

<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.	BPS 4.3.1.F1
	<h1 style="margin: 0;">General Risk Assessment Form</h1>			Author	CB, CL, RT, SE, AD, DL
				Version	05
				Issue Date	September 2020
				Review Date	October 2020

Section 1: Assessment Details							
<b>Assessment No.</b>	5	<b>Directorate / Service:</b>		Primary Schools	<b>Location:</b>		The Winterton Federation
<b>Assessment Date:</b>	29/09/2020	<b>Review Date:</b>		October 2020	<b>Assessor/s Name:</b>		Cheryl Baxter Cathy Logan Ros Taylor Suzanne Walton Adam Downs Dawn Lovatt
<b>Activity to be Assessed:</b>	School re-opening in line with current COVID-19 government guidance						
<b>Persons at Risk:</b> (Delete as appropriate)	<b>Employees</b>	<b>Children</b>	<b>Public</b>	<b>Contractors</b>	<b>Visitors</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 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>Lack of Hygiene Information to Children</b>	Pupils could become infected by the Coronavirus and consequently become ill.	1. Children are provided with information on the correct handwashing methods. This includes the use of posters in toilets, classrooms and at outdoor sinks to provide guidance on the correct hand washing method.  2. Hygiene posters such as 'Catch it, bin it, kill it' displayed in all areas of both schools.  3. Children are to be provided with specific information on hygiene during normal lessons.	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			
<b>Pupil Groups/Learning</b>	Persons could become infected by Coronavirus and consequently become ill.	1. It is recommended that EYFS children are grouped according to the staffing ratios as defined in the EYFS framework.  2. Pupils will be kept together, in their phase bubbles, wherever possible to ensure that there is no mixing of pupils. Current phase bubbles are to be Nursery and Reception phase bubble; Year 1 and Year 2 phase bubble; Year 3 and Year 4 phase bubble, Year 5 and Year 6 phase bubble. Adults, teachers, TAs, Midday Supervisors etc. across the Federation, will be assigned to phase bubbles and work exclusively within that bubble wherever practicable.  3. Desks should be spaced as far apart as possible, all facing the front of the classroom and in rows.  4. Unnecessary items will be temporarily removed from classrooms to provide additional space wherever possible.	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

<p><b>Use of Personal Protective Equipment</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<p>1. Whilst it is not recommended for young children or those with special educational needs to wear face masks, the Federation is offering a flexible approach and pupils are at liberty to wear face coverings in communal areas (apart from classrooms) should their parents/carers wish them to do so.</p> <p>2. Pupils will be responsible for the safe keeping of their own mask and the Federation accepts no responsibility for this.</p> <p>3. Any pupil who has an existing care routine which requires the use of PPE should continue to receive care in the same way. Any pupil who doesn't have an existing care routine and requires personal care provision, full PPE should be worn by the attending member of staff. Soiled clothing should be double bagged and, following contact with and permission sought from parents/carers clean school clothing can be given to the pupil.</p> <p>4. Staff will be supplied with a clear visor, which must be worn during contact time with children, with the exception of outdoor P.E lessons. It is the responsibility of staff members to keep their visors sanitised. Adults may wear any form of PPE in communal areas. Staff must be aware that there are some adults/children who are more at risk due to medical reasons and procedures must be strictly adhered to.</p> <p>5. In the event that a pupil becomes unwell with symptoms of COVID-19 then social distancing should be maintained and pupil placed in the specified quarantine area. The supervising adult should wear gloves, an apron and a face mask for this situation only. If the child is coughing, spitting or vomiting, then eye protection/face shield should be worn. Quarantine areas are to be kept supplied with PPE equipment at all times.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p>Unable to reduce ER further due to the severity of the virus potentially being death.</p>			
<p><b>Housekeeping</b></p>	<p>Persons could become infected by Coronavirus and consequently become ill.</p>	<p>1. Adequate supplies of cleaning materials are kept on site. Cleaning materials to be at all photocopiers and staff are to clean after each use. Cleaning products are available in all classrooms for use throughout the day.</p> <p>2. Surfaces where regular contact is likely, such as door handles, tables, signing in systems, light switches, chairs etc. are being prioritised to ensure that they are cleaned</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Cleaning staff have been instructed to increase the frequency of cleaning wherever possible and are trained in the correct use of cleaning equipment and chemicals.</p>	<p>1</p>	<p>5</p>	<p>5</p>

