

<b>Completed By: L Bennion/ S Mazzei-Scaglione</b>	
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<b>Hazard</b>	
<b>Details of hazard</b>	<b>Who is affected and how?</b>

**In general:**

Infection of Coronavirus in the school or through work activities	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19
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Classrooms / Office space	As above
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Reception area / public spaces communal areas	As above
Lift	As above
Fire Evacuation	As above

Outdoor Play areas / Playgrounds  Parent / carer collection areas	As above
Playground equipment	
First Aid arrangements	As above
Suspected / confirmed Covid19 outbreak arrangements	As above
Workstations	Employees, contractors requiring use of workstations

Break out areas / staff room	Employees, pupils visitors, customers, contractors entering the school and promoting the spread and/or becoming infected by Covid19
Meeting rooms	As above
Kitchen	As above

Toilets	As above
Stairwells	As above
Printer	As above
Travelling at work   Bike store   Car parks	As above

Server rooms / Electrical cupboards / ventilation rooms / ducts etc.	As above
Contractors	As above
Visitors	As above

COSHH: Cleaning products and materials	As above
Corridors	As above
Footpaths	As above
COSHH: Hand Sanitiser	As above



Meetings from September 2020      As above

Face coverings                      As above

Bubble crossing

Care clubs

Staggered exit times

KS2 Toilets

## RTW Risk Assessment following Covid 19

What controls are already in place

- Employee /pupils with vulnerabilities known.  
employees with symptoms or have come into contact with infected person are asked to self isolate and testing available. Staff members identifying as BAME are significantly more at risk of the worst effects of COVID 19. Staff supported by Governance when requested not to attend due to other significant factors. Isolation room for suspected cases. Room is sited close to an exit where footfall is low. Located near to an identified toilet supervised by desinated member of staff wearing PPE.

Hand washing is regular. Staff are assigned to 'bubbles' in line with Government guidance. Bubble is the year group plus TA plus Teacher.

Measures in place to ensure that only one visitor/parent is in the reception area at one time. Phone calls and email s are encouraged as an alternative to physical visits to school. \*Staggered start and end times. \*Window hatch remains closed

Existing controls in place

- Evacuation plans
- Fire wardens appointed. Evacuations points are sufficiently large enough to accomaodate all pupils and staff, Super Bubbles (Kay Stages) are socially distanced.

Existing controls in place

Existing controls in place

- First aid provision determined by risk assessment
- First Aiders appointed

- Infection Control Procedure. PPE is available where required (see separate protocols produced)

SBL is responsible / included in developing a service risk assessment for their work area. PPE available if required. Office staff to sanitise own equipment. PPE equipment in use.

Existing controls in place.

Existing controls in place. Furniture is arranged to allow for social distancing

Existing controls in place. Separate risk assessments provided by City Catering.

• No control except for availability of urinals, WCs and wash hand basins

Existing controls in place

Located in accessible area - existing controls in place

Existing controls in place. All staff arrive by car or bike. No public transport required.

The use of such rooms will be identified within activity risk assessments by IT department, or contractors.

Existing procedure in place

Existing procedures for visitors to school already in place. If no appointment made access denied.



City Council Cleaning team / external cleaning contractors are responsible for the procurement of cleaning products and materials.

No existing controls

existing controls in place. One way system accessing and exiting the building and inside the building

Existing controls for staff / pupils / contractors / visitors/ may / may not already be in place

Hand gel, face masks, ventilated rooms, social distance. Owing to the "Rule of 6" which came into effect from 14/9/2020 only meetings of 6 people to be held face to face. Meetings with more than 6 people will be held virtually

Existing controls in place with office, pick up and drop off. Following Lockdown II in November timetable reviewed to ensure no TA /LTs cross bubbles in light of new covid variant

All wraparound clubs cancelled until review in two weeks

SLT to look into how this can be improved.

More staff needed to monitor toilets at lunchtimes

Current Risk Rating			Action plan
Likelihood	Consequence	Risk Rating L/M/H	Further actions required

