



# Skelton Primary School

## Covid 19 Risk Assessment

**Date:** April 12<sup>th</sup> 2021

**Assessment carried out by:** Sarah Walker

**Who is at Risk?** Pupils, Employees, Contractors and Visitors

**Shared:** Governors, Staff and published on school website

*Covid-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to hands and from there to a surface. It can survive on surfaces for a period after transfer. Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become very unwell requiring hospitalisation and for some the disease can be fatal. The risk of serious disease and death are unevenly distributed, the population groups at increased risk are; older people, people with pre existing health conditions, men and people from BAME communities.*

*The control measures follow the basic principles outlined in the current advice by government around safe social distancing, hand and respiratory hygiene, self awareness of risk groups and of symptoms of high temperature, a new continuous cough and anosmia which require self isolation for the house and household contact*

**VERSION 10**

HAZARD		RISK				CONTROL MEASURES		Residual Risk L. M. H.
Identified Hazards	Hazard Effect	Probability. L. M. H.	X	Severity L. M. H.	=	Risk Rating L. M. H.	Actions Taken to Reduce Risk	
<b>HYGIENE &amp; DISTANCING</b>								
<b>Lack of hand hygiene</b>	Increased risk of contracting /spread of coronavirus , illness & fatality	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>Ensure children and staff regularly wash hands with soap and water via briefing &amp; signage</li> <li>If soap and water isn't immediately available, hand sanitiser will be used</li> <li>Hand sanitisers will be in situ in various locations around the site and should be used when touching all doors</li> <li>Hand sanitiser will be available at reception</li> </ul>	<b>L</b>
<b>Not maintaining social distancing guidance</b>	Increased risk of contracting /spread of coronavirus , illness & fatality,	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>Staff are reminded of social distancing rules via staff briefing &amp; signage</li> <li>Clear left hand lane/ keep left system around school.</li> <li>Staff should keep out of colleagues' workspaces wherever possible.</li> <li>Staff are asked to wear masks outside of their immediate working area at all times incl communal areas, classroom doors, social spaces. They are also advised to wear masks when working within 2m of any individuals.</li> <li>If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager.</li> </ul>	<b>L</b>
<b>Uncontrolled contact with others</b>	Increased risk of contracting /spread of coronavirus , illness & fatality	<b>M</b>	x	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>There is full access to walk way areas around site, staff should not however enter other bubbles including other social spaces unless arranged specifically with SLT at a safe time</li> <li>Teaching staff may teach in other areas of school cleaning behind them as they move on</li> <li>Staggered entry/ exit at different locations</li> <li>Segregated breakfast club &amp; breaktimes</li> <li>Where possible children will sit in rows and be supported personally by adults from behind or working side by side.</li> <li>left hand lane around site with marked areas</li> <li>Reducing the amount of people that a person has contact with by using 'bubbles'. Pupils &amp; staff will only mix with others from their own bubble.</li> </ul>	<b>L</b>
<b>Staff &amp; pupils within bubbles</b>	Increased risk of contracting /spread of coronavirus	<b>M</b>	X	<b>H</b>	=	<b>H</b>	<ul style="list-style-type: none"> <li>School organised to reduce movement around site.</li> <li>Segregated breakfast club and lunch time</li> <li>Social distancing between adults promoted at all times</li> <li>Clearly marked teaching zone in all classrooms which is not accessible to pupils</li> <li>Children should not cross bubbles</li> </ul>	<b>L</b>

