

RISK ASSESSMENT – CORONAVIRUS

Company Name:	Pennine View School									
Date of Assessment:	1/09/2020	Review Date:	01/10/2020	Revision No:	4					
Persons Exposed:	Employees:	✓	Other Workers:	✓	Public / Visitors:	✓	Young Persons:	✓	Estimated total number of persons at risk:	150
	New / Expectant Mothers:			✓	Vulnerable Persons:	✓	Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19.
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>The school has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> The UK Government (UK Gov) (https://www.gov.uk/coronavirus), Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), Department for Education (DfE) (https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19), National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed.</p> <p>There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.</p>	1	5	5	It is strongly recommended that the PHE information poster be displayed in a location that staff can easily observe it. Click here for the poster	✓	

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Lack of Information to Children	4	5	20	<p>Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method.</p> <p>Children are being provided with specific information on hygiene during normal lessons.</p> <p>‘Bubble’ assembly delivered by Headteacher to share information.</p> <p>Children will be taught by staff how to wash their hands.</p> <p>Pastrol time provided to discuss any developments or concerns children may have.</p>	1	4	4 Low	None Required	✓	
Transmission of Virus / Hygiene	4	5	20	<p>All persons are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> washing hands with soap and water often – do this for at least 20 seconds. washing hands when you get home or into work. using hand sanitiser gel if soap and water are not available. covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. putting used tissues in the bin straight away and wash hands afterwards. not touching eyes, nose or mouth if hands are not clean. <p>All persons are instructed to take reasonable and proportionate steps to complete ‘social distancing’ wherever possible. This means maintaining a 2m or 1m plus wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>All learning spaces provided with a ‘safety box’ – hand sanitizer, disinfectant spray, blue roll, gloves, tissues.</p> <p>Wearing of masks is optional in communal areas – corridors, staff training and bubble assemblies.</p> <p>Staff completed Donning and Doffing training 02/09/2020/</p>	2	5	10 Moderate	Ensure that notices are displayed requiring all persons arriving on site to wash their hands.	✓	

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Transitioning to lessons – use of corridor spaces	4	5	20	<ul style="list-style-type: none"> Nationally infection rates amongst children is low. Guidance provides additional information with regards to face coverings. https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education Lower School pupils (bubble 1) will primarily remain within their corridor space. Where pupils need to transition to specialist lessons staff will provide reminders regarding social distancing. Hand washing will be completed at regular intervals throughout the day. Upper School pupils (bubble 2) will primarily remain within their corridor space. Transitioning to lessons is minimal due to the close proximity of each classroom. Staff will provide reminders regarding social distancing. Hand washing will be completed at regular intervals throughout the day. The wearing of face masks is optional for both staff and pupils. Signage clearly indicates direction of travel. 	2	4	8 Moderate	School will follow advice provided by PHE.	✓	
Home visits undertaken by staff – Transmission of the virus – leading to potential ill health & fatality	3	5	15	<ul style="list-style-type: none"> Home visits are only to be undertaken following a discussion with the Headteacher or Deputy Headteacher. Staff should use their own vehicle to get to the visit Once staff arrive they must knock on the door and step back to maintain social distancing It maybe possible to have a conversation with parents and pupil via an open window Lone working procedures must be adhered to at all times when undertaking home visits eg buddy systems, regular telephone contact with a member of SLT or School 	1	5	5 Low	<p>Under no circumstances should staff enter a family home.</p> <p>Concerns over a pupils welfare must be reported immediately to the Headteacher and DSL.</p>	✓	
Administering First Aid – Transmission of the virus – leading to potential ill health & fatality	3	5	15	<ul style="list-style-type: none"> If social distancing cannot be maintained when administering first aid, PPE appropriate to the circumstances eg gloves, face masks and eye protection(if necessary) should be be worn. PPE to be donned and doffed as per the training 2/09/2020 Wash hands and ensure the affected area is cleaned upon completion. All first aid waste and PPE should be disposed of by double bagging and put in the clinical waste bin. 	2	3	6 Low/mode rate	<p>For further inforamtion in first aid visit the government website</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>For staff providing first aid – this is category 2 PPE</p>	✓	

