

PREMISES	Risk Assessment Sheet	Ref No	Vision 29
		Date	10 <sup>th</sup> June 2020

Task Description	COVID 19 Revised Re-opening of Schools Risk Assessment.	Location	All areas	Date of	1 <sup>st</sup> Review 25 <sup>th</sup> June 2020 2 <sup>nd</sup> Review 10 <sup>th</sup> July 2020 Review 30 <sup>th</sup> Aug 2020
Assessor	Print Name: Paul Bridge Signed	Employee	All Vision Employees:		

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><b>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.</b></p> <p><b>Individual school risk assessments will be made available and communicated to staff, parents and students.</b></p>				
<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"> <li>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.</li> <li>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.</li> <li>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</li> </ul>	1	4	4	LOW

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	<p>the necessary maintenance / inspections have been undertaken.</p> <ul style="list-style-type: none"> <li>Review routine maintenance schedules and specifications in light of COVID19 and confirm if any changes are required.</li> <li>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.</li> <li>Review site procedures and modify to meet COVID19 requirements, e.g. use of lifts, cool water provision, use of school transport.</li> <li>Review Fire Risk Assessment.</li> </ul>				
<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>	<ul style="list-style-type: none"> <li>This Risk Assessment was revised following the governments guidance regarding the full return of students from the beginning of September 2020. Government guidance highlighted a series of controls, grouped into two categories "prevention" &amp; "response"</li> </ul> <p><b>Prevention:</b></p> <ol style="list-style-type: none"> <li>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school.</li> </ol>	2	4	8	MEDIUM

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	<ol style="list-style-type: none"> <li>2. Clean hands thoroughly more often than usual.</li> <li>3. Ensure good respiratory hygiene promoting the 'catch it, bin it, kill it' approach.</li> <li>4. Introduce enhanced cleaning including cleaning frequently touched surfaces often, using standard products such as detergents and disinfectants.</li> <li>5. Minimise contacts between individuals and maintain social distancing wherever possible.</li> <li>6. Where necessary, wear appropriate personal protective equipment. (PPE) <b>The government have now advised that face masks should be used in communal areas in Secondary Schools. (As of August 2020, this does not include Primary Schools.)</b></li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p><b>Response to any infection:</b></p> <ol style="list-style-type: none"> <li>7. Engage with the NHS Test and Trace process.</li> <li>8. Manage confirmed cases of coronavirus (COVID19) amongst the school community.</li> <li>9. Contain any outbreak by following local health protection team advice.</li> </ol>				
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	<p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <ul style="list-style-type: none"> <li>The Trust will continue to follow future government guidelines, H&amp;S advice and work closely with relevant unions to ensure we identify and follow best practice in relation to COVID 19.</li> <li>Staff, students, parents &amp; visitors to the school are instructed that anyone showing any potential COVID19 symptoms must not come onto site. These symptoms include: <ul style="list-style-type: none"> <li>a new continuous dry cough.</li> <li>high temperature.</li> <li>loss or change in their normal sense of taste or smell.</li> </ul> </li> <li>Individual Line Managers 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. Any action which is identified through the risk assessment process will be communicated to the Head-teacher or designated safety officer, so that the appropriate action can be taken.</li> <li>The Trust will review individual student SEN assessments and</li> </ul>				
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	make any necessary procedural changes.				
Lack of hand hygiene.  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<ul style="list-style-type: none"> <li>• COVID 19 safety instruction signs are fitted throughout the schools.</li> <li>• Staff &amp; students are reminded to regularly wash hands with soap and water.</li> <li>• If soap and water isn't readily available, hand sanitiser is being used.</li> <li>• Hand washing facilities / hand sanitisers are available to every class and in various locations around our sites e.g. main entrances &amp; dining-rooms.</li> <li>• Students and staff 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.</li> <li>• A supply of tissues is maintained for use in classrooms.</li> <li>• 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.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>

