


# Risk Assessment

## SCHOOL RISK ASSESSMENT –COVID 19

<b>School name and address: Knowleswood Primary School</b>		
<b>Activity / Environment Description:</b> COVID 19	<b>Date of Assessment:</b> 07/09/2021	
<b>Assessed by (name):</b> Clare Cosgrove <b>Approved by (name):</b> Noreen Dunn	<b>Date of Review:</b> 29.11.21	

Ref No	Hazard	Who is at risk?	Control Measures	L	S/C	Risk Rating with controls in place *see key overleaf
A. School Community						
A1	Unplanned visits	Visitors and staff in contact	<ul style="list-style-type: none"> <li>No access past office reception,</li> <li>Hand washing and hand sanitiser available in office reception area.</li> <li>Communication of access arrangements to visitor</li> </ul>	2	2	4
A2	Planned visits	Visitors and staff in contact	<ul style="list-style-type: none"> <li>Planned visitors only</li> <li>Visitors know timings and essential points in the day</li> <li>Visitors wear face covering around school.</li> </ul>	2	1	2
A3	Not everyone is aware of current guidelines/advice	School community	<ul style="list-style-type: none"> <li>Latest information shared with parents via text message.</li> <li>Links to LA information and support on school website under Covid-19.</li> </ul>	2	1	2
A4	The spread of infection in busy/communal areas	School community	<ul style="list-style-type: none"> <li>Adults wear masks in busy/communal areas unless exempt. Pupils can wear masks if they wish.</li> <li>Children sit with their own class peers at lunchtime.</li> <li>No family events held in school.</li> <li>No assemblies</li> <li>Hand sanitiser available for all children and staff</li> </ul>	2	1	2
B. Equipment, Facilities and Resources						

B1	Shared resources become a source of infection	All site users	<ul style="list-style-type: none"> <li>Shared resources are regularly cleaned</li> </ul>	2	1	2
B2	Items used regularly by staff spread infection	All site users	<ul style="list-style-type: none"> <li>Items several staff use are included in the 3x daily spot cleaning, for example microwave, kettle, and staff clean after use.</li> </ul>	2	1	2
B3	Light switches / exit buttons become source of infection	All site users	<ul style="list-style-type: none"> <li>All touch points cleaned 3x per day</li> </ul>	2	1	2
B4	Infection is spread through poor ventilation	All site users	<ul style="list-style-type: none"> <li>All ventilation equipment turned on</li> <li>Windows are open wherever possible</li> </ul>	1	1	1
B5	Inventory screen becomes an item that spreads infection	All site users	<ul style="list-style-type: none"> <li>Hand sanitiser available to staff</li> <li>Screen to be cleaned 3x daily</li> </ul>	2	1	2
<b>C. Cleaning and Hygiene</b>						
C1	Infection spread due to incorrect cleaning	All site users	<ul style="list-style-type: none"> <li>Correct chemicals used to clean school</li> <li>3 x daily cleaning of all touch points i.e. door handles / toilet flushers / light switches</li> <li>Clear cleaning routine each day</li> <li>All surfaces cleaned with Selgiene + (agreed locked cupboards)</li> <li>All shared equipment sterilised / cleaned</li> <li>Additional cleaners during the school day.</li> <li>Toilets cleaned throughout the day</li> <li>Cleaning record sheets around school</li> </ul>	2	2	4
C2	Site users not following good hygiene practices	All site users	<ul style="list-style-type: none"> <li>Site users must carry out good personal hygiene as per government guidance. To help prevent the spread of COVID-19, employees must:</li> <li>Wash your hands more often with soap and water for at least 20 seconds or use hand sanitiser gel/alcohol wipes if soap and water are not available.</li> <li>Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands.</li> <li>Wash your hands when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food handle packages and equipment.</li> <li>Avoid touching your eyes, nose and mouth with unwashed hands.</li> <li>Teachers to communicate this through circle time, communicated to staff through emails</li> </ul>	1	2	2

			<ul style="list-style-type: none"> <li>Parents encouraged and asked to wear a facemask when coming into school.</li> </ul>			
D. Different Times and Areas in the Day						
D1	Risk of Infection from Home Visits	Staff, Pupils, parents	<ul style="list-style-type: none"> <li>Essential home visits only ie Safeguarding reason</li> <li>When visiting a home maintain 2m distance from door</li> <li>Sanitise hands on return to school</li> <li>Home visits to be completed by two members of staff</li> </ul>	1	2	2
E. Health and Wellbeing						
E1	Anyone with significant vulnerabilities coming into contact with the infection	All site users	<ul style="list-style-type: none"> <li>Follow government guidelines</li> <li>Individual risk assessments as required – staff members have a responsibility to inform school of personal vulnerabilities</li> </ul>	1	2	2
E2	Child displaying symptoms	The child, group and group staff	<ul style="list-style-type: none"> <li>Follow attached flowchart use family room to isolate child</li> <li>Adult family member picks up from there</li> <li>Staff member to remain socially distant unless contact is needed – staff must wear a mask.</li> <li>If the child uses a toilet – the area will be cleaned immediately</li> <li>Room then cleaned with Selgiene+</li> </ul>	1	1	1
E3	Staff Wellbeing becomes a concern	Staff	<ul style="list-style-type: none"> <li>Employees' individual circumstances taken into consideration and reasonable adaptations to working patterns or conditions considered</li> <li>SLT to monitor wellbeing and be available to staff</li> <li>Risk assessment shared with all staff</li> <li>Individual risk assessment as needed</li> </ul>	2	1	2
E4	Staff have asymptomatic Covid-19.	Staff/pupils	<ul style="list-style-type: none"> <li>All staff offered LFD test kits to carry out twice weekly at home</li> <li>Positive results shared with school and all results reported to NHS.</li> </ul>	2	1	2

