

All Staff		<b>Risk Assessment</b>			Ref No	VALT 29
					Date	10/06/2020
Task Description	Revised COVID 19 Re-opening of school Risk Assessment	Location	All Areas	Date of Review	1 <sup>st</sup> Review 25/06/2020 2 <sup>nd</sup> Review 10/07/2020 3 <sup>rd</sup> Review 30/08/2020 4 <sup>th</sup> Review 20/09/2020 5 <sup>th</sup> Review 24/02/2021 6 <sup>th</sup> Review 16/08/2021 7 <sup>th</sup> Review 16/09/2021 9 <sup>th</sup> Review 12/11/2021	

Assessor	Print Name: Paul Bridge	Employee	Print Name:			Equipment or Plant No.	N/A	
	Signed:		Signed:					
Persons Affected Individuals or Groups		Caretaker and other associated staff						
		Original Risk Assessment				Revised Risk Assessment with Further Control Measures		
Hazards / Consequences	Existing Control Measures	L	S	R	Further Control Measures Required	Modified		
						L	S	R
	<p><b>The individual school and Trust COVID risk assessments are being reviewed following local advise from the district councils and public health.</b></p> <p>In line with government policy each school within the Trust will draw up its own specific risk assessment. This Trust Risk Assessment aims to provide a context for those risk assessment and provides an outline of the common approach we have considered and adopted.</p>							

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	<b>Reviewed risk assessments will continue to be made available and communicated to staff, parents and students.</b>							
Inadequate Premises Management, resulting in equipment / systems being unsafe to use or not working. Risk of water contamination e.g. Legionella.  Risk of minor / major injury, infection or death.	<p>The Trust have continued to undertake all routine internal checks, including but not limited to weekly Legionella water safety checks, fire system checks and monthly fire safety checks.</p> <p>The Trust have continued to undertake regular, routine external contracted maintenance, including but not limited to Annual gas safety inspections, PAT Testing, Mechanical Maintenance, Lift Maintenance, water systems cleaning.</p> <p>Where external contracted safety / maintenance schedules have had to be changed, these are being re-instated. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken.</p>	1	4	L	PB will contact each school before the start of the new 2021 / 22 Academic year, to ensure all regular checks are up to date.	1	4	L

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	<b>Fire Risk Assessments will be reviewed where any COVID risk assessment reviews lead to changes which could affect them.</b>							
<p>Not maintaining staff &amp; student health and wellbeing.</p> <p>Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions.</p>	<p><b>Following the latest advice, the wearing of face coverings is being reintroduced.</b></p> <ul style="list-style-type: none"> <li><b>In Primary schools, face masks should be worn by staff as they move around the school.</b></li> <li><b>In Secondary schools, face masks should also be worn by students when moving around school.</b></li> <li><b>In all settings, contractors and visitors should wear face masks when moving around school.</b></li> </ul> <p><b>The Trust / schools will review individual student SEN assessments and make any necessary procedural changes.</b></p> <p><b>Where possible meetings, parents meetings, assemblies etc, will be held virtually.</b></p>	2	4	M				

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	<b>Cancel large gatherings of parents / visitors to school. The option to hold some events virtually can be considered.</b>						
Lack of hand hygiene.  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<p>COVID 19 safety instruction signs are fitted throughout the schools.</p> <p><b>Staff &amp; students are regularly reminded of the importance of regularly washing hands with soap and water or hand sanitiser.</b></p> <p>Hand washing facilities / hand sanitisers are available to every class and in various locations around our sites e.g. main entrances, classrooms &amp; dining-rooms.</p> <p>Students, staff &amp; visitors are instructed to wash their hands on entering the school. This is repeated whenever staff / students move around the site. e.g. breaks, where class locations need to change.</p> <p>A supply of tissues is maintained for use in classrooms.</p>	3	4	M			

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	A cleaning kit containing a disinfectant spray, disposable gloves and disposable tissues or equivalent, is maintained in classrooms in case a pupil coughs or sneezes.							
Unsatisfactory Cleaning of site.  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<p>School cleaning regimes will be reviewed and increased in proportion to the identified risk.</p> <p>As a minimum, areas are thoroughly cleaned at least once daily.</p> <p>High risk areas such as toilets, circulation &amp; social areas will be cleaned regularly throughout the day.</p> <p><b>Where necessary additional cleaning time / staff are being employed to provide increased services.</b></p> <p>Where a possible or suspected COVID 19 contamination has been identified, the area will be locked and not re-used until the room has been decontaminated.</p>	2	4	M				

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	"Fogging Machines" are available across the Trust Sites and will be used in line with their specific Risk Assessment.							
Ventilation. Ensure occupied spaces are well ventilated	<p>Where mechanical ventilation systems are in operation these should continue to be programmed to maximise the input of fresh air.</p> <p>To improve ventilation, classroom / office doors can be propped open when rooms are in use. Doors must be closed whenever a room is vacated – in line with fire risk assessments.</p> <p>Windows should be opened to create a through draft of fresh air whilst still maintaining a healthy adequately heated environment, especially in the winter.</p> <p>Windows should be fully opened at break / lunch times or when a rooms is not used, to purge the air between classes.</p>	3	4	M				
Testing Test & Trace	<b>Staff to undertake twice weekly lateral flow tests at home. The importance of this regular testing will be regularly emphasised.</b>	2	4	M				



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	Test & Trace will be managed by PH and if contacted by them staff and students must follow any instruction received.							
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**Risk Assessment Notes:**

The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:

“It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures.”



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**Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15**

Risk Assessment Matrix (Probability and Likelihood Scales)							
		Likelihood Rating					
Severity Rating	Description	1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	<p>The matrix grid shows risk levels for combinations of Severity Rating and Likelihood Rating. The cells are colored as follows:</p> <ul style="list-style-type: none"> <li><b>Green (Low):</b> Severity 1 (all likelihoods), Severity 2 (likelihoods 1, 2, 3), Severity 3 (likelihoods 1, 2).</li> <li><b>Yellow (Medium):</b> Severity 2 (likelihoods 4, 5), Severity 3 (likelihoods 3, 4), Severity 4 (likelihoods 2, 3).</li> <li><b>Red (High):</b> Severity 3 (likelihoods 5, 6), Severity 4 (likelihoods 4, 5, 6), Severity 5 (likelihoods 3, 4, 5, 6), Severity 6 (all likelihoods).</li> </ul>					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage						
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability						
6	Multiple fatalities						