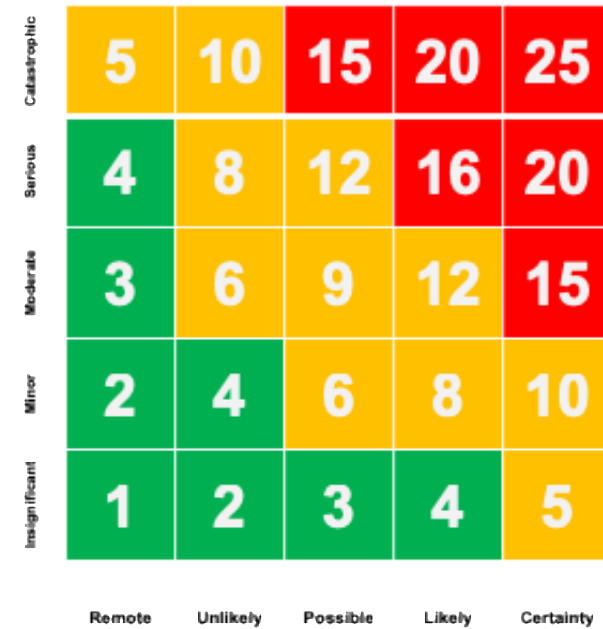


<i>Score</i>	<i>Probability</i>	<i>Impact</i>
<i>1</i>	<i>Remote</i>	<i>Insignificant</i>
<i>2</i>	<i>Unlikely</i>	<i>Minor</i>
<i>3</i>	<i>Possible</i>	<i>Moderate</i>
<i>4</i>	<i>Likely</i>	<i>Serious</i>
<i>5</i>	<i>Certainty</i>	<i>Catastrophic</i>



For example – A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of 4x5 = 20. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to 1x5= 5.

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. We will use a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)



Risk appetite

The term risk appetite describes the readiness to accept risks and those risks it would seek to reduce. The risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix above. Above this threshold, we will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, we will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises. We will adopt one of the 3 risk responses outlined below:

Assume Treated (or Mitigate)	Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
Treat (Transfer)	The risk is transferred to a third party, for example through an insurance policy.
Tolerate	We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Swanland Education Trust – Workplace COVID 19 Risk Assessment



School	Hook CE Primary School	Date of Assessment	20/05/2020
The number of children on the premises	213	Shared Setting	
Assessor	Caroline Ainley	Review Date	Monday 8 th June (daily review) 20/08/2020 28/09/2020 31/10/2020 11/10/2021
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate)	All School Staff, Children and Families

P = Probability; I = Impact; RR = Risk Rating

Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
Infection								
Risk of contracting COVID-19 from shared resources	4	5	20	<ul style="list-style-type: none"> Each teaching bubble within school will have allocated resources that are not shared with other bubbles within school. All hard surfaces to be wiped prior and after use, such as telephones, computer keyboards and touch screens. Children to not bring in personal items where possible. Class Bubbles to limit the areas of the school that are used. 	<ul style="list-style-type: none"> Children will be allocated their own resources to work with such as stationary. Anything that has to be shared must be cleaned between use by different people. We will give disinfectant spray and disposable paper to all 'bubbles'. Cloths, gloves, face shields and aprons will be available in the medical room. Members of staff will be able to do any photocopying that is needed. We ask that 	2	5	10

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
			15	<ul style="list-style-type: none"> Limit the number of staff who use equipment such as the photocopier and laminator etc. Access to hand washing facilities, with access to soap and warm water. 	<p>everyone wipes down the photocopier after use. Please limit the amount of visits to the photocopier where possible.</p> <ul style="list-style-type: none"> All classrooms have sinks and will have a plentiful supply of soap and handtowels. Lidded bins will be provided for tissues Each group must have their own outdoor equipment that they keep with their bubble and do not share across the groups. It must be cleaned at the end of the day. Any PE resources used should be cleaned before returned. Anything that cannot be cleaned with disinfectant should not be used. Staff should use their own pots and cutlery to eat and drink from. These should be stored away from the staffroom to avoid others using them. A tea towel will be provided for each bubble. 			10
Risk of contracting COVID-19 from travelling to and from school	3	5	15	<ul style="list-style-type: none"> Staggered start and end times for each bubble within school. Request only one parent per sibling group drop off and pick up where possible Separate exits and entrances where possible for bubbles within school. Signage and social distance measures in place for drop off and pick up of children. 	<p>Adults entering the playground will be asked to wear masks</p> <p>Each class is given a window of time to arrive at school, the older children will be encourage to come into the playground and their classrooms independently where possible. The EYFS and Key Stage 1 classes have blue markers spaced 2m apart for the parents and children to line up on.</p>	2	5	10

