

# Osborne School Risk Assessment

<b>School:</b>	Osborne	<b>Location:</b>	Various	<b>Assessment Date:</b>	June 2020
<b>Operation:</b>	Generic COVID 19	<b>Completed by:</b>	Sonia White Yvonne Stead	<b>Review Date:</b>	July 2020

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE	Responsible Person
<p>Outbreak of Coronavirus COVID-19</p> <p>Risk to: All persons High</p> <p>The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever.</p> <p>Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death</p>	High	<p>Review latest Government / World Health Organisation guidance and update as required</p>	Medium	<p>Continue to review the measures in this risk assessment making changes promptly where required.</p>	On-going	SW/YS
<p>Communications / Educate staff</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Educate staff via regular communications without causing panic.</p> <p>Covid-19 management plan, send emails or display posters, perform team briefs outlining the current situation and any updated Government advice.</p> <p>Promote good hand and respiratory hygiene, promoting infection control procedures.</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required</p> <p>Consideration should be given to the displaying of posters on "cough etiquette", hand and respiratory hygiene</p>	On-going	SW/YS
<p>Good Personal Hygiene</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately.</p> <p>Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT</p> <p>Persons should wash their hands at least every 60 minutes using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc.</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required</p> <p>Ensure there is a ready supply of hot water, soap and also paper towels</p> <p>On-going monitoring by management</p>	On-going	SW/YS All Staff
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk of: Flu-like symptoms, Pneumonia, Breathing difficulties, Death</p>	High	<p>A staff member who is experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain), or who has had close contact with someone experiencing these symptoms, must not come to work.</p> <p>The staff member should contact their GP / Government helpline</p>	Medium	<p>If anyone becomes unwell (staff or student) with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved to a room where they can be isolated behind a closed door and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. PPE should be worn by staff caring for the</p>	On-going	SW/YS All Staff

<p>Risk to: All persons</p>		<p>to notify them of their travel, current status and to receive further advice. The staff member should then contact the Headteacher or Business Manager and update them in relation to their condition and advice they have been given. If the staff member is advised by medical professionals to self quarantine, they must do so, and only return to work when the incubation period is over, and symptoms have gone.</p> <p>If a staff member becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and contact their manager or a member of management with immediate effect.</p> <p>The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc.</p> <p>The working area of any staff member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a “deep clean” in accordance with Government guidance.</p> <p>All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for Coronavirus. However, the individual’s identity will not be disclosed during any communication / updates to staff.</p>		<p>child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). If a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home - A fluid- resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		
<p>Persons returning from travel in a High-Risk area</p> <p>Risk of: Infection control</p> <p>Risk to: All persons, including work colleagues</p>	High	<p>Employees must follow Government advice if they have returned from travel to any of the “high-risk” areas (as defined by Government). This advice includes the requirements for the individual to “self quarantine” if they have returned from a high-risk area within the last 14 days, even if they do not have any of the symptoms. The individual should liaise with their GP, call the Government helpline to notify them of their travel, current status and to receive further advice. Osborne School will also advise the individual not to return to work until after the incubation period is over and any symptoms have gone.</p>	Medium	<p>Review latest Government / World Health Organisation guidance and update as required</p>	On-going	SW/YS
<p>Limit work trips / no travel to high risk areas</p> <p>Risk of: Increased exposure, Infection control</p> <p>Risk to: Staff member travelling, all persons</p>	High	<p>The Government will provide advice in relation to areas where persons are advised not to travel at present. This advice is updated on a regular basis. Osborne School will monitor this advice and adhere to it as required. Consideration will also be given to work trips, with all nonessential trips reviewed and decisions made as to whether the trip will be postponed on an</p>	Low	<p>Review latest Government / World Health Organisation guidance and update as required.</p> <p>Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance with Government guidance</p>	On-going	SW/YS

		individual basis, taking circumstances at the time into consideration i.e. purpose of trip, area of travel, methods of travel, infection control procedures etc Staff members would be asked to inform their manager of any forthcoming travel plans, prior to travel, including personal travel.				
Higher risk groups  Risk of: Infection control  Risk to: Elderly, Pregnant women, Pre-existing medical conditions	High	Consideration must be given to allowing high-risk individuals to work from home, particularly if there are coronavirus cases confirmed near the workplace. The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high – risk individuals	Medium	Review latest Government / World Health Organisation guidance and update as required  Persons within the high-risk categories, including those over the age of 70 have been advised to self isolate for a period of 12 weeks, starting from 20th March 2020.	On-going	SW/YS
Internal cleaning  Risk of: Infection control  Risk to: All persons	High	A cleaning regime is in place within school, with dedicated cleaning personnel in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned daily. Staff are encouraged to disinfect their workstations/classrooms during the day, particularly after eating and returning from the toilet.	Medium	Provide staff and parents with clear information about the cleaning that is taking place on a regular basis and after known/suspected infections according to guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>  Regular cleaning to World Health Organisation standards  Additionally:  Surfaces that children touch during the day such as toys, books will be cleaned as often as possible throughout the day  Surfaces that children/everyone touch during the day such as desks, chairs, light switches, door handles, toilets, etc. will be cleaned at the end of day.  Hand soap/Hot-water will be readily available and 20 second wash and dry to be encouraged.  Where a sink is not nearby, hand sanitizer will be provided in classrooms and other learning environments.  Posters around the building on hand washing guidance.  Staff to extend help to students who have trouble cleaning their hands independently.  Hand sanitiser dispensers will be placed in reception, and in each classroom high level for staff and also for staff to assist students in sanitising hands during the day.  Children and staff to be encouraged not to touch mouth, eyes and nose. Posters around the building  Encourage staff and pupils to use a tissue or elbow to cough or sneeze and use lidded bins for issue waste. ('catch it, bin it, kill it')  Engage multiple suppliers and procure in advance so supplies won't run out. (Soaps, Paper Towels/Rolls, Tissues, Disinfectants, Hand Sanitisers, etc.)  Close the school on Mondays and there will be a deep cleans on these days  Deep cleaning commissioned after a known or suspected case of Covid 19  Bins should have lids and foot pedals – if foot pedals not available lids should be sprayed an wiped regularly throughout the day by class staff using the cleaning equipment provided.  Provide guidance on the ongoing cleaning of intimate care facilities  Guidance provided re disposal of PPE	On-going	SW/YS All Staff
Food	High	Meet with catering providers to discuss expected provision as numbers grow in school.	Medium	Agree plans and phased increase of on-site food provision	On-going	SW/YS

Risk of: Cross contamination. Risk to: Staff and students		Ensure vouchers are still available during phased return for those who do not receive food parcels from caterer.		Agree that caterer is ensuring Kitchens are clean and safe and ready for use and kitchen use and staff have been assessed for social distancing guidelines etc Currently pupils attending are to bring in packed lunch from home		
Social distancing – increased capacity Risk of: Infection control Risk to: All persons	High	<p>Persons must undertake advice from the Government with regards to social distancing when out of work. In addition, persons will be advised whilst at work to:</p> <p>Suspend meetings with external persons</p> <p>Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time if required</p> <p>Encourage remaining a distance of 2 metres from work colleagues where possible</p> <p>Reduce the number of persons in any one area to ensure compliance with 2 metre gap recommended by the Public Health Agency</p> <p>Review work schedules, internal start and finish times, shift patterns, working from home etc</p> <p>Redesign processes to ensure social distancing is in place eg Conference calls to be used instead of face to face meetings</p> <p>Ensure sufficient rest breaks for staff</p> <p>Staffroom, welfare facilities and smoking areas to comply with social distancing requirements</p> <p>