M	H	M	<ul style="list-style-type: none"> <li>Identify staff with underlying health issues -to be individually assessed in their workplace* PUPILS*Staggered start and end for each bubble *Dedicated toilets for each year group*every c blocked off to maintain social distancing</li> </ul> <p>Considerations made for staff members who identify as BAME Individual RA in place.</p> <ul style="list-style-type: none"> <li>Implement measures for staff / pupils who display symptoms accordance with Government guidelines</li> <li>Implement social distancing protocols in line with guidance w practicable, Consider other alternatives where social distancing practical, e.g. 1 to 1 coaching - use of PPE.</li> </ul>
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M	H	M	<ul style="list-style-type: none"><li>• Space planning to ensure 1m physical distancing when people seated (applies to walkways as well as desks). Use of identified chairs only (remove additional chairs).</li><li>• Allocate equipment to staff for personal use only (keyboard, stapler, etc.)</li><li>• Re-arrange storage so that files etc. are adjacent to work area</li><li>• Discourage movement in, out and around offices (toilets and refreshment breaks only).</li><li>• Doors open into corridor for ventilation</li><li>• Increased fresh air (opening all windows)</li><li>• Regular cleaning of desks - cleaning regime in place</li><li>• Hand sanitizer and hand washing facilities freely available for use. *Door handles and light switches cleaned every morning</li></ul>
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M	H	M	<p>Screen (hatch) in place to prevent any contaminated droplets contacting reception staff. The screen also acts as a physical support social distancing.</p> <ul style="list-style-type: none"> <li>• Ensure seating areas are arranged at 1 metres apart. .</li> <li>• Introduce one-way system around building.*staff room seating arranged to allow for social distance *staff asked to stay in Su Bubbles (Key Stage)</li> </ul> <ul style="list-style-type: none"> <li>• Discourage waiting in communal areas (appointment system contractors and visitors)</li> <li>• Cleaning regime in place - focus on the screen, doors and hand surfaces such as reception desk, seats, rails etc.</li> </ul> <p>Staggered start and end times for each bubble.</p>
M	H	M	<ul style="list-style-type: none"> <li>• Consider only one person at a time (physical separation) unless people are living in the same household or personal carer</li> <li>• Enhanced cleaning of lift buttons (maybe by person using lift)</li> <li>• Use of face coverings if lifts used by more than one person.</li> <li>• Poster displayed on the lift to advise of social distancing rule only use the lift if it essential, due to medical reasons.</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Review evacuation plans, assembly areas and fire warden positions</li> </ul>

M	H	M	<ul style="list-style-type: none"> <li>• Ensure playgrounds are safe places,</li> <li>• Clear paths to prevent slips, trips and falls.</li> <li>• Implement social distancing protocols in line with guidance</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Barrier off playground equipment - prohibit play due to Covid</li> <li>• Annual structural inspection performed. Inspection undertaken before use.</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Review first aid arrangements ensure suitable provision PPE available for staff administering first aid</li> <li>• Review number of trained first aiders if necessary</li> <li>• Consider alternative arrangements to cover shortfalls in first aid provision</li> </ul>
M	H	M	Follow current local authority and government guidelines
M	H	M	<ul style="list-style-type: none"> <li>• Staff to work 2 metres apart from one and another where possible</li> <li>• Workstations cleaned down by staff before and after use. * consider staff to use separate offices within main reception area.*supply disposable masks available for office staff and visitors</li> <li>• No sharing of equipment. *spare phone for non-office staff in office*Office staff to sanitise own equipment-phones, computer mouse, release switch. Keyboard wipes in use</li> </ul>

M	H	M	Staff to use PPE equipment when cleaning. *staff to wear masks when cleaning team are in their room, alternatively staff to leave room while cleaning team are present*No pupils to use hub
M	H	M	<ul style="list-style-type: none"> <li>• Consider restrictions on meetings to avoid travel, movement offices etc.</li> <li>• Enhance use of Teams and similar technology for meetings.</li> <li>• Evaluate meeting room occupancy to ensure social distancing</li> <li>• Social distancing rules displayed before entering the room, i.e. 2 metres rule - if cannot be achieved alternative room to be four metres</li> <li>• Meeting room doors left open, to prevent unnecessary handling</li> <li>• Windows to be opened to promote natural ventilation or to be open outside, where possible.</li> <li>• Daily cleaning.</li> <li>• Hand sanitiser and wipes freely available.</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Kitchen will be cleaned regularly by the cleaning team, focus on handles, taps, hard surfaces.</li> <li>• Staff encouraged to wash their hands after using the facilities: washrooms.</li> </ul>

M	H	M	<ul style="list-style-type: none"> <li>• Restrictions on number of people using toilets at any one-time</li> <li>• External doors to be propped open</li> <li>• Toilets and door handles will be cleaned after break and lunch</li> <li>• Paper towels provided instead of blow dryers (less risk of aerosol)</li> <li>• Enhanced cleaning regime for door handles, bolts, taps and other objects that could be touched by hands after break and lunch time.</li> <li>• Hands to be sanitised before toilet use and upon return to the classroom (in addition to hand washing).</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Staff / pupils to adhere to social distancing rules.</li> <li>• Signage to indicate direction of travel</li> <li>• Landings as waiting areas to ensure physical distancing</li> <li>• Enhanced cleaning of door handles, handrails, push plates etc</li> </ul>
M	H	M	Restricted use of this space in place-signage in place
M	H	M	<ul style="list-style-type: none"> <li>• Staff to be mindful of where they store their bicycle to ensure not in contact with another</li> <li>• Consider additional bike racks / bike storage</li> <li>• Wash hands as soon as enter the building.</li> <li>• Ensure social distancing is adhered to inside of the bike store at all times.</li> </ul>



