of public requiring medical attention and possibly reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard with the potential to cause a serious accident or a dangerous occurrence requiring notification under RIDDOR. Health - absenteeism due to a health issue and an increased possibility of a claim for damages with the possibility of a long term effect, e.g. DSE associated musculoskeletal issue. |
| 4 | Major - A notifiable major injury involving one or more employees or serious injury to member of the public. Issue of an Improvement and/or Prohibition notice from an Enforcing Authority. Safety - Lost time major notifiable accident involving one or more employees or a serious injury to one or more members of the public reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard that causes extensive damage with the potential to have caused major injuries. Health - long term absenteeism due to a health issues and claims from one or more employees for damages due to long term impacts of condition. |
| 5 | Extreme - An accident/incident resulting in the fatality of one or more employees or a member of the public. Safety - Fatality of one or more employee and/or member of the public with associated investigation by HSE and criminal action and/or near miss or a hazard that causes extensive damage resulting in a complete loss of essential services to a geographical area or an essential service provision or the potential to have caused multiple fatalities again resulting in a regulatory body undertaking an investigation. Health - significant long-term absenteeism due to reportable diseases being identified and numerous civil claims from employees for damages due to long term impacts of condition. |

Step Five - (Monitor) Action Plan

| | |
|---|---|
| Section 1- Risk assessor to complete and discuss with manager | Section 2 - Manager to complete, monitor and review |
|---|---|

| Hazard number | Risk rating | Action required | Action assigned to | Cost/ resources required | Target date | Date action completed | Monitor action until (date) | Move control measure into current controls and reassess risk |
|---------------|-------------|---|--------------------|--------------------------|-------------|-----------------------|-----------------------------|--|
| 1 | 6 | All staff briefed about changes and new arrangements | SJ | Time on INSET day | 6.9.21 | 6.9.21 | | |
| 1 | 6 | Check visitor information (on Esign in) and that it includes the request for visitors and contractors to wear a face covering | HF | N/A | 8.9.21 | | | |
| 1 | 6 | Update signage for staff room - maximum capacity of 4 people | PE | N/A | 6.9.21 | | | |
| 1 | 6 | Check ventilation when CO2 monitors arrive in school and take appropriate action | SJ/AN | TBD | | | | |
| 1 | 6 | Check servicing of mechanical ventilators and ensure service is booked when needed | AN | TBD | 17.9.21 | | | |
| 1, 10 | 8 | Check PPE supplies in the safe room | RH | N/A | 6.9.21 | | | |
| 1 | 9 | Update parents on changes | SJ | N/A | 7.9.21 | | | |
| 1 | 6 | Check stock and supplies of hand sanitiser | AN/RG | TBD | 7.9.21 | | | |

Step Five - (Review) Assessment review record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded.

| Date of review | Name of Reviewer | Reason for review | Comments | Next review date |
|----------------|------------------|-------------------|----------|------------------|
| | | | | |
| | | | | |
| | | | | |

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |

Assessor and Manager Declarations

| Assessor | | | | | |
|---|--|-------------|--|-------------|--|
| I confirm that this assessment has been completed using all available materials, publications or guidance documentation available, and is an accurate reflection of the activity or equipment being assessed. | | | | | |
| Name of assessor/s: | | Signatures: | | Signatures: | |
| Name of others involved with assessment: | | | | | |

| Headteacher/Senior Leader declaration | | |
|---|------------|-------------------------------------|
| I confirm that this risk assessment is an accurate reflection of the risks and controls in place | Yes | No |
| I will endeavour to ensure that the actions outlined in the action plan are progressed and completed by the agreed target dates | Yes | No |
| Headteacher/Senior Leader comments: | | |
| Headteacher/Senior Leader name (print): | Signature: | Date: Click or tap to enter a date. |