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR PxI			P	I	RR PxI
				<ul style="list-style-type: none"> No parents to enter the school building. 	<p>Where there are siblings with different start times, the parents are asked to use the cross over times to drop off. Where there is a family whose children’s start times do not cross over, the child with the later start time will be asked to wait in the hall and arrive through the main entrance.</p> <p>When bringing a child to Reception, Year 1 and Year 2 the parents will be advised that they need to stand with them on the spot. Where possible this will be the adult and the child attending school. If the parent has to bring another sibling with them at drop off/pick up time they too must stand with the family group on the spot. A member of staff will stay inside the classroom to ensure the children wash their hands on entry to the building.</p> <p>Any essential contractors asked to sanitise their hands as they enter school. The contractor will be given a sticky visitor label and office staff will sign them in.</p> <p>Where possible, SLT will be outside during these times to encourage social distancing.</p> <p>Signage for the entrances to school.</p> <p>Staggered start and finish times shared with parents and staff:</p>			

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR PxI			P	I	RR PxI
			15		<p>Parents will be advised that they will need to prepare their child for a no contact handover. If it is necessary for contact, staff will put on PPE in order to do so.</p> <p>Children attending before or after school clubs will arrive via the main entrance. If their classes are open they will be permitted to go to their classrooms straight from the main entrance. If their classes are not open, they will go the hall to wait. The younger children will be escorted by an adult to their classroom.</p>			15
Risk of contracting COVID-19 from moving around the school building	3	5	15	<ul style="list-style-type: none"> • Staggered lunch and playtimes for each bubble. • Bubbles to limit the amount areas of the school that is used. • Limit the numbers of staff using shared areas such as staffrooms and offices. • Schools should consider operating one-way systems, if required, for shared areas such as corridors and stairs. • Allocate toilets to specific bubbles and protocols – number of children using at once and consider supervision etc. • Ventilate the building – open doors and windows where possible. • Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’. 	<p>Lunches to be eaten in the classrooms. Tables to be wiped before lunch.</p> <p>Children not allowed to deliver messages etc. All messages sent through Scholar Pack.</p> <p>Any staff member from outside of the bubble should wait at the entrance to the classroom and deliver the message from a 2-metre distance.</p> <p>Classes should avoid using ‘Shared Areas’ for the children to work in or collect resources from. The quiet rooms need to be timetabled between the two adjoining classes and cleaned when the classes swap (preferably not swapping in the same day), wet bays should just be used by</p>	3	5	15

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
				<ul style="list-style-type: none"> • Display posters throughout the school. 	<p>adults for collecting resources and not be used a working area for children.</p> <p>The hall can be used for PE activities for one class at a time but any equipment, including gym mats would need to be wiped down after use. PE should be done outdoors where possible. The girls changing room should be used by Year 6 girls only. Classes should move around the school to their PE activities as a whole class supervised by adults. Any PE activities outside should take into account the playtime timetable.</p> <p>Strict handwashing regime whenever someone enters or leaves room or after any cough or sneeze.</p> <p>Avoid allowing the children to use the main corridors in school where possible other than lunch time, and for some pupils, the start and end of the day. A plastic jug can be filled by an adult to refill the children’s water bottles in the day.</p> <p>Sanitiser will be placed in communal areas for people who are unable to hand wash immediately. Staff room usage limited. The boiler and the kettle will be set up. No more than 5 people in the staff room at once and staff should only visit offices when necessary and then stay masked and</p>			

