

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Finberry Primary School

Location: Finberry Primary School

Activity: Covid 19 Risk Assessment Finberry Primary School

Date: 24/02/2021

1-9 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

Persons at Risk	Employee	X	Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor	X		3	Likely		3	3 Day	
	Public	X		4	Very Likely		4	Major Injury	
	Other Site User	X		5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK

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A	Risk of transmission of virus	<p>Staff in school:- All staff to sanitise hands on entry to school. All adults in charge of classes to ensure children sanitise hands on entry (and re-entry after breaks and other sessions outside of the classroom such as PE or forest school).</p> <p>All staff will endeavour to maintain 2 metres from other adults at all times, being mindful of social distancing.</p> <p>All adults to ensure they do not share resources. Where this is unavoidable, resources must be sanitised before being passed to another adult.</p> <p>Each class to remain in their own bubble - within the classroom, own allocated area for playtimes, bubble table in hall for lunch/ morning and afternoon club.</p> <p>PE equipment to be sanitised by the class TA immediately after use.</p> <p>Wherever possible resources are not to be shared. Where they have to be shared they must be santised after use. This is the responsibility of the adults in charge of the classes.</p> <p>Each class to have santising wipes, santising spray, blue roll. It is the responsibility of the adults in charge of the classes to ensure these supplies are maintained.</p> <p>Each table (in class and hall) to have a hand sanitiser. It is the responsibility of the adults in charge of the classes to ensure these are maintained.</p> <p>Additional sanitising cleaning to be undertaken in each teaching room - this is to be led by the adults teaching in these rooms. This cleaning must be undertaken when the children go out for break and lunch. This cleaning must include sanitising all tables, chairs, door handles.</p> <p>Adults in charge of classes to limit number of children using the toilet area at any one time. Adults in charge of classes to sanitise toilet area after use. (Staff to sanitise toilet after use - toilet seat, tap, door handle). In addition - EY, KS1 and KS2 teachers to ensure TAs are sanitising the shared children's toilets each morning and afternoon and that this is noted on the cleaning schedule.</p> <p>Adults in charge of classes to ensure movement around the building is kept to a minimum. Any movement to follow the keep right system.</p> <p>All staff to maintain social distancing when using the photocopier and sanitise the area after use.</p> <p>Main office is not to be entered unless absolutely necessary. Messages can be passed to the office manager via the perspex window.</p> <p>Chairs in the staffroom are socially distanced. If full - staff to take their break outside or in the hall.</p> <p>Staff briefings to be held via TEAMS.</p> <p>Face masks to be worn in shared areas. If staff are exempt from wearing a face mask, they need to collect a face shield available from the school office.</p> <p>Adults in charge of classes to ensure key focus on handwashing and sanitising is maintained with all children and adults.</p> <p>Wherever possible doors are to be kept held open with a door stop to limit contact with door handles.</p> <p>Stair rails to be sanitised 3 times a day.</p> <p>Caretaker to open all windows each morning. Where possible window to remain open, where this is not possible windows should be reopened when the children are out to play - this is the responsibility of the adults in charge of the classes.</p> <p>Wherever possible doors from the corridor to the playground should remain open.</p> <p>Additional risk assessments are in place for vulnerable members of staff.</p> <p>Visitors to School:- Face masks to be worn. Visitors to school must be in agreement with a member of SLT first.</p> <p>Only essential contractors or external educational professionals to be allowed in the building. Hands to be sanitised before entering the school.</p> <p>Car sharing between different households to be discouraged.</p> <p>Visual reminders to socially distance around the site.</p> <p>Ipads to be sanitised after use.</p>	3	3	9	
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B	Lack of understanding by staff and pupils	Staff to regularly remind children to wash their hands and use anti-bacterial gel. Staff to remind pupils to tell someone if they feel unwell. Signage remains on site as visual reminder to socially distance as adults. Staffrooms organised to ensure staff are not congregating. Risk assessment and EYFS risk assessment shared with all staff. All staff to electronically sign to indicate they have read and understood the risk assessment. School behaviour policy takes into account Covid 19.	3	3	9	
C	Social gatherings	Lunch and break times are staggered. Drop off and collection points are separate for each class. Children to go straight to their bubbles without congregating outside on arrival. Assemblies to be held via TEAMS or pre-recorded. Parent events are postponed until further notice. Playground is segregated to prevent clashes between bubbles. Families are asked not to congregate on site at drop off and collection times. Signage to remain on site to remind families to adhere to social distancing. Meetings with members of staff to be pre-booked. Meetings to take place outside or via virtual means. SLT to be physically present and visible during drop off and collection times. Staff to adhere to the staff room re-organisation.	3	3	9	
D	Safeguarding	Risk assessments in place for key children (eg: SRP children). Visitor to the site to share contact details should a Covid case be confirmed. These will be held securely for 21 days and then destroyed. School lockdown procedures to be shared. Meetings held by DSL/ PSA to be pre-booked and take place outside or by virtual means.	3	3	9	
E	Contractors and visitors to site.	Visitors to site are required to leave contact details with the school should a confirmed case occur within the school or from the visitor. Details will be destroyed by the Office Manager after 21 days. Catering and cleaning company are issued with this risk assessment.	3	3	9	
F	Welfare	Absent staff through self-isolation or shielding to be regularly contacted to check on their welfare. Signage in schools to signpost staff to counselling should it be needed. In the event of symptoms developing during the school day, adult will be sent home and follow National guidelines. In the event of a child developing symptoms during the school day, they will be moved to the allocated medical room at the front of the school. A member of staff will wait with them and wear PPE should a 2m distancing not be possible. Staff to be encouraged to complete Virtual Collage - Covid 19 Staying Mentally Well and Simple Soothe strategies. Nurture strategies are in place throughout the school. PSA and DSLs to signpost families to Mental Health support. A register is compiled of exposure to Covid experience.	3	3	9	
G	First Aid	Asthmas pumps to be kept in bubbles. Any medication to be stored in the front office as per usual. Families to complete medicine administration form via front office. First aiders to wear PPE when dealing with bodily fluids.	3	3	9	

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ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
B	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
C	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
D	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
E	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
F	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management
G	Ongoing review. Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	Management