M	H	M	<ul style="list-style-type: none"> <li>• Only accessible by authorised personnel, e.g. Site staff, IT / contractors* masks to be worn by visitors</li> <li>• Social distancing measures in place</li> <li>• Risk assessments to reflect physical distancing</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Confirm with contractors that they will observe physical distancing</li> <li>• Ensure that contractors submit risk assessments identifying social distancing measures for social distancing and control of infection</li> <li>• Appointment system for contractors to appear on site</li> <li>• Staff to be mindful of social distancing rules whilst contractor work</li> <li>• Provide the contractor with any specific social distancing rule control of infection protocols at the time of arrival or prior to arrival being undertaken</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Visitors have been asked to stay at home if they have any COVID-19 symptoms and to adhere to the government guidance on social distancing and hand washing. *Masks are compulsory* separate toilet clearly labelled</li> <li>• Posters to be displayed to reinforce guidance.</li> <li>• Minimise numbers of visitors</li> <li>• Visitors given COVID-19 site rules before arrival</li> <li>• Staff will be responsible for their visitors, and ensure social distancing can be achieved - this should be identified within specific service assessments.</li> </ul>

M	H	M	<ul style="list-style-type: none"> <li>• Where additional cleaning products / materials are used, cor city councils cleaning team or external cleaning contractor who assess any hazards that might be caused by the mixing of pro</li> <li>• The city council's cleaning team will help with any products t hazardous to health and ensure a suitable Coshh assessment developed.</li> <li>• If an external cleaning contractor is used, they should be cor for relevant support</li> </ul>
M	H	M	Children to adhere to one -way system and signage
M	H	M	<ul style="list-style-type: none"> <li>• Consider marking / signposting routes in and routes out of buildings to ensure 2m social distancing (e.g., one-way system).</li> <li>• 2m marking of paths close to buildings if there is the potential for queuing, e.g. parent pick up / drop off times</li> </ul>
M	H	M	<ul style="list-style-type: none"> <li>• Hand washing should remain a priority however if hand sanit provided a COSHH assessment must be completed.</li> <li>• Posters in place to promote hand washing</li> </ul> <p>Class teacher responsible for hand sanitiser if used by pupils</p>

M H M Rule of 6 update: Meetings of 6 and less-well ventiated rooms with hand santizer and masks available. Social distancing where appropriate. 6 or more on Teams

MOH H M Staff advised to wear face coverings when in corridors  
Staff to remain in bubbles including outdoor

M M M Increased staff at exit times

M M M Increased staff at lunchtimes to monitor toilets

	<b>Date: September 2020</b>
	<b>Workplace/location: ST John's CEA Primary - COVID19</b>

			Residual Risk Rating		
	By whom	By when	Likelihood	Consequence	Risk L/H/H

risk d times other unit	LB	11-Sep	M	M	M
E.					
s in					
where ig not					

<p>le are d desks / mouse, a.</p> <p>or people g</p>	<p>LB</p>	<p>11-Sep</p>	<p>M</p>	<p>M</p>	<p>M</p>
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11-Sep

barrier to  ing per  for  ard	LB	11-Sep	M	M	M
ess  )  s and	LB	11-Sep	M	M	M
rovision.	LB	11-Sep	M	M	M

	LB	11-Sep	M	M	M
119 en	LB	11-Sep	M	M	M
First Aid	MR	11-Sep	M	M	M
	LB	11-Sep	M	M	M
possible office y of  main r, door	LB	11-Sep	M	M	M

sks ve the	LB	11-Sep	M	M	M
about  ig. e. 2 rd ing. e held	LB	11-Sep	M	M	M
ing on  s in the	LB	11-Sep	M	M	M



ie. ch time. rosol). anything lunch  ie	MR	11-Sep	M	M	M
		11-Sep			
etc.	LB	11-Sep	M	M	M
	LB	11-Sep	M	M	M
it is not  e at all	LB	11-Sep	M	M	M

oy	LB	11-Sep	M	M	M
ncing suitable	LB	11-Sep	M	M	M
s are at s and/or y works					
ovid19 al te visitor	MR VP SMS	11-Sep	M	M	M
listancing ice risk					

Contact the products. that are t is ntacted	LB	11-Sep	M	M	M
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		LB	11-Sep	M	M	M
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		Staff	11-Sep	M	M	M
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iser is	LB SMS	11-Sep	M	M	M
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LB

22-Sep

LB SMS	09/11/2020 m	m	m
SB/SMS	05/01/2021 m	m	m
SB/SMS	05/01/2021 m	m	m
SB/SMS	05/01/2021 M	M	M
SLT	05/01/2021 M	M	M







































**The level of risk is calculated  
by:**

**The likelihood**

**X**

1- *Very unlikely*

2- *Unlikely*

3- *Fairly likely*

4- *Likely*

5- *Very likely*

**The Consequence**

1- *Insignificant (no injury)*

2- *Minor (minor injury  
needing first aid)*

3- *Moderate (up to 3  
days absence)*

4- *Major (more than 3  
days absence)*

5- *Catastrophic (death)*

**1 – 4**

**5 – 9**

**10 – 16**

**17 - 25**

**Low** (acceptable)

**Medium**  
(adequate)

**High** (tolerable)

**Very High**  
(unacceptable)

*No further action required*

*If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review  
Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.  
Do not undertake the activity.  
Implement immediate improvements*



Review	Date	Employee Initial
1		
2		
3		
4		
5		
6		
7		
8		