		<p>regularly.</p> <p>3. If required a 'deep clean' is able to be requested. Guidance on cleaning of non-healthcare premises in the event of suspected/confirmed cases has been shared with both caretakers.</p>				Unable to reduce RR further due to the severity of the virus potentially being death.			
<b>Pupils Becoming Unwell</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. If any child becomes unwell with the symptoms of COVID-19 (a new, continuous, cough or high temperature they will be moved to a room there they can be isolated behind a closed door whilst parents/carers are called to collect the individual.</p> <p>2. Supervision will be provided at all times for pupils who become unwell waiting for parents to arrive.</p> <p>3. If children waiting to be collected require the toilet then they should use a separate toilet to other pupils, if possible and this will be disinfected using normal cleaning products before being used by anyone else.</p> <p>4. If social distancing cannot be maintained (for example with young children or those with complex needs) then PPE should be worn by the supervising adult to include: gloves, aprons and face mask. If the child is spitting, vomiting or coughing then eye protection (goggles or face shield) will be worn.</p> <p>5. The supervising person should wash their hands thoroughly after contact with any person who is unwell and the affected area cleaned with normal disinfectant once the person has left.</p> <p>6. There should be no need for the supervising person to self-isolate following supervision of a child with symptoms unless they develop symptoms themselves.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			
<b>Employees Becoming Unwell</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. The symptoms of the virus are communicated extensively through media outlets and government information and so staff are aware of the virus and its symptoms.</p> <p>2. Employees are instructed to remain at home at the first onset of any symptom. Employees are instructed to follow official Government guidance on isolation procedures and the time that they are to remain away from school.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.			

		<p>3. If employees develop symptoms on site, they should be sent home to self-isolate and seek advice from NHS 111 (seek urgent medical assistance if symptoms are severe).</p> <p>4. If staffing levels become an issue advice should be sought from the Local Authority on how to proceed.</p>						
<b>Contact with Others</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Contact between other persons must be limited and social distancing (keeping 1m+ apart) should be followed where possible.</p> <p>2. Timetables will be modified to ensure that breaks, assemblies and drop-off/collection times are staggered to reduce the number of parents/carers on both school sites at any one time. Allotted time slots must be adhered to at all times. There are one-way systems operating in both schools which are clearly marked and personnel in place to direct all persons accessing the Federation campus'.</p> <p>3. Outdoor lessons will be used where possible as the transmission of the virus is less likely to occur externally. Outside areas will be accessed, wherever possible, directly from classrooms using external doors to minimise use of corridors. If safe to do so, internal fire doors may be propped open to limit the number of door handles being touched. Fire doors will be secured at the end of each day.</p> <p>4. Only one pupil at a time to leave the classroom to use the toilet. Toilets will be monitored.</p> <p>5. The use of shared resources will be reduced, especially those that are normally taken home.</p> <p>6. Pencil cases have been purchased for each child containing stationery and other equipment, which should not be shared with other pupils.</p> <p>7. If equipment is shared, then this will be cleaned thoroughly and regularly.</p> <p>8. Both school offices will remain closed until it is considered safe to re-open them. Instructions are displayed on external doors instructing visitors how to contact each school.</p> <p>9. There will be no parental contact with staff at the start and end of the school day. Parents/carers have been informed of the ways to contact each school, either by</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.		

		<p>email or telephoning the school office.</p> <p>10. Only essential meetings will be carried out with parents/carers or any external services within the premises. Where possible, meetings will be conducted by video call or via telephone conversations.</p>						
<b>Breaktimes</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. Children at the Junior site may use all outdoor play apparatus. At the Infant site, EYFS may use the slide and all children may use the Dino Wall. Bubbles will be allocated specific days for using apparatus. All apparatus will be cleaned at the end of each day.</p> <p>2. Breaktimes have been staggered to avoid unnecessary contact with other bubbles.</p>	1	5	5			
<b>Lunchtime</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. There is a staggered lunch for all pupils across the Federation.</p> <p>2. Tables are organised in rows and all pupils face the same way.</p> <p>3. There are specific staff members allocated to each bubble who clean the tables and chairs between each sitting.</p> <p>4. Pack up boxes are stored with the pupils at their desks and brought into the dinner hall by the pupil. When empty these are either stored in a trolley and returned to the classroom by the midday supervisor or pupils themselves.</p> <p>5. Phase bubbles have been allocated their own play area and time slot for play.</p> <p>6. Staff bubbles have been allocated specific staffrooms for breaks, lunches and marking.</p>	1	5	5			
<b>Visitors</b>	Persons could become infected by Coronavirus and consequently	<p>1. Only essential visitors should be permitted to attend school.</p> <p>2. Any visitors entering school premises and use the Inentry electronic visitor management system will be notified that their data may be shared with PHE in the event of a Covid outbreak at our setting. Cleaning materials to be at Inentry systems and staff are to clean after each use.</p>				<p>All unessential visitors, meetings or appointments should be postponed, or the use of teleconference or videoconference facilities should be considered.</p> <p>Unable to reduce RR further due to the severity of the</p>		