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Administering Medication– Transmission of the virus – leading to potential ill health & fatality	3	5	15	<ul style="list-style-type: none"> If social distancing cannot be maintained when administering first aid, PPE appropriate to the circumstances eg gloves, face masks and eye protection(if necessary) should be worn. PPE to be donned and doffed as per the training. Staggered times of administration of medicines should be implemented to prevent pupils from each bubble from mixing. Wash hands and ensure the affected area is cleaned upon completion. All first aid waste and PPE should be disposed of by double bagging and put in the clinical waste bin. 	2	3	6 Low/moderate	<p>If a child's care plan requires updating a virtual meeting (Teams, Telephone) should be arranged with a member of school staff, parents and a professional health worker (school nurse/epilepsy) to address any issues relating to the care plan.</p> <p>For staff providing first aid – this is category 2 PPE</p>	✓	
Providing intimate care – Transmission of the virus – leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> The virus that causes COVID-19(is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advise for schools, colleges and child care setting is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces. Any pupil who has an existing care routine which requires the use of PPE (gloves, aprons) should continue to receive care in the same way. If prolonged, close contact (within 2 metres for longer than 15 minutes) is necessary during intimate care, PPE should be worn (gloves, Apron, face mask). 	2	5	10 moderate	<p>Ensure that the school has a supply of face masks, aprons and eye protection for personal and intimate care, first and emergency use only.</p> <p>Ensure that face masks, shields, gowns specified for procedures by the school are sourced either by via Nexus MAT or DMBC.</p>	✓	
Lunchtimes – Transmission of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Pupils and staff should wash their hands before lunch. Classes allocated specific sinks and toilet areas. Food and drink should only be consumed in dedicated spaces. All cutlery, plates and cups are washed in between each sitting or separate sets are available. All persons should sit in their class group and within their bubble whilst eating. All catering staff should wear appropriate PPE clothing (gloves). Tables and chairs should be cleaned after use and in between each sitting. Parents must inform school of any changes to their child's dietary requirements. 	2	5	10 moderate	<p>All kitchen waster should be doubled bagged and put in the external waste.</p> <p>A seating plan should be in place in the dining area (when more pupils arrive back to school)</p> <p>Children should not mix with other groups.</p> <p>All tables and chairs should be cleaned with antibacterial spray.</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste.</p>	✓	

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	L	S			L	S			Yes	No
Breaktime – Transmission of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> At breaktimes ensure pupils are out within their bubble. Bubbles are not to mix at break or lunchtime. Adults on duty to provide regular reminders about social distancing. Pupils accessing toilets will need supervision by and adult. Restrict all contact sports and games. 	1	5	5 Low		✓	
Pupil toilets – Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Toilets allocated to specific class groups. Additional cleaning of all toilet areas commissioned from DMBC between 11.30am and 12.30pm No more than 2 pupils to access the toilets at any time. Staff member to accompany children to ensure correct hand washing. For children who require intimate care requiring hoisting and a changing bed please see 'providing intimate care' section 	2	5	10 Moderate		✓	
Class Sizes – Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Classes will remain together in their own class bubble and will be part of either Lower School or Upper School bubbles. Classroom should have windows open for ventilation and doors where this is safe to do so. Children should be seated side-by-side and facing in the direction of the teacher. Cleaning Products box is provided for each teaching space. Disinfectant to be used only by adults. Resources can be shared and must be wiped down after usage. Specialist Teachers will create sets of resources, where resources are sufficient, for each bubble. Tables and chairs will need wiping down after each class group has visited a lesson. Pupils only allowed back in school based on the guidance provided by the Government and the DfE. 	2	5	10 moderate		✓	

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Physical Education – Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Where possible staff are to maintain a safe distance between each other. Pupils must be encouraged to do the same where possible. Ensure hand santizier is available for staff and pupils and should be used a directed by the PE Teacher. All PE equipment must be wiped down after each class usage. Lower School and Upper School sets of resources will be available and should only be used by the appropriate classes. 	1	5	5 Low	Subject specific Covid Risk Assessment to be devised and shared with all staff.	✓	
Food Tech - Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Pupils seated side by side and facing in the direction of the teacher. Room size allows for adults to have sufficient space to move around the room Pupils wash hands as they enter the room Clean aprons to be worn Resources used are washed as part of the lesson. Tea towels used to be put in the washing machine and fresh tea towels used every class. Surfaces cleaned by pupils and adults as part of the lesson. 	1	5	5 Low	Subject specific Covid Risk Assessment to be devised and shared with all staff.	✓	
Art, DT, Science - Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> Resources where possible should be split into Lower School and Upper School sets. Resources wiped and cleaned after usage and in between each class group. Any shared resources should be cleaned frequently. 	1	5	5 Low		✓	
Out of School Trips – Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> School trips and visits can take place and must follow the schools Educational Visits policy and procedure. Person in charge must contact venues or providers prior to the visit to ascertain if any restrictions are in place which would prevent the visit from going ahead. Hygiene measures must be implemented when taking a class or pupils out of school. Hand sanitizer should be taken along with a set of PPE. School mini-buses can be used and after usage must be wiped down with disinfectant. Windows must be open on all journeys. 	1	1	1 Low		✓	

