

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Lansdowne Primary School

Location: Lansdowne Primary School

Activity: COVID-19 Lansdowne

Date: 24/02/2021

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	X		5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK
A Lack of compliance of the rules by staff, pupils and visitors to site.	Headteacher and SLT to be aware of the most up to date regulations and government guidance, and regularly to disseminate to staff. All school staff to regularly remind pupils to wash hands and use anti-bacterial gel. Staff to embed hygiene routines into daily practice. Staff to ensure that children use the hand sanitiser station within the hall before eating. Staff to remind pupils to tell someone if they feel unwell. Signage on site to remind all adults regarding social distancing. Signage in classrooms as a visual reminder to 'catch it, bin it, kill it'. Staffroom and offices to be organised to ensure staff are not congregating. Masks to be worn by adults, in corridors and communal areas. School behaviour policy to be rewritten to take into account COVID-19. WEDUC used to update parent community.	2	4	8	
B Social gathering	Timings in school day to be staggered to avoid large gatherings. Signage around the site to remind parents/carers regarding distancing. Children to go straight to bubbles without congregating. Assemblies to be virtually via TEAMS, or in class bubbles. Parents events to be postponed until further notice. Playground / field to be segregated to prevent clashes and mixing of bubbles. Parent/carers meetings to be held on the telephone where possible and pre-booked at all times. SLT and safeguarding team to be present at drop off / collection times. Staff to adhere to the staffroom and office regulations, maintaining social distancing at all times. Wet play to be held in bubbles with supervision from 'bubble staff' to avoid mixing.	3	3	9	

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C	Transmission of COVID-19	<p>Bubbles will not be mixed. Increased cleaning routines to include pinch points for staff and children. Staff to be responsible for regular cleaning of classrooms during break and lunchtimes. Staff to ensure that cleaning monitoring sheets are completed after wiping down and cleaning at all cleaning points. Anti-bacterial gel to be used on entry to site by all persons. Anti-bacterial gel dispensers placed at regular intervals and pinch points. Pupils to have their own equipment. Equipment to not be shared between bubbles. Staggered playtimes and lunchbreaks to avoid mixing both staff and children. Considered routes in corridors when leaving classrooms for break and lunchtimes to reduce any potential mixing of bubbles. Fire drill protocols to be considered and adapted to reduce the potential mixing of bubbles. Allocated toilets for each year group bubble to reduce the risk of cross contamination. Staff to regularly wipe down pinch points in both children's toilets and staff toilets after use. Classroom desks in KS2 to be arranged for limited face on contact between children. If a pupil or member of staff tests positive for COVID-19, PHE advice followed re bubble closure and bubble to self-isolate for the required time. Regular hand-washing by all persons. Social gatherings to not take place - limited use of the staffroom and other communal areas. Appropriate use of PPE for intimate care. Visual reminders of social distancing to be around site. Bubbles to limit movement around site. Isolation room to be in place in the event of COVID-19 symptoms in children or staff. if the isolation room is used, it will be cleaned afterwards, in addition to the routine cleaning. Soap, tissues and anti-bacterial gel to be in all classrooms and offices checked and replenished daily by site team. In the event of a confirmed COVID-19 case, the bubble's classroom and toilets will be deep cleaned. All PE equipment to be cleaned between uses. All electronic devices for the children will be cleaned between uses. Staff are responsible for regular cleaning of their own electronic devices. Adults to adhere to social distancing measures. Masks to be worn by adults in corridors and communal areas. Staff are to wipe down the photocopier after use. Staff will ensure that windows and doors are opened where possible to ensure adequate ventilation.,</p>	2	4	8	
D	Safeguarding	<p>RA to be in place for key children inc. those classed as CEV. RA created for key staff members (CEV) 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. School lockdown procedures to be shared. Meetings to be held by the Safeguarding Lead / PSA will be pre-booked and seating spaced accordingly. The room will be cleaned by the member of staff after. If a child is isolating, first day calling / check in will be put in place. Should a bubble close and a child does not 'attend' the lessons, first day calling will happen.</p>	2	3	6	

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E	Visitors to site.	<p>Any visitor on site will be required to leave contact details within the school should a confirmed case occur within the school or from the visitor (details to be destroyed in 21 days).</p> <p>Catering and cleaning company have been issued with the Trust's RA and shared their own.</p> <p>Supply teachers, if used, to be briefed about safety measures in place in the school. Where possible, supply teachers to be kept consistent to reduce the number of different visitors on site.</p> <p>WEDUC will be used to communicate updates / guidance to parent community.</p>	2	3	6	
F	Welfare of staff and pupils.	<p>Absent staff through self-isolation or shielding 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 school to signpost staff to counselling service should it be needed.</p> <p>In the event of symptoms developing during the school day, adults will be sent home and follow the national guidance.</p> <p>In the event of a child developing symptoms during a school day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them (wearing PPE should 1m+ distancing not be possible.)</p> <p>Staff to be encouraged to complete the Virtual Collage - 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 a register of exposure to COVID experiences.</p>	2	3	6	
G	First Aid	<p>Asthma pumps / epi-pens to be kept in bubbles, and HCPs available for all staff.</p> <p>Any prescription / adult administered medicine to be stored in the front office as per usual.</p> <p>Parents / 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> <p>All class bubble first aiders to be given a first aid kit bag for duties and classroom use. First aider is responsible for replenishing stock. First aid record sheets and home slips to be kept in classrooms.</p>	2	4	8	

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ACTION PLAN

1-4 ACCEPTABLE

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17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	2	4	8		ongoing	All
B	Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		ongoing	All
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.	2	4	8		ongoing	All
D	Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	All
E	Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	All
F	Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	2	3	6		ongoing	All
G	Estates team to monitor stock of PPE. First Aiders to update if First Aid is getting low. Ongoing Reviews Headteacher to dynamically review and modify risk assessment where needed.	2	4	8		ongoing	All