

<p style="text-align: center;"><b>North Lincolnshire Council</b></p> <p style="text-align: center;">www.northlincs.gov.uk</p>	Business Performance System (BPS)		Document Ref. No.	
	<h1 style="margin: 0;">General Risk Assessment Form</h1>		Author	
			Version	01
			Issue Date	26.04.17
			Review Date	24.02.21

Section 1: Assessment Details						
<b>Assessment No.</b>	19	<b>Directorate / Service:</b>	Primary Schools	<b>Location:</b>	The Grange Primary School	
<b>Assessment Date:</b>	01/09/2020	<b>Review Date:</b>	10/09/2020 14/09/2020	<b>Assessor/s Name:</b>	Larissa Thorpe	
<b>Activity to be Assessed:</b>	<u>Re-opening in September 2020 to all children during Covid-19 / Coronavirus outbreak</u>					
<b>Persons at Risk:</b> (Delete as appropriate)	<b>Employees</b>	<b>Children</b>	<b>Public</b>	<b>Contractors</b>	<b>Visitors</b>	<b>Others (Detail)</b>

Section 2: Key / Guidance			
<b>L</b>	<b>Likelihood</b> (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	<b>ER</b>	<b>Existing Risk</b> - Evaluation of the risk with existing control measure in place.
<b>S</b>	<b>Severity</b> (1 to 5) - See Section 6, Risk Factor Scoring Matrix.	<b>RR</b>	<b>Residual Risk</b> - Evaluation of risk following implementation of additional actions required due to unacceptable level of existing risk.

- Section 7 the Health and Safety at Work etc. Act 1974 places a general duty upon employees to take reasonable care for the health and safety of themselves and any others that may be affected by their acts and omissions and to cooperate with the employer to enable them to fulfil their legal obligations under the Act. Therefore it is important that employees fully understand and are able to comply with the contents of this risk assessment.

<b>Task Description:</b>	<p>Risk assessment for the possible transmission of Coronavirus / COVID-19.</p> <p>Written in conjunction with Department for Education advice that is updated daily, including:</p> <ul style="list-style-type: none"> <li>-What parents/carers need to know about schools, colleges and other education settings during the coronavirus outbreak</li> <li>-Coronavirus: implementing protective measures in education and childcare settings</li> <li>-Action for Education and childcare settings to prepare for wider openings</li> <li>-COVID-19: cleaning in non-healthcare settings</li> </ul>
--------------------------	---

## Section 3: Risk Assessment

Identify the Hazards:	How Could Harm Result from the Hazard:	Current Control Measures:	Existing Risk: (L x S = ER)			Additional Control Measures Required:	Residual Risk: (L x S = RR)		
			L	S	ER		L	S	RR
<b>COVID-19 – risk of contracting the virus.</b>	Exposure of COVID-19 through cross contamination	<b>UNWELL</b> -Minimise contact with individual who is unwell.	2	5	10	- In the event that a pupil or staff member becomes unwell with symptoms of COVID-19 then social distancing should be maintained. The child or adults must go home immediately. -Child removed from bubble. Medical room or large hall to be used until child is collected. Child taken to room, window opened, door closed so 2 metre distancing is in place until collection. -If this is not possible then the supervising adult should wear gloves, an apron and a facemask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn. -Advice will be given to staff/child to get tested. -We will follow DfE and LA guidelines on next steps for the class in which the child has been working in if there is a positive test.  The form below must be completed and H&S be informed when a positive case is confirmed. <a href="#">COVID-19 FAQs &amp; Guidance</a>  <a href="#">COVID-19 Notification Form</a>  <a href="#">COVID-19 Return to Work Form</a>  -No air conditioning units to be used. -Doors and windows to be opened where they can for good ventilation. -Room will be cleaned immediately after child leaves, staff member wearing appropriate PPE equipment.	1	5	5
		<b>PERSONAL HYGIENE</b> -Everyone to clean their hands often – thoroughly for 20 seconds.	2	5	10	-Additional sanitiser stations have been installed throughout. Ensure replacement sanitiser is available at all times. -Hands washed immediately on arrival, each	1	5	5

