

PREMISES	Risk Assessment Sheet	Ref No	Vision 29
		Date	10 th June 2020

Task Description	COVID 19 Re-opening of Schools Risk Assessment	Location	All areas	Date of Review	As Required
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Assessor	Print Name: Paul Bridge	Employee	All Vision Employees:	
	Signed			

Persons Affected Individuals or Groups	Employees, Building users.
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Hazards/Consequences	Existing Control Procedures	Likelihood (a)	Severity (b)	Residual Risk (a x b)	Priority
<p>Inadequate Premises Management, resulting in equipment / systems being unsafe to use or not working. Risk of water contamination e.g. Legionella.</p> <p>Risk of minor / major injury, infection or death.</p>	<ul style="list-style-type: none"> 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. 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. Where external contracted safety / maintenance schedules have had to be changed, these will be re-instated as soon as possible. If necessary unchecked equipment will be isolated or removed from use until the necessary maintenance / inspections have been undertaken. Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required. Review site systems and services and confirm if any changes are required. This includes but is not limited to the use and maintenance of air con units and ventilation systems. Review site procedures and modify to meet COVID19 	1	4	4	LOW

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	<p>requirements, e.g. use of lifts, cool water provision, use of school transport.</p> <ul style="list-style-type: none"> Review Fire Risk Assessment. 				
<p>Not maintaining staff & student health and wellbeing.</p> <p>Increased risk of others contracting/spread of Coronavirus, Illness, Fatality, exacerbation of existing medical conditions.</p>	<ul style="list-style-type: none"> The Trust will follow the government guidelines in all its preparation for the phased return to school. The Trust will continue to follow future government guidelines, H&S advice and work closely with relevant unions to ensure we identify and follow best practice in relation to COVID 19. Head-teachers, or senior staff (e.g. SLT, Department Heads) to whom the duty is delegated, will verify if any staff come into any of the government vulnerable categories. Where these are identified we will ensure government guidelines are followed and where necessary written risk assessments undertaken to identify and address specific needs. The Trust will review the individual student SEN assessments and make any necessary procedural changes. In accordance with government advice, staff who are clinically vulnerable (or live with those who are clinically vulnerable) and need to be in school, will be offered the safest role possible. Students who are clinically vulnerable will continue to study from 	2	4	8	MEDIUM

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	<p>home. Where face to face tuition is deemed essential special arrangements will be made to minimise contact with other students and staff.</p> <ul style="list-style-type: none"> Individual Line Managers will review the specific needs and risks of their department and staff. Risks should be recorded on the appropriate Trust Risk Assessment Form. Any action identified to mitigate identified risks should be recorded and communicated to the Head teacher or designated safety officer, so that the appropriate action can be taken. 				
<p>Lack of hand hygiene.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> COVID 19 safety instruction signs will be fitted throughout the school Staff & students will be reminded to regularly wash hands with soap and water. If soap and water isn't readily available, hand sanitiser will be used. Hand sanitisers will be installed in various locations around the site and in every classroom being used. Hand sanitiser will be available at reception. Students & staff are instructed to wash their hands whenever entering or exiting a classroom. A supply of tissues will be maintained for use in each classroom. 	3	4	12	MEDIUM

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	<ul style="list-style-type: none"> A cleaning kit containing a disinfectant spray, disposable gloves and disposable tissues, will be maintained in each classroom in case a pupil coughs or sneezes. 				
<p>Failure to use / incorrectly use Personal Protective Equipment (PPE)</p> <p>Risk of others contracting Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> In line with current Government advice face masks are not routinely being introduced. <p>Except:</p> <ul style="list-style-type: none"> Where they are identified by existing risk assessments, or where a revised risk assessment is introduced in response to COVID19. (e.g. cleaners, technicians.) Where a member of staff is required to support or care for someone who is displaying potential COVID19 symptoms. In this instance fluid resistant face masks, disposable gloves and disposable aprons will be available. Where the specific health needs of an individual identify a face mask is required. Where they are requested by an individual employee. <ul style="list-style-type: none"> Used PPE will be disposed of in the correct manner as outlined by government advice. Between each change of PPE, hands will be washed with soap and water or hand sanitiser. 	3	4	12	MEDIUM