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Teaching & Learning in the Classroom – Transmisison of the virus - leading to potential ill health & fatality	4	3	12	<ul style="list-style-type: none"> • The group (protective social bubble) where possible should remain the same in terms of children and staff within it and staff. • Where possible staff are to maintain a safe distance between each other. • Pupils must be encouraged to do the same. • All persons are to use hand sanitizer upon entering classroom with hand washing to follow. • All resources, equipment etc should be cleaned on a daily basis with an antibacterial product. • Pupils to have their own zip wallet containing learning essentials ie pen, pencil etc • Used tissues should be double bagged and placed into the bin provided in the classroom. • All computers and ICT equipemnt should be cleaned after usage with an anitbacterial spray / wipe. • Strict hygiene rules to be implemented, all staff and pupils to to do the following: <ul style="list-style-type: none"> • Use hand sanitizer upon entry to school • Followed by washing hands • Wash hands if face is touched • Wash hands before eating • Wash hands after being to the toilet • Wash hands if sneeze or cough • Surfaces to be cleaned throughout the day 	1	5	5 Low		✓	
Use of RPI - Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> • Staff are discouraged from undertaking physical intervention. • De-escalation techniques should be used to try and calm situations. • Other pupils should be removed to an outside area, away from other groups, if the situation escalates. • Staff to observe from a safe space and provide time for the child to calm and contact parents if the situation is prolonged or is escalating or the child is placing themselves and others in immediate harm. 	1	5	5 Low		✓	

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Employee becoming unwell - Transmisison of the virus - leading to potential ill health & fatality	4	5	20	<ul style="list-style-type: none"> The symptoms of the virus are being communicated extensively through media outlets and government information and so it is likely that persons are aware of the virus and its symptoms. Employee must get a test so that further action can be taken if necessary. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ Employees are instructed to remain at home at the first onset of any symptoms. Employees are instructed to follow official Governemnt guidance on isolation procedures and the time that they are to remain away from school. If employees develop symptoms on site, they should collect all belongings, inform a member of SLT so that they can be sent home. They must seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe). Should staffing levels fall below what is required to maintain the safety for all advice will be sought from the Trust and Education Authorities on how to proceed. 	2	5	10 Moderate	<p>Senior Leadeship to remain vigilant for employees displaying the symptoms of COVID-19</p> <p>Any person who is tested and the result is negative can return to school.</p>	✓	

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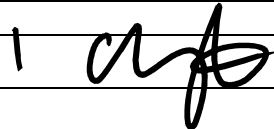
Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Pupil becoming unwell - Transmision of the virus - leading to potential ill health & fatality	3	5	15	<ul style="list-style-type: none"> • If any pupil becomes unwell with the symptoms of COVID-19 they must immediately go to the meeting room where they can be isolated behind a closed door with the windows open whilst parents are called to arrange collection. • Supervision must be provided at all times for pupils who become unwell whilst waiting for their parent to arrive to school. • If pupils waiting for collection require the toilet then they should use a separate toilet if possible and this will be disinfected using products available from the Office Managers Office. This must be done before anyone else can use the toilet area. • PPE should be worn by the supervising adult to include: aprons, gloves and face mask. If the pupil is spitting, vomiting or coughing then eye protection will be worn. • Parents to be advised to get a test for the child and inform school of the outcome. • Headteacher will contact the CEO and Public Health and must follow advice given. • The supervising person should wash hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left. • PPE clothing should be disposed and double bagged. It should be labeled with a date. This waste must be kept outside and can be disposed of 48hrs afterwards. • There should be no need for the supervising person to self-isolate following supervision of a pupil with symptoms unless they develop symptoms themselves or are contacted by Track and Trace. 	2	5	10 Moderate	Any person who is tested and the result is negative then can return to school as soon as required.	✓	
Confirmed Case of Covid-19	5	5	25	<ul style="list-style-type: none"> • If any pupil or employee tests positive for COVID-19, as a precautionary measure the class or group may be sent home and advised to self-isolate for 10 days. Advice will be taken from Public Health. • Parents and staff must informed the school if they are tested and the outcome is positive. • If 2 or more cases are confirmed within a 14 day period or there is a rise in sickness absence and COVID-19 is suspected the Headteacher will work with our local protection team. • Track and Trace notifications for all interactions. 	2	5	10 Moderate	Ensure the contact details for Public Health England are known. Doncaster Office: 01302 734581 https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	✓	