		<ul style="list-style-type: none"> <li>-Respiratory hygiene – catch it – bin it – kill it.</li> <li>-Children and adults are encouraged to not touch mouth, eyes and nose.</li> </ul>				<ul style="list-style-type: none"> <li>hour, before and after eating.</li> <li>-Children to go straight to their classroom on arrival.</li> <li>-Posters around school, in toilets and near all sinks to provide guidance on hand-washing method and length of time.</li> <li>-Teaching of hand-washing and sneeze/cough etiquette first thing each morning.</li> <li>-Disposable tissues to be provided.</li> <li>-Lidded bins to be provided in classrooms and other locations and double bagging for disposal.</li> <li>-Long hair (children and adults) should be tied back to avoid touching of the face.</li> </ul>			
		<p><b>USE OF PERSONAL PROTECTIVE EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>-The wearing of a face covering in school is not recommended by Government.</li> <li>-Face coverings must not be worn by young children or those with SEN as they may not be able to handle them as directed.</li> <li>-If staff feel they are safer wearing a mask, and they have read and follow the guidance on gov.uk relating to the correct wearing, then Governors feel that this is acceptable.</li> <li>-Any pupil who has an existing care routine, which requires the use of PPE should continue.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>-Ensure that the school has a supply of facemasks, aprons, gloves and eye protection (goggles or face shields) for emergency use.</li> <li>-Ensure staff know how to wear the PPE equipment.</li> </ul>	1	5	5
		<p><b>CLEANING</b></p> <ul style="list-style-type: none"> <li>-Clean surfaces regularly that are touched (including door handles, hand rails, desks, worktops, toys and electronic devices, etc)</li> <li>-Adequate supplies are kept on site and orders made early to ensure supply. Weekly stock check in place.</li> <li>-Cleaners trained on correct</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>-Additional cleaning of regular use surfaces and equipment. Each space has own cleaning equipment. Surfaces / equipment to be cleaned before a different person uses it.</li> <li>-Rota of some resources or allocated to one person (including toys, sports equipment, musical instruments, electronic devices) to ensure they can be left for set length of time for germs to die or be cleaned before next person uses.</li> <li>-Lunchtime supervisors to clean desks before</li> </ul>	1	5	5

		cleaning equipment. -Check and restock hand wash, tissues, hand towels daily.				children eat.			
		<b>SOCIAL DISTANCING</b> -Minimise contact and mixing. -Senior staff present and visible during the day.	3	5	15	-There is no longer the requirement that children should be 2m apart from each other. -Contact between other persons must be limited and social distancing (2m apart) should be followed wherever possible between adults. -Staff should maintain 2m distance from children where they can, they should avoid close face to face contact and minimise time spent within 1m of anyone. -Footprints on ground demarcating 2m distance to help children and parents on entry. -Routes set up and different doors to enter and exit. Signage in place to direct parents / carers -Staggered start and end to the day. Staff are present at the start and end of the day to ensure that areas are safe -Barriers in place for staff to greet children / parents from 2m distance - Desks and seating are positioned at a 2m distance from teaching position and all children facing in one direction. Children will stay in their allocated desk for most of the day. -No child movement out of classroom / toilet / playground allocated area. -Unnecessary items such as soft furnishings, soft toys, complex toys, have been removed. -Children and staff to stay with their allocated bubble and must not mix. -School dinner eaten in classroom and school meal to be brought to each room to minimise mixing. -Reduced capacity in school spaces, see posters near spaces (including offices, staffrooms, etc). -Rotas (staggered lunchtimes) in place and space allocated for outdoor spaces in zones. -Glass from reception to main office must stay closed. -Posters displayed throughout the school. -email to be used to communicate limiting the need to move round school. -No assemblies, concerts or groups joining	1	5	5

					together. -PE/Sports will resume as normal outdoors, no contact sports. Children will arrive in PE kit and remain in this for the day.				
		<b>MINIMISING CONTACT WITH RESOURCES AND SURFACES</b>	3	5	15	-Where safe to do so (internal doors and external doors), doors propped open to limit the number of door handles to be touched. -Each child and staff member to have their own supply of resources. -Equipment (computers, science, art, etc) will be cleaned thoroughly. -Reading books should be isolated for 72 hours before being placed back on the communal shelves. -Staff to bring own mugs, cutlery and crockery. School shared items removed for now. -Drinking fountains turned off.	1	5	5
		<b>MUSIC AND CHANTING</b>	3	5	15	-No singing, shouting and chanting. -Musical instruments will be cleaned thoroughly after use. -Brass and wind instruments will not be used / played in school.	1	5	5
		<b>FIRST AID AND MEDICATION</b>	2	5	10	-Each bubble has a first aid kit. -A pupil will be encouraged and instructed on how to clean their cut or change their own clothes etc. -If this is not possible then the supervising adult should wear gloves, an apron and a facemask for this situation only. If the child is coughing, spitting or vomiting, then eye protection should be worn. -No medication, other than inhalers or where it has been agreed under a medical plan, will be administered. -Children will self-administer their inhalers under supervision.	1	5	5
		<b>EMERGENCY EVACUATION PROCEDURES</b>	2	5	10	-In the event of the fire alarm sounding children and the member/s of staff from their 'Bubble' will leave the building by their designated external entrance/ exit and head to their 'Bubble' designated outside space where the register will be taken.	1	5	5
		<b>VISITORS TO SCHOOL</b> -Hygiene equipment provided where necessary.	3	5	15	-No parents/carers into school (communication via telephone / email only). -Only limited essential visitors to school	1	5	5