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	<ul style="list-style-type: none"> Where a COVID 19 case is suspected in the building, used PPE should be placed in clinical waste and stored for 72 hours prior to placing in rubbish skip / bin. Written instructions on the correct use off PPE will be provided to staff who need to use it in connection to the COVID19 crisis. 				
<p>Not maintaining current 2 metre social distancing guidance.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality.</p>	<ul style="list-style-type: none"> Staff and students will be reminded of social distancing advice during return to school meetings and training. Staff and students will be reminded of social distancing rules via displayed posters around the school. Staff and students will be routinely reminded of social distancing rules during briefings and tutorials. Access, exit, break and lunch times will be staggered to reduce the number of students in an area at one time. Introduction of one-way system around school site where this is deemed necessary and practical. One way areas will be clearly marked with arrows dictating direction. 2 metre social distancing areas will be marked out in circulation areas, dining-rooms and at the front of classrooms. If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager. 	3	4	12	MEDIUM

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	<ul style="list-style-type: none"> If students feel unwell they will be instructed to advise their teacher immediately. They will then be directed to student services so they can be assessed and if necessary social isolation practice be enforced until they can be safely taken home. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. 				
<p>Number of pupils in class</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> Classrooms will be carefully measured and marked out to maintain 2 metre social distancing, whilst not compromising fire safety routes. Class sizes will be dictated by the above, with a maximum of 11 students per class envisaged. Teacher areas will be marked out at the front of each classroom. All unused furniture will be removed to ensure social distancing is not compromised and reduce unnecessary cleaning. Every area within the school which is to be used will be assessed. All unsafe/ unnecessary fixtures, fittings and equipment will be removed, to further reduce the risk of potential contamination and enable safer cleaning management. 	3	4	12	MEDIUM

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<p>Uncontrolled use of welfare facilities (Toilets, staff- room, dining-rooms, etc.)</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality.</p>	<ul style="list-style-type: none"> • Only 1 person to use the toilet area at any 1 time. • Staff rooms and other social areas will be set out to comply with 2 metre social distancing. • Staff will be instructed not to leave food or utensils lying around in staffrooms. These will be disposed of when found during the daily clean. • Pupil toilet and social areas will be monitored by staff to ensure social distancing is being practiced. 	3	4	12	MEDIUM
<p>Sharing equipment.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> • Wherever possible the sharing of equipment will be avoided, either by adapting / changing lessons, or instructing students to bring in their own equipment. • Where the sharing of equipment cannot be avoided the equipment will be cleaned between class changes / before the equipment is re-used. 	3	4	12	MEDIUM
<p>Unsatisfactory Cleaning of site.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> • The cleaning regime will be reviewed and increased in proportion to the identified risk. • As a minimum, areas will be thoroughly cleaned at least once daily. • High risk areas such as toilets, circulation & social areas will be cleaned regularly throughout the day. 	3	4	12	MEDIUM

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	<ul style="list-style-type: none"> • Where a classroom is to be used by more than one class, they will be cleaned between classes. • 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. • A new Trust COVID19 Cleaning Risk Assessment has been written by the Trust Estate Manager. This will be delivered to the caretaking and cleaning staff directly employed by the Trust. • The Trust Estate Manager will request confirmation from external cleaning service providers that suitable risk assessments and training have been provided to their employees. 				
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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												
2	Minor injury, minor damage							LOW		MEDIUM		HIGH	
3	Lost time injury, illness, major damage							LOW		MEDIUM		HIGH	
4	Major injury, disabling illness, major damage							LOW		MEDIUM		HIGH	
5	Single fatality, or permanent total disability							LOW		MEDIUM		HIGH	
6	Multiple fatalities							LOW		MEDIUM		HIGH	

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Hazards/Consequences	Further Control Procedures Required	Implementation Responsibility	Probability (a)	Severity (b)	Residual Risk (a x b)	Priority
As Stated	Be aware of the general conditions and carry out mental/dynamic risk assessments on before and during activity.		As Stated	As Stated	As Stated	

Safe System of work / Method statement (if applicable):