

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Meadows Primary School

Location: Water Meadows

Activity: Covid Risk Assessment - October 2021

Date: 25/10/2021

1-4 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 | | | 5 | Certain | | 5 | Fatal | |

| HAZARDS IDENTIFICATION | EXISTING CONTROL | INITIAL RISK RATING | | | |
|--|---|---------------------|---|-------|------|
| | | L | C | L x C | RISK |
| A Lack of Understanding by staff, pupils and visitors to site | All school staff to regularly remind pupils to wash their hands and use anti-bacterial gel Staff to remind remind pupils to tell someone if they feel poorly Signage on site to remind all adults regarding social distancing Staff to advise HT if they have not received both doses of the vaccine Windows to be open to ventilate closed spaces Headteacher to share individual school plan, along with any amendments as they arise Weduc used to update parent community All staff and visitors to sign into the building for track and trace purposes. | 3 | 3 | 9 | |
| B Social Gathering | Signage around the site to remind parent/carers regarding distancing where possible Classrooms to be well ventilated Hall to be well ventilated when in use Indoor PE in well ventilated hall space SLT and safeguarding team to be present at drop off/collection times | 3 | 3 | 9 | |
| C Transmission of COVID-19 | Anti-bacterial gel to be used on entry to site by all persons Anti-bacterial gel to be in every class to be used on entry and after activities Anti-bacterial wipes to be available in all rooms and staff toilets Where possible, equipment will be cleaned after use LFT testing in place for staff Staff report symptoms to HT if they develop before being on site Parents to report symptomatic children to the office and keep school up-to-date with results of test HT to follow PHE and DfE guidance | 3 | 3 | 9 | |

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| | | | | | | |
|---|--------------------------------|--|---|---|---|--|
| D | Safeguarding | <p>Visitors to the site will need to share contact details should a COVID case be confirmed; these will be held securely for 21 days and then destroyed</p> <p>School lockdown procedures to be adhered to</p> <p>Meetings held by Safeguarding Lead/PSA will be pre-booked and seating spaced accordingly. The room will be cleaned by the member of staff after</p> <p>If a child is isolating, first day calling/check in will be put in place</p> <p>Regular checks on isolating pupils will be made by the safeguarding team or the front office</p> <p>Lunch will be offered for those FSM pupils isolating</p> | 3 | 3 | 9 | |
| E | Visitors to site | <p>Any visitor on site will be required to leave contact details with the school should a confirmed case occur within the school or from the visitor (details to be destroyed after 21 days)</p> <p>Catering and cleaning company have been issued with the Trust's Risk Assessment and shared their own</p> <p>Weduc will be used to communicate updates/guidance to parent community</p> | 3 | 3 | 9 | |
| F | Welfare of staff and pupils | <p>Absent staff through self-isolation to be regularly contacted to check on their welfare by the school's SLT</p> <p>Absent pupils through self-isolation to be regularly contacted</p> <p>Signage in schools to signpost staff to counselling service should it be needed</p> <p>In the event of symptoms developing during the school day, adult will be sent home and follow PHE and DFE guidance</p> <p>In the event of a child developing symptoms during the day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them and wear PPE should 2m distancing not be possible</p> <p>Staff to be encouraged to complete the Virtual College- COVID 19 Staying Mentally Well and Simple Self Soothe strategies</p> <p>Trust Nurture Strategies will take place in all schools</p> <p>PSAs/Safeguarding Leads to signpost families to Mental Health support</p> <p>Schools to compile register of exposure to COVID experiences</p> | 3 | 3 | 9 | |
| G | First Aid | <p>Asthma pumps to be kept in classrooms</p> <p>Any prescription/adult administered medicine to be stored in the front office as per usual</p> <p>Parent/carers to complete medicine administering forms via the front office</p> <p>First Aiders to wear PPE when dealing with bodily fluids</p> <p>Radios used to communicate a need for a First Aider to attend</p> | 3 | 3 | 9 | |
| H | Notification of positive cases | <p>A 'warn and inform' letter to be sent to classes affected by a positive case</p> <p>Staff to inform HT if they have not received full vaccination</p> <p>HT to contact PHE if 5 cases likely to have mixed closely within 10 day period</p> <p>HT to contact PHE if 10% or more of the school are likely to have closely mixed and test positive within a 10 day period</p> | 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 | All rooms well ventilated. Anti-bacterial gel and soap readily available. Ongoing reviews Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| B | Ongoing Review Headteacher to dynamically review and modify Risk Assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| C | Estates team to monitor and replenish cleaning materials, to include anti-bacterial gel and soap. Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| D | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| E | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| F | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| G | Estates team to monitor stock of PPE First Aiders to update if First Aid stock is getting low Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |
| H | Ongoing review Headteacher to dynamically review and modify risk assessment where needed | 3 | 3 | 9 | | ongoing | Management |