		-Where possible contractors are asked to come outside of hours when children are present.				permitted. -Signs up and parents informed. - video calling Zoom/Google Meet / phone will be used for essential meetings wherever possible.			
		<b>OFFICES</b> -Desks permanently fixed in main office. Staff are spaced as much as they are able to.				-Contact between other persons must be limited and social distancing (2m apart) should be followed wherever possible. -Number of people in offices has been limited according to size (see signs on entrance). -Desks and equipment will be cleaned before a new user (telephones, computers, etc). -All staff should use their own set of stationery.			
<b>Identify the Hazards:</b>	<b>How Could Harm Result from the Hazard:</b>	<b>Current Control Measures:</b>	<b>Existing Risk:</b> (L x S = ER)			<b>Additional Control Measures Required:</b>	<b>Residual Risk:</b> (L x S = RR)		
<b>Contingency Plans - future lockdown periods</b>	<b>Access to quality education provision</b>	<p><b>Google Classroom</b></p> <p>Google school with full access to Google Classroom and Google Meet.</p> <p>All children have personalised log on information to allow access from home for live lessons if necessary.</p> <p>School subscriptions in place for numerous online learning platforms in addition to this.</p> <p>Oak National Academy signposted on website.</p>	1	1	1	<p>- All online resources will follow the school's curriculum sequence and national curriculum that allows access to high-quality online and offline resources and teaching videos</p> <p>- All resources provided are of a very high standard and support remote learning</p> <p>- Tools available allow for online interaction, assessment and feedback; all staff have up-to-date training by an accredited Google Classroom trainer and Google expert leader in school</p> <p>- Printed resources will be available for pupils who do not have online access</p> <p>- For those with SEND who may not be able to access remote education without adult support, school will provide support/guidance for parents/carers to be able to support their child/ren. TGPS have a broad and ambitious curriculum that caters for all pupils individual needs.</p>	1	1	1

## Section 4: Further Actions

Detail Additional Control Measures Identified in Section 3

Action Ref:	Recommendation:	Responsible Person:	Target Date:	Close Out Date:

## Section 5: Review

Revision:	Reason for Review:	Reviewed By:	Date of Review:
001			
002			
003			
004			
005			

## Section 6: Risk Factor Scoring Matrix

<p><b>North Lincolnshire Council</b> www.northlincs.gov.uk</p>	Likelihood	Almost Certain	5	5	10	15	20	25	<p><b>1 to 5 = Low</b></p> <p><b>Accept the Risk:</b> No further actions required, if current control measures are used.</p> <p><b>6 to 12 = Medium</b></p> <p><b>Review the Risk:</b> Review the assessment(s) and ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.</p> <p><b>15 to 25 = High</b></p> <p><b>Unacceptable Risk:</b> Activity can not be progressed until actions taken to reduce the level of risk to an acceptable level.</p>
		High	4	4	8	12	16	20	
		Medium	3	3	6	9	12	15	
		Low	2	2	4	6	8	10	
		Improbable	1	1	2	3	4	5	
			1	2	3	4	5		
			Minor	Low	Medium	High	Major		
			<b>Severity</b>						

### Likelihood:

1	<b>Improbable</b>	Well managed and all reasonable precautions have been taken. Ideally, this should be the normal state of the workplace.
2	<b>Low</b>	Generally well managed however occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	<b>Medium</b>	Insufficient or sub-standard controls in place. Loss is unlikely during normal operation however, may occur in emergencies or non-routine conditions, (e.g. obstructed walkways or re-fresher training required).
4	<b>High</b>	Serious failures in management controls. The effects of human behaviour or other factors could cause an accident but is unlikely without this additional factor, (e.g. ladder not secured properly, oil spilled on floor or poorly trained personnel).
5	<b>Almost Certain</b>	Absence of any management control. If conditions remain unchanged there is almost a 100% certainty that an accident will happen, (e.g. broken rung on a ladder, live exposed electrical conductor or un-trained personnel).

### Severity, (Consequences):

1	<b>Minor</b>	Causing minor injuries, (e.g. cuts, scratches). No lost time likely other than for first aid treatment, superficial damage to assets
2	<b>Low</b>	Causing significant injuries (e.g. sprains, bruises, lacerations). Minor damage to assets, fixtures or fittings.
3	<b>Medium</b>	Causing temporary disability, (e.g. fractures). Some loss or damage to assets causing minimal disruption.
4	<b>High</b>	Causing permanent disability, (e.g. loss of limbs, sight or hearing). Loss or damage could cause some business disruption.
5	<b>Major</b>	Causing death to one or more people. Loss or damage is such that it could cause serious business disruption, (e.g. major fire).