

A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure

Directorate: Weston
Lullingfields CE Primary School

Workplace/Team – Zone 1:
Acorns

Date of Assessment: 5.3.21

Name of Assessors: A Phillips
Manager/Headteacher:
I. Motton

Date for Re-assessment

Signature:
Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

- High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9** Adequate but look to improve by next review.
- Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event is very unlikely to occur in normal circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Very minor injury / ill health	No action required

C. Use information from section B to identify level of risk for each hazard

HAZARD		Who's Affected	Existing Controls	Risk Level Low/Med/High	What else is required	Risk Level Low/Med/High	Action	
							Who	When
1	Risk of transmission of virus from children touching resources/ other children	Children + staff	<p>Children and staff are encouraged to wash hands regularly throughout the day, on entering, before and after eating, after sneezing, before and after playtime.</p> <p>Children are encouraged not to touch each other and spread out as much as possible.</p>	med	<p>Staff to clean/ disinfect toys at the end of each day with a disinfectant solution and left to dry overnight.</p> <p>Hard surfaces including door handles to be wiped throughout day, at least 4 times.</p> <p>Outdoor toys to be wiped after each use.</p> <p>Removal of resources that are hard to clean/ disinfect, soft toys, playdough etc And general reduction in the number of resources available.</p> <p>Limit the number of children using resources ensuring children are well spaced out.</p>	low	AP/LH to reduce additional resources + store in shed.	wb 25th May in preparation
2	Risk of contamination when hand washing and when going to the toilet/ through poor hygiene	Children + staff	<p>Remind children of how to wash hands effectively and use techniques which reduce the amount of touching of taps / soap dispenser.</p> <p>Limit number using toilet to 2 at a time - one per cubicle</p>	med	<p>Use of bin liners in bins.</p> <p>Sinks/ toilet areas to be cleaned throughout the day to minimise risk of cross contamination</p>	low	AP to talk to Paula / Alexa re bin liners	ASAP
3	Risk of infection when providing intimate care and first aid.	Children + staff	Staff to use aprons and gloves provided and to wipe down area with antibac wipes and follow normal routines.	med	<p>Ensure good supply of antibac wipes and PPE.</p> <p>Request that parents apply sun cream at home. Staff to assist verbally as required for topping up of sun lotion and avoid physical contact,</p>	med	AP/LH	

					wearing gloves if required with youngest children. Staff to use gloves for first aid / administering medicine.			
4	To many children using outdoor areas at once.	All	Stagger use of outdoor areas across groups to reduce numbers.	Low	Acorns to use own garden area and only main playground when able to remain separate from other 'bubbles'	low	AP/LH	Daily
5	Staff toilet	Children + staff	Staff toilet to be fitted with hands free soap and handles wiped down after use	Low	Regular cleaning throughout day	Low	All	Daily
6	Changing of reading books	Children + staff	Limit the number of times reading books are changed each week, provide enough for the week. When reading books are returned place them into a closed plastic box for 72 hours before they are returned to book stock. Staff to wipe down table and wash hands between children. Staff to avoid contact with books/ reading diary/ reading bags. Use of post-it/ book mark to indicate where they had read up to in school. Communicate to parents that we will hear children read daily but will not be bringing books home. Staff to wash hands/ use gloves before selecting new books for each child's reading file.	Med	Boxes placed for class to put returned books into.	Med	All staff. More applicable to Rec/ Year 1	
7	Risk of transmission on teaching resources.	Children + staff	Make sets of resources for each child where appropriate, whiteboard, pen, crayons etc to be kept in plastic wallet for that child's use. Child to use same table space.		Remind children to use their own equipment. Removal of 'self serve' equipment to encourage children to use their own supply.		AP/LH	
8	Risk of transmission from objects from home/ bags. coats.		Children's belongings to be kept separate in their lockers (only AP and LH to access). Water bottles to be kept out for children to use but stored without touching.		Children/ parents encouraged to not bring things from home, e.g. soft toys.		ALL	
9	Risk of transmission through air droplets/ lack of adequate ventilation	All	Windows open as much as possible. Make use of outdoor areas as much as possible. Ensure main gates are closed during day.	low		low		

			Wedge open doors as much as possible to avoid contact with door handles.					
10	Risk of transmission by marking of work /books	All	Use electronic devices to record evidence where possible via Tapestry/ Learning Book. Staff to wipe down devices after use limit sharing of device. Marking of physical work limited to verbal feedback.				AP/LH	
11	Children entering via a different system – drop off at front of school	All	Staff waiting at gate. Encourage social distancing whilst queuing to drop off.	Med	Staff at gate staff waiting at door	Med	AP/LH	
12	Risk of transmission when moving from one zone to another	All	Encourage children to move one at a time – no lining up the usual way. Explain the distancing rule.				AP/LH	
13	Possible transmission from a child / adult displaying symptoms	All	Infected person to be moved to staff room. Parents to be contacted to collect and take siblings at the same time. They must contact 111 and be tested. If anyone else displays symptoms, they are entitled to a test and they should isolate for 7 – 14 days (see guidelines for further details). We will take children's temperature if we are concerned or suspicious that they may have a fever. PPE to be used by staff who is accompanying the child to the staff room. If child tests positive then all in that group self isolate for 14 days. Negative test result must be seen by school before child is readmitted to school.	High	Ensure adequate supply of PPE for staff who accompany ill child	Med	AP/LH	
14	Contamination during lunch time	All	All Children cannot share any food. Tables will be wiped before and after eating. Children will sit in their assigned seats. Children will be asked to put all their containers etc. back in the lunch boxes and put away as soon as they have finished. They must wash hands before and after eating. Food served through classroom/kitchen door.	Low	Regular reminders & monitoring from staff.	Low	ALL	
15	Contamination through coughs and sneezes.	All	We must adhere to and encourage the 'catch it, bin it, kill it' rule and use nappy sacs to put tissues in before	Med	Regular reminders & policing from staff.	Low	ALL	

			placing in the bin. Tissues in every classroom.		Purchase of nappy sacs.			
16	Contamination through too many children on break at the same time	All	Staggered breaks. Children to use EYFS outdoor area and small playground. If wishing to use the field for Daily Mile to coordinate with other staff. No overtaking to maintain distancing.			Medium	ALL	

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

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