

# COVID-19: Risk assessment for Uplands Manor Primary School.

## Document information

Document title	COVID-19: Risk Assessment for School Premises		
Status	Live	Version	1
Effective from	6 <sup>th</sup> September 2021	Approved on	1 <sup>st</sup> September 2021
Last updated	<a href="#">18.11.21</a>	Last updated by	HT/SLT
Review date	Every half term from this date.		
Purpose	To give schools direction, guidance and advise on how to ensure schools are safely re-opened following the COVID-19 lockdown period		

## Part 2: Risk assessment – Uplands Manor Primary School

Risk Assessment for: COVID-19 Safety Measures in School

School: Uplands Manor Primary School

Assessment Date:  
1.09.21

Name of Assessor(s): **A Dickinson**

### Risk Matrix scoring guide:

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

<b>High (15-25)</b>	These risks are unacceptable; significant improvements in risk control are required. <b>The activity should be halted with immediate effect</b> until risk controls are identified/implemented that reduce the risk to an acceptable level
<b>Medium (5-12)</b>	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
<b>Low (1-4)</b>	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed
					L	S	R	

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Airborne transmission of the virus in school	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>All staff must ensure that rooms are well ventilated at all times (doors and windows open, etc)</li> <li>PPE available to all staff who would like it and additional PPE also available in all rooms for one-off incidents (e.g. sickness). Staff who would like to wear face masks are able to do so and these will be provided.</li> <li>Parent letter sent out – clear protocols and expectations.</li> <li>Parents/carers can only visit the school by appointment and all contact with staff will initially be via telephone or email.</li> <li>Unvaccinated staff will be required to isolate if they have contact with positive COVID case – where there are no medical reasons, staff strongly encouraged to get vaccination.</li> <li>CO2 monitors placed strategically around the school to monitor ventilation. Continue to ensure all rooms are well ventilated. Where CO2 monitors flag up a concern, review ventilation immediately.</li> <li>Face masks to be work by all adults in communal areas around school. Face masks to be worn by staff outside at beginning and end of day.</li> </ul>	Monitor that all spaces are well ventilated	Teaching staff – daily  SLT	3	4	12	Ongoing and in place

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					L	S	R	
		<ul style="list-style-type: none"> <li>Reduction in meetings with higher numbers of staff (move to electronic briefings &amp; online meetings where appropriate)</li> <li>Continue to limit numbers of adults in offices and communal rooms</li> <li>Reduce gatherings of parents and children inside school where appropriate (phase reward assemblies moved to year group assemblies for example, no whole school gatherings etc)</li> </ul>						
Lack of hand and respiratory hygiene practices and/or facilities	Teaching, non-teaching staff, children, cleaners, cooks, parents, visitors, contractors  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Regular reminders to pupils of the importance of good hygiene practices.</li> <li>All staff and pupils made aware of the “catch it, bin it, kill it” protocol via signage posters around the school.</li> <li>All classroom bins are emptied regularly</li> <li>All toilets and handwashing stations have liquid soap available.</li> <li>Regular checks made to ensure there is sufficient stock of soap. Re order where appropriate.</li> <li>Additional hand hygiene stations with alcohol-based hand rub (ABHR) available at all entry points and other key areas around the school.</li> </ul>	Reminder / refresher sessions for the children to ensure good hygiene	Teachers  Caretaker / Premise Manager	2	4	8	Ongoing and in place

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					L	S	R	
		<ul style="list-style-type: none"> <li>Regular checks made to ensure there is sufficient ABHR each day</li> <li>Windows and doors open all day in classrooms to allow for a free flow of fresh air.</li> <li>Reception desk/area has Perspex screen/barrier and is closed to parents at all times.</li> <li>Supply of detergent and/or antibacterial wipes available for adults and pupils to clean any areas/equipment they occupy/use before and after each use.</li> <li>Provide wipes for cleaning shared equipment after each use (printers, staff room equipment - kettles, toasters etc).</li> </ul>		Site manager & site team including cleaners				
Vulnerable staff (CV / CEV)	Teaching, non-teaching staff, pupils.	<ul style="list-style-type: none"> <li>All staff with any vulnerabilities of potential increased risk of infection and complications (including BAME staff and those living with someone vulnerable in their household) have been consulted with and risk assessed.</li> </ul>	Review and update risk assessments if there are any increases	HT & SLT	3	4	12	Ongoing and in place

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					L	S	R	
		<ul style="list-style-type: none"> <li>Managers to ensure employees are aware of the following advice.</li> <li>Arrangements in place for employees to access a confidential counselling service.</li> </ul>	<p>in community or school transmission rates (in line with contingency framework)</p> <p>Signposting staff to counselling through the employee assistance scheme as needed</p>					
Child displays coronavirus symptoms in school	<p>Teaching, non-teaching staff, first aider, etc</p> <p>Illness – flu like symptoms through to fatality.</p>	<ul style="list-style-type: none"> <li>Child isolated in designated room and supervised by an adult wearing full PPE.</li> <li>Parents contacted and asked to collect asap and to book a PCR test for the child.</li> <li>All waste from the COVID room to be disposed of in clinical waste bins and room to be cleaned before any re-use.</li> </ul>	PPE equipment readily available to staff in correct areas – clear protocols in place	SLT	3	4	8	Ongoing and in place

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Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Teaching, non-teaching staff, first aider, etc  Illness – flu like symptoms through to fatality.	<ul style="list-style-type: none"> <li>Child isolated in designated room and supervised by an adult wearing full PPE.</li> <li>Parents contacted and asked to collect asap and to book a PCR test for the child.</li> <li>All waste from the COVID room to be disposed of in clinical waste bins and room to be cleaned before any re-use.</li> <li>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask must be worn by the supervising adults.</li> </ul>	PPE equipment readily available to staff in correct areas – clear protocols in place	SLT	3	4	8	Ongoing and in place

Assessment reviewed	Reviewed by Senior Leadership Team	Comments: To be regularly reviewed and updated as new information and guidance become available
1.09.21	A Dickinson (Head Teacher)	To be reviewed at the end of autumn term 1
18.11.21	A Dickinson & SLT Team	To be reviewed end of Aut 2.