	, illness & fatality						<ul style="list-style-type: none"> <li>Where necessary, flexible &amp; responsive use of TAs to supervise classes. Teaching assistants can work across bubbles where required to maintain service. Supply staff may need to be employed. Supply staff will receive briefing on measures in place from the team leader.</li> </ul>	
<b>Lack of social distancing arrangements when entering and exiting building</b>	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>4 pupil entrances manned by SLT</li> <li>3 staff entrances</li> <li>Older children are encouraged to walk home or meet their parents/ carers at pre arranged locations on the perimeter of the site.</li> <li>Staggered start and finish times to limit number of persons accessing or leaving building at one time. Staff may go outside before school to welcome their pupils and should stay in at the end of the day.</li> <li>Only one person in front reception porch at any one time</li> <li>Office staff to use intercom to communicate with visitors. Access window to remain locked</li> <li>Staff to use ID passes to enter and exit the building and not the exit button</li> <li>Deliveries/ mail can be opened with disposable gloves, packaging to be disposed of and any surfaces that have been in contact with mail/parcel should be cleaned</li> </ul>	<b>L</b>
<b>Lack of social distancing arrangements in corridors</b>	Increased risk to personnel from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staff advised to use fobs and elbow for opening door release where possible.</li> <li>Clear 'left lane' traffic around school as needed.</li> <li>Staff are asked to wear masks in communal areas and corridors of school, that involve contact with colleagues.</li> <li>Meetings will take place remotely if possible. If meetings are in person then social distancing guidelines must be observed.</li> <li>Doors to be kept open, where not possible, vision screens in door kept clear</li> <li>Floor markings/graphics to be displayed.</li> <li>Caretaker will open and secure all utilised doors before the staff arrive. All key doors will have a maglock that can close upon activation of the fire alarm.</li> </ul>	<b>L</b>
<b>Contamination within work spaces</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Children must not bring books, toys or unnecessary equipment from home into school</li> <li>Children have their own fully resourced pencil case and will not need to share</li> <li>Reading books will be issued to go home and upon return will be safely quarantined before returning to circulation</li> <li>PE resources will be cleaned thoroughly between bubbles or left for 48hours (72 for plastic)</li> <li>Sand and water to be used within FS setting on a rota basis with 48 hours between use. Clear procedures include clean hands before and after. Sand and water toys cleaned on a regular basis. Warm water will be used and changed regularly.</li> <li>FS dress up costumes will be frequently washed with quarantine in place for key items.</li> <li>Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the building.</li> </ul>	

							<ul style="list-style-type: none"> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles and keyboards</li> <li>• Cleaning materials available to allow staff to clean workstations before and after use.</li> <li>• Specific cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in the area.</li> <li>• work quarantined for 48 hours before sending home</li> <li>• Staff should communicate by phone or email with office and SLT.</li> <li>• Classrooms will be 'fogged' over lunchtime.</li> <li>• Staff and children are instructed to remain within designated areas of the building.</li> <li>• Desks where possible will be forward facing, with staff offering support from behind or alongside staff.</li> <li>• Office staff to remain at their own desk with their own equipment and will be responsible for cleaning area their own area before work and after work.</li> <li>• Safety markers to be indicated on floor to assist with social distancing arrangements.</li> <li>• At least one window to be left open, children are encouraged to wear their jumpers.</li> <li>• Internal doors will be left open where possible. Where this is not possible sanitation stations will be readily accessible</li> <li>• Suitable numbers of cleaning stations to be positioned in all areas of the building containing antibacterial wipes or cleaner and paper towels to enable cleaning of desks</li> <li>• Bins are provided to ensure suitable disposal of tissues and hand towels.</li> <li>• A screen is in place between two office desks to ensure distancing</li> <li>• Appropriate signage to be displayed in all areas of building to communicate key messages.</li> <li>• Behaviour Policy has had a Covid 19 appendices added to details changes in procedures. Children with PHP will have a covid-19 review and be amended appropriately.</li> </ul>	
<b>Increased risk of transmission in toilets</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Staff and children reminded to follow good hand and respiratory hygiene practice at all times.</li> <li>• All areas will be adequately stocked with required supplies.</li> <li>• Handwashing instructions and posters are displayed throughout workplace.</li> <li>• Social spaces will be marked out and social distancing should be promoted at all times.</li> <li>• One at a time in the toilets.</li> <li>• Site staff will attend to the toilets throughout the day with cleaning of frequently touched surfaces such as door handles, toilet flush handles, light switches, etc. They will also ensure that there is an adequate supply of soap and paper towels.</li> </ul>	
<b>Risk of transmission in</b>							<ul style="list-style-type: none"> <li>• Breaks will be staggered to reduce the number using the facilities.</li> <li>• Social spaces will be clearly identified.</li> </ul>	