	become ill.	<p>3. Visitors are instructed to wash hands/use hand sanitiser on arrival at the site and when leaving.</p> <p>4. Visitors must follow the same infection control and hygiene rules as all other persons on site.</p> <p>5. If a visitor refuses to follow the Federation's policies in any way, then they are to be removed from site immediately.</p> <p>6. Any visitors who display symptoms of the virus on arrival at the site will not be permitted access.</p>	2	5	10	virus potentially being death.	1	5	5
<b>Transmission of Virus/Hygiene</b>	Persons could become infected by Coronavirus and consequently become ill.	<p>1. All persons on school premises are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> <li>washing hands with soap and water often – do this for at least 20 seconds;</li> <li>washing hands when you get home or into work;</li> <li>using hand sanitiser gel if soap and water are not available;</li> <li>covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing;</li> <li>put used tissues in the bin straight away and wash hands afterwards;</li> <li>do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>2. All persons are instructed to obey 'social distancing' wherever possible. This means maintaining a 1m+ separation wherever practicable.</p> <p>3. Supplies of soap and hand sanitiser are available for use. 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>4. Soft furnishing, or difficult to clean objects, are to be removed from classrooms temporarily.</p> <p>5. Bins will be emptied regularly and double bagged, especially those used for disposing of tissues.</p>	2	5	10	<p>Any persons testing positive for the virus must self-isolate as per current government guidelines.</p> <p>Unable to reduce RR further due to the severity of the virus potentially being death.</p>	1	5	5
		1. The Federation has formulated an emergency plan to follow should closure be required.							

<b>Emergency Procedures</b>		<p>2. Employees have been made aware of the emergency plan.</p> <p>3. In the event of fire evacuation all staff and pupils exit the building, remaining in their bubbles, and gather at their designated muster points, following social distancing rules at all times.</p>	1	4	4			
<b>Confirmed Case of COVID-19</b>	Risk of transmission of Coronavirus to other persons in school	<p>1. If any pupil or employee tests positive for COVID-19, the rest of their 'bubble' will be sent home and advised to self-isolate for 14 days. The DfE's coronavirus helpline number will be contacted (0800 0468687) for advice on what further action is needed based on the latest public health advice.</p> <p>2. The relevant COVID-19 self-isolating forms will be completed on TOPdesk and Health and Safety will be notified.</p> <p>3. Any person who is tested and the result is negative, or who has self-isolated for 14 days with no symptoms can return to school as soon as required.</p>	1	5	5	Unable to reduce ER further due to the severity of the virus potentially being death.		

### 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	Full opening of school	SLT	01.09.2020
003	Change to lunchtimes	SLT	14.09.2020
004	Change to government guidance on reporting confirmed cases	Cheryl Baxter	18.09.2020
005	Change to allow pupils to use the play apparatus	SLT	28.09.2020

## 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	<div style="background-color: green; color: black; padding: 5px; text-align: center; font-weight: bold;">1 to 4 = Low</div> <p style="text-align: center; font-size: 0.8em;"><u>Accept the Risk:</u> No further actions required, if current control measures are used.</p> <div style="background-color: yellow; color: black; padding: 5px; text-align: center; font-weight: bold;">5 to 8 = Medium</div> <p style="text-align: center; font-size: 0.8em;"><u>Review the Risk:</u> Review the assessment(s) to establish if further measures could be implemented</p> <div style="background-color: orange; color: black; padding: 5px; text-align: center; font-weight: bold;">9 to 12 = High</div> <p style="text-align: center; font-size: 0.8em;"><u>Reduce the Risk:</u> Ensure additional control measures are implemented to reduce the level of risk prior to carrying out activity.</p> <div style="background-color: red; color: black; padding: 5px; text-align: center; font-weight: bold;">15 to 25 = Very High</div> <p style="text-align: center; font-size: 0.8em;"><u>Unacceptable Risk:</u> 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		
			Severity						

### 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).