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<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"> <li>• <b>In line with latest Government advice, face masks do not have to be routinely worn throughout the school day or in classrooms.</b></li> </ul> <p>Except:</p> <ul style="list-style-type: none"> <li>▪ When travelling on public transport.</li> <li>▪ <b>In Secondary Schools / 6<sup>th</sup> Forms, when in communal areas or moving around site.</b></li> <li>▪ Where they are identified by existing risk assessments, or where a revised risk assessment is introduced in response to COVID19. (e.g. cleaners, technicians.)</li> <li>▪ 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.</li> <li>▪ Where the specific health needs of an individual identify a face mask is required.</li> <li>▪ Where they are requested by an individual employee.</li> </ul> <ul style="list-style-type: none"> <li>• Used PPE will be disposed of in the correct manner as outlined by government advice.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>
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	<ul style="list-style-type: none"> <li>• <b>After each change of PPE, hands will be washed with soap and water or hand sanitiser.</b></li> <li>• 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.</li> <li>• Written instructions on the correct use off PPE will be provided to staff who need to use it in connection to the COVID19 crisis.</li> </ul>				
<p>Not maintaining social distancing guidance.</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality.</p>	<p>In line with the latest government guidance the Trust will implement steps to minimise contacts between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> <li>• Staff and students will be reminded of social distancing advice during return to school meetings and training.</li> <li>• Staff and students will be reminded of social distancing rules via displayed posters around the school.</li> <li>• Staff and students will be routinely reminded of social distancing rules during briefings and at the start of the day.</li> <li>• Student timetabling will be organised into year groups to reduce the risk of cross contamination.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>

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	<ul style="list-style-type: none"> <li>• There will be no mixed year assemblies, to ensure protective year group bubbles are not compromised.</li> <li>• Where movement around school is necessary staff and students will be reminded to social distance wherever possible.</li> <li>• Access, exit, break and lunch times will be staggered to reduce the number of students in an area at one time.</li> <li>• Where appropriate one-way systems have been adopted to minimise contact. One way areas will be clearly marked with arrows dictating direction.</li> <li>• If staff feel unwell at any time, they must remove themselves from the area immediately, informing their manager.</li> <li>• 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 will be enforced until they can be safely taken home.</li> <li>• 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.</li> </ul>				
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<p>Number of pupils in class</p> <p>Increased risk of contracting/spread of Coronavirus, Illness, Fatality</p>	<ul style="list-style-type: none"> <li>• <b>Where possible, classrooms will be carefully measured and marked out to maintain 2 metre social distance between the teaching staff and students, whilst not compromising fire safety routes.</b></li> <li>• Classrooms will be set out so students are not facing each other.</li> <li>• Where this is not possible e.g. dining-rooms, practical teaching areas, other socially distancing measures such as dividing screens will be put in place to provide alternative protection.</li> <li>• 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.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>
<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"> <li>• Staff rooms and other social areas will either be closed or set out to comply with 2 metre social distancing.</li> <li>• 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.</li> <li>• Pupil toilet and social areas will be monitored by staff to ensure social distancing is being practiced.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>

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Sharing equipment.  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<ul style="list-style-type: none"> <li>Where possible the sharing of equipment will be avoided, either by adapting / changing lessons, or instructing students to bring in their own equipment.</li> <li>Where the sharing of equipment cannot be avoided the equipment will be cleaned between class changes / before the equipment is re-used.</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>
Unsatisfactory Cleaning of site.  Increased risk of contracting/spread of Coronavirus, Illness, Fatality	<ul style="list-style-type: none"> <li>The cleaning regime will be reviewed and increased in proportion to the identified risk.</li> <li>As a minimum, areas are thoroughly cleaned at least once daily.</li> <li>High risk areas such as toilets, circulation &amp; social areas will be cleaned regularly throughout the day.</li> <li>Additional cleaning time / staff are being employed to provide these increased services.</li> <li>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.</li> <li>A new Trust COVID19 Cleaning Risk Assessment has been written by the Trust Estate Manager. This has been verbally discussed and printed copies delivered to the caretaking and cleaning staff</li> </ul>	3	4	<b>12</b>	<b>MEDIUM</b>

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	<p>directly employed by the Trust.</p> <p>This risk assessment and training will be reviewed in line with any changes made to individual school risk assessments. Where necessary additional training will be provided to caretaking and cleaning staff employed by the Trust.</p> <ul style="list-style-type: none"> <li>The Trust Estate Manager requested and received confirmation from external cleaning service providers of the additional risk assessments they provided in response to the COVID19 virus. Assurances have been given that training has been provided to their employees in line with these risk assessments.</li> </ul> <p>With the expected full return of staff and students the Trust Estate Manager will seek assurances that the increased risks have been reviewed and where necessary additional action and training will be provided. e.g. the return of cleaning staff who have not been at work since the lockdown or new staff who have been employed.</p>				
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Risk Assessment Matrix (Probability and Likelihood Scales)							
Severity Rating	Description	Likelihood rating					
		1	2	3	4	5	6
		Very Unlikely	Unlikely	May happen	Likely	Very likely	Certain or imminent
1	Delay only	LOW					
2	Minor injury, minor damage						
3	Lost time injury, illness, major damage	MEDIUM		HIGH		HIGH	
4	Major injury, disabling illness, major damage						
5	Single fatality, or permanent total disability	HIGH					
6	Multiple fatalities	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):