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Shielded persons	4	5	20	<ul style="list-style-type: none"> Children in line with Public Health advice should not attend school. Parents have a duty of care to inform school of any changes to medical needs or advice received from health professionals. Shielding will be paused on 1st August. If rates of disease rise in our local area shielded persons will be advised to shield. 	1	5	5 Low	<p>The school should ensure that medical records for children are updated and kept on file.</p> <p>Care Plans updated by a suitably qualified professional (ie nurse, consultant) for children.</p>	✓	
Housekeeping	3	5	15	<ul style="list-style-type: none"> Adequate supplies of cleaning materials are kept on site. Cleaning staff have been instructed to increase the frequency of cleaning wherever possible. DMBC to clean all toilet areas between 11.30am and 12.30pm Surfaces where regular contact is likely, such as door handles, tables etc. are being prioritised to ensure that they are cleaned. Housekeeping staff are trained in the correct use of cleaning equipment and chemicals. The building is subject to regular cleaning by trained and competent persons. If required a 'deep clean' is able to be requested. 	2	5	10	<p>A more regular inventory of the cleaning stock should be made to ensure that supplies remain adequate, especially if availability becomes restricted.</p> <p>Further information on cleaning visit the government's website: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Each classroom allocated a set of cleaning materials. Notices in place around entrance / exit, signing in as reminders to staff / visitors</p>	✓	
Contact with Others	4	5	20	<ul style="list-style-type: none"> Contact between other persons social distancing should be followed where possible. Cohorts of children will be kept together wherever possible so that there is not mixing of pupils or staff. Break-time areas allocated to ensure pupils do not interact with other pupils from the other bubble. Staff break time social distancing to be maintained. Outdoor spaces can be used as much as possible as a preventative measure as the transmission of the virus is less likely to occur externally. Staff Teams to monitor toilets, no more than 2 pupils at a time. Pupils have their zip wallet with appropriate stationary resources. Visitors to school must follow the school's hygiene routines. 	2	5	10 moderate		✓	
Emergency Procedures	3	5	15	<ul style="list-style-type: none"> The school has formulated an emergency plan to follow should closure be required. Employees have been made aware of the emergency plan. 	1	5	5	None Required	✓	

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Air Conditioning	2	4	8	<ul style="list-style-type: none"> Air conditioning systems are maintained by competent persons. Air conditioning systems used within the schools draw fresh air from outside and do not recycle used air. Air conditioning systems are fitted with good quality filters to reduce the likelihood for unclean air to be circulated. The filters are checked and replaced by a competent person where required. 	1	4	4	None Required	✓	
Visitors	4	5	20	<ul style="list-style-type: none"> Only essential visitors are permitted to attend school. All unessential visitors, meetings or appointments should be conducted through the use of teleconference or videoconference facilities. Visitors are instructed to wash hands on arrival at the site and when leaving. Visitors must follow the same infection control and hygiene rules as all other persons on site. If a visitor refuses to follow the school's policies in any way then they are to be removed from site immediately. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access. 	2	5	10	Ensure that information posters and notices are prominently displayed in reception areas.	✓	
Buses / parents accessing the site dropping off / collecting pupils	4	5	20	<ul style="list-style-type: none"> Parents to drop off child at 8.50am and collect at 3.00pm Parents advised to wait in their car. Buses to arrive from 8.50am and 3pm. Pupils to wait on buses until member of staff informs its time to alight the vehicle. No drivers / Escorts to enter the school building. Pupils entering the building will be provided with hand sanitizer and then follow a staff member to their class. As part of the morning routine pupils should wash their hands. 2 staff members will collect pupils from 3pm each day to transition to buses. Hand sanitizer will be provided to each pupil. 	2	5	10 Moderate	Information posters regarding social distancing are prominently displayed in reception. Social distancing markers are marked out on the pavement.	✓	

Name of Assessor:	Ian Clayton CMIOSH	Signature:	
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Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Likelihood						

Likelihood	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	

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Signing Sheet

By signing this document below, I confirm that I have read and understood the content of the risk assessment above. I understand that the company requires me to comply with all controls and policies described in the risk assessment and that failure to adhere to the contents may result in disciplinary action against me.

Name	Signature	Date