<b>welfare facilities including social time, kitchen facilities and rest areas</b>							<ul style="list-style-type: none"> <li>• Soft furnishings will be removed.</li> <li>• Staff social spaces will be socially distanced, staff should avoid sitting directly opposite each other.</li> <li>• Staff are asked to wear masks in communal areas and corridors of school, that involve contact with colleagues.</li> <li>• Signs on fridge/ kettle/ tap</li> <li>• Disposable towels only, no dish cloths or tea towels.</li> <li>• All toilets and kitchens provided with hand washing facilities and guidance including who to contact when stock requires replenishment</li> </ul>	
<b>Increased risk of transmission during meetings</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Where possible, meetings will be held using TEAMS within minimum paperwork.</li> <li>• If meetings must be held in face to face, they can be held outside or in the hall ensuring social distancing. Hand sanitiser to be made available.</li> <li>• Windows/ doors should be opened prior to the meeting to aid ventilation.</li> <li>• Cleaning procedures should be implemented following the meeting</li> </ul>	
<b>Ignorance of procedures leading to lack of compliance with safety measures</b>	Increased risk of virus transmission	M	X	H	=	H	<ul style="list-style-type: none"> <li>• All staff to receive a briefing highlighting all control measures and required to sign off on code of conduct and school risk assessments.</li> <li>• Handwashing posters to be displayed alongside handwashing facilities.</li> <li>• Floor markings to be used to demarcate social distancing.</li> <li>• All one way systems to be clearly signposted.</li> </ul>	

## **MEDICAL**

<b>Pupils/ staff showing symptoms of Covid19 in school</b>	Spread of illness throughout workforce	M	X	H	=	H	<ul style="list-style-type: none"> <li>• A thermometer is available to allow staff to check their temperature.</li> <li>• If a child or member of staff becomes unwell in the workplace with any other COVID 19 symptoms (a new, continuous cough, temperature over 37.5'loss of taste/ smell) they should go home immediately and advised to follow Government advice to self-isolate.</li> <li>• Children will be escorted to the London Room with a member of staff wearing appropriate PPA until they can be collected.</li> <li>• Adults if well enough should alert a member of SLT &amp; leave immediately. Alternatively, they should go to London Rm and await collection</li> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected immediately, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.</li> <li>• Parents and staff are asked to inform manager immediately by telephone if they or their family have any symptoms of coronavirus.</li> </ul>	L
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							<ul style="list-style-type: none"> <li>Any children or staff displaying these symptoms should follow published guidance on self-isolation procedure and secure a test sharing the outcome with school. A record should be kept of any contact unwell person may have had in case of a positive test outcome.</li> </ul>	
<b>Arrangements for workers considered to be higher risk</b>	Increased risk to staff from transmission of virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>Personal Risk Assessment will be completed for vulnerable staff.</li> <li>Visors are no longer recommended unless worn in conjunction with a mask.</li> </ul>	
<b>Personal Protective Equipment (PPE)</b>	Risk of others contracting coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>PPE pack will be made available in every bubble.</li> <li>If needed, staff will wear the appropriate PPE following guidance on safe use</li> <li>Used PPE will be disposed of in the correct manner</li> <li>Between each change of PPE, hands will be washed with soap and water if readily available, or hand sanitiser</li> <li>Where a COVID 19 case is suspected in the building, used PPE should be placed in clinical waste and stored for 72 hours prior to placing in rubbish skip.</li> </ul>	L
<b>Impact of school closure, reopening and covid-19 on mental health</b>	Decrease of emotional wellbeing	M	x	M	=	M	<ul style="list-style-type: none"> <li>Teachers to: <ul style="list-style-type: none"> <li>thoroughly explain protocols and routines</li> <li>include daily mindfulness &amp; emotional wellbeing tasks</li> <li>frequent outdoor learning opportunities</li> <li>utilise wealth of support available through nurture team</li> </ul> </li> </ul>	L

## CLEANING

<b>Unsatisfactory cleaning of site.</b>	Increased risk of contracting/spread of coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>Level of cleaning regime on site is increased</li> <li>Hard surfaces (handles/surfaces) will be cleaned regularly throughout the day</li> <li>Cleaning stations are placed around the site so that staff can cleanse an area before and after they use it</li> <li>Hand sanitisers will be in situ in various locations around the site</li> </ul>	
<b>Risk of transmission in welfare</b>	Increased risk of contracting	M	X	H	=	H	<ul style="list-style-type: none"> <li>Staggered breaks to reduce the number using the facilities.</li> <li>Restrict the number of people using kitchens and rest areas at any one time.</li> <li>Maximum occupancies (1 person every 2m) identified on the door.</li> </ul>	