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
					<p>2 metres apart for a limited time but no more than 15 mins.</p> <p>Please use the antibacterial spray and blue paper to wipe down surfaces after use.</p> <p>Each class will use their own toilets and will not be allowed to go into another classroom to use the toilet or collect resources. In the staff toilets, any touched surfaces should be wiped down after use. The lights should be left on to avoid touching the light switch which should not be wiped down regularly.</p> <p>. Minor first aid to be dealt with in own classrooms. And recorded on photocopied record sheet. Report to parents in the usual way using a slip. Any more serious incidents will be dealt with by Mrs Lewis or Mrs Brookes who will wear PPE if close contact is required.</p>			
Risk of contracting COVID-19 from direct contact with others.	4	5	20	<ul style="list-style-type: none"> Classrooms, where possible, to ensure social distancing through layout of furniture etc. Consider social distancing within bubbles at lunchtime and playtime. Where possible, children and staff to remain within their allocated “bubbles”. 	<p>During the January/February Lockdown, class sizes must not go over 15 to reduce the numbers of families mixing.</p> <ul style="list-style-type: none"> Although outside doors must remain locked when the children are in the classroom, windows must be open as much as possible to encourage ventilation. Children should have a break from the classroom after no more than 1 hour and while 	3	5	15

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR PxI			P	I	RR PxI
				<ul style="list-style-type: none"> • Access to handwashing facilities, including soap and ensure frequent handwashing across the school day for children and staff. • Limit face to face meetings between staff; if essential, these should be conducted at distance or virtually. • Consider leaving doors propped open to prevent handles being used (not fire doors). 	<ul style="list-style-type: none"> • the children are out the classroom must be fully ventilated. • Doors handles must be regularly cleaned throughout the day, especially after use such as playtimes. • Equipment provided to regularly clean areas of use including, doors, sinks, tables • Staff advised to wipe areas down at each break time. • A member of staff will be assigned to wipe down communal areas on a regular basis throughout the day • Children will be advised regularly about social distancing and how to play without touching – they will be reminded if they stop doing this. They will be able to play with each other but socially distance as much as possible e.g. no hugging/ touching. • Playtimes will be staggered and zones used to avoid the same areas being used by different children. • Children should be sat at tables facing in the same direction unless this is too detrimental to the learning for the children. This is not an expectation in Early Years or Key Stage One. • Parents will be advised to send their children in with sunscreen and sunhat and shoes and 			

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
			20		clothing that they are able to put on their selves. • Personal care after a toileting accident will be undertaken by the child where possible or an adult wearing full PPE. • Adults will be attached to a bubble and should avoid mixing between the bubbles. Staff will not be able to move across the bubbles to cover absence. If a supply teacher cannot be used, potentially the bubble may need to asked to stay off until the bubble can be staffed safely.			20
Infection Risk of contracting COVID-19 from surfaces.	4	5	20	<ul style="list-style-type: none"> • Increased level of cleaning. • All surfaces to be thoroughly cleaned at the end of each day, including door handles etc. • Full deep clean of areas where confirmed COVID-19 has been identified. 	<ul style="list-style-type: none"> • Cleaning equipment in order to wipe surfaces provided for staff to use throughout the day. • Children will be given their own school equipment. • Catch it, Bin it, Kill it approach to coughs and sneezes constantly reinforced. • Lidded bins in classrooms for tissues. • Anti-bacterial wipes/spray placed near all copiers and phones to wipe down equipment after use. • Parents will be asked to not send equipment into school such as book bags. Reading will be done through the online resource until further notice. 	3	5	15

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
Risk of contracting COVID-19 from a child or adult displaying symptoms	4	5	20	<ul style="list-style-type: none"> • Allocation of a room/space within the building for isolation of individual displaying symptoms. • Child/staff member to return home at the earliest opportunity. • Supervision, until child/adult leaves the building, to be done at distance where possible and with appropriate PPE. • Individuals to report any family members who are displaying signs of COVID-19. • Child and staff members to not enter the building if they display signs of COVID-19. • Deep clean of areas used by individuals who display symptoms. • Individuals bubble to not return to work if symptoms of individuals are confirmed as COVID-19. 	<ul style="list-style-type: none"> • Library to be used as an isolation room. • If a child or adult is sent home as they are displaying symptoms they must be asked to arrange a test. All of the parents of the children in that bubble will be contacted and informed. If the test is positive, all of the members of the bubble must go home and self isolate for 14 days. • If a member of staff is contacted through the test and trace system, they must inform a member of SLT immediately. • If a child or member of staff has a member of their household that displays symptoms, that child or staff member must stay off school until either a negative test result or after 14 days of symptoms starting. 	3	5	20
Risk of contracting COVID-19 from a child who requires medical attention and or personal care.	3	5	15	<ul style="list-style-type: none"> • Staff to use appropriate PPE when attending to individuals who require care. 	<ul style="list-style-type: none"> • Face shields provided for those who require them at any time • Aprons to be worn when first aiding. • Gloves to be used, binned after use, bags tied and disposed of immediately after use • All areas to be cleaned with antibacterial wipes after use. • Ice packs to be collected from/returned to freezer by staff member, covers must be put in 	2	5	10

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
			15		the washing machine to be washed at the end of the day.			15
Risk of delayed evacuation of the building due to COVID-19 changes within school.	3	5	15	<ul style="list-style-type: none"> • Schools to reconsider and rewrite evacuation policy (if required) • Within the first week of children returning schools, practice fire drills to take place. • Schools to review evacuation procedures as and when more year groups start back at school. This needs to be followed up with a practice drill, if changes have been made. • Children, where possible, to congregate at muster points observing social distance. 	<ul style="list-style-type: none"> • Registers will be provided each day. • On first day back, children to practise the fire drill (without a bell) to be made aware of how to exit from the room they are in. 	2	5	10
Risk of Health and Safety breach in areas or schools closed for periods of time due to COVID-19.	3	5	15	<ul style="list-style-type: none"> • Check that all usual building checks have been completed and are up to date. 	<ul style="list-style-type: none"> • Water checks and have continued to take place • Fire Alarm check to be completed on first day. • Deep clean in all classrooms and kitchen has taken place • Maintenance has continued to take place during Lock Down 	1	5	5
Risk of staff, children and any visitors not adhering to procedures	4	4	16	<ul style="list-style-type: none"> • Ensure all staff have seen and understood COVID risk assessment • Place adequate signage around school for staff, parents and children to adhere to. • Place distancing measures on playground etc if required (markings) 	<ul style="list-style-type: none"> • SLT to mark areas for parents to wait at. • Regular reminders for staff and children (daily) • Staff take an approach where they are confident to question others when correct protocol is not taking place • Front door will be kept locked and no parents allowed into school at any time 	2	4	8

Swanland Education Trust – Workplace COVID 19 Risk Assessment



Hazard Identified Area of Risk	Before Control Measure			SET Control Measures	School Specific Measures	After Control Measure		
	P	I	RR Pxl			P	I	RR Pxl
			16		<ul style="list-style-type: none"> • Arrange for contractors to attend when school has minimal staff/children present whenever possible. 			16
Risk of impact of COVID-19 on staff wellbeing	4	4	16	<ul style="list-style-type: none"> • Arrange how staff can raise concerns regarding their health and wellbeing with you. • Plan and agree staff expectations, workload and flexible working arrangements to support and reassure staff. • Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF so you can share this with staff. • Timetable regular breaks for staff. • Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime. 	<ul style="list-style-type: none"> • 2 members of staff at least in each bubble in order for staff to have appropriate breaks. • Staff to telephone or email Caroline with any private information. • Continue to provide Tea and Coffee for staff. 	4	4	16

Out of school day visits are now permitted by the DFE and should be considered carefully when planning your topics. Things to consider will include:

- Does the venue have a specific assessment for COVID and is this in line with the schools risk assessment?
- Is the visit mainly outdoors or indoors and will it be open to members of the pupil at the same time your class is visiting?
- What visits have the class done in previous year groups? If it is similar to a previous visit, will the gains be worth the risk?

If you are considering visitors into school, the same questions apply. Always talk to the Educational Visits Coordinator when planning a visit and complete the specific risk assessment for the visit on Evolve. Remember, any visits with a dangerous element need to be approved by the East Riding through Evolve.