<b>facilities including kitchen facilities and rest areas</b>	g/spread of coronavirus, illness & fatality						<ul style="list-style-type: none"> <li>• Vision panels in doors kept clear at all times to assist staff in identifying capacity.</li> <li>• Taps/ kettle/ fridge to be used carefully</li> <li>• Disposable towels only – no multi use towels.</li> <li>• Kitchens provided with hand washing facilities with soap, disposable towels and hot running water.</li> <li>• Spacing seats to ensure social distancing.</li> <li>• Ask employees to bring their own food and drink.</li> </ul>
<b>Risk of transmission from contaminated surfaces</b>	Increased risk of contracting g/spread of coronavirus, illness & fatality	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Hand washing facilities available in all areas of building containing hot water and soap. Hand sanitising stations also available at strategic points throughout the building. These are maintained on a daily basis</li> <li>• Frequent cleaning throughout the day of objects and surfaces that are touched regularly, such as door handles, children’s equipment and computers</li> <li>• Thorough cleaning of all areas daily by cleaning staff.</li> <li>• Specific cleaning procedure detailed in further controls should be followed if person with suspected Covid19 has been in area.</li> </ul>

## VISITORS

<b>Visitors to premises: Including Contractors and customers</b>	Transmission of Covid19 virus	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Front door will remain on lockdown throughout the day.</li> <li>• One person at a time to use the front entrance &amp; communication will be via the intercom.</li> <li>• Visitors will be restricted to pre arranged visits and should check in with QR code. Visitors should wear a mask at all times inside.</li> <li>• Meetings and appointments are postponed, electronic platforms are recommended.</li> <li>• Deliveries may be left in the front entrance- advice poster will be available for staff.</li> </ul>
<b>Building maintenance and servicing requirements.</b>	Increased numbers of personnel in building leading to increased risk of virus transmission	M	X	H	=	H	<ul style="list-style-type: none"> <li>• Regular maintenance activities such as servicing and inspection regimes should be completed outside of normal operating hours.</li> <li>• All maintenance staff to wash their hands upon entry and complete a questionnaire before leaving reception. They must wear a mask. They will receive building specific briefing before being allowed on site to complete activities</li> <li>• All Statutory checks/inspections to be completed prior to reoccupation.</li> </ul>

## EMERGENCY PROCEDURES

<b>Changes in Emergency procedures due to building occupancy or layout.</b>	Failure of emergency procedure leading to increased risk to personnel	M	X	H	=	H	<ul style="list-style-type: none"> <li>Review emergency procedures to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</li> <li>Distancing should be maintained as far as possible during evacuation, bubbles should not mix at assembly points.</li> <li>There will not be a lockdown practice during this time but children should be prepared to know how to respond.</li> <li>Social distancing enforced where possible at assembly points.</li> <li>Each bubble to receive a first aid kit including PPE equipment.</li> <li>Method to dispose of suspect Covid 19 waste.</li> </ul>	
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**FURTHER CONTROLS:**

- All staff will receive information of the COVID 19 procedures
- Corridors and walkways are maintained clear and tidy
- 2 metre social distancing rules with adults will be met throughout the site
- One-way system will be observed throughout the site
- Any confirmed cases of COVID 19 that have arisen from the workplace should be reported to RCBC Health & Safety Team immediately
- Signage/posters to confirm procedures/restrictions will be displayed across the whole site Further guidance is available at the following link <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- Self-isolation procedure guidance is available at the following link <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- Specific cleaning procedure following contact by person with suspected Covid19 is available at the following link <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Latest guidance for first aiders from St Johns Ambulance is available at the following link <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- Initial reviews of this risk assessment to be undertaken on a weekly basis to assess effectiveness of control measures and allow for adjustments to be made.


<b>Probability Key:</b>	<b>Severity Key</b>	<b>Key:</b>	<b>Residual Risk</b>
L = No Chance	L = No injury/Minor first aid	L X L = L	Low = Acceptable
M = Medium Chance	M = First aid treatment, Doctor or Hospital.	L X M = M	Medium & High
H = High Chance, Very High Chance	H = Major injury/Reportable Accident.	L X H = M M X M = M M X H = H H X H = H	Requires additional Action to reduce risk

**Completed by Headteacher**

At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.  
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Review date:**

As needed

Signature: 

Position: HT

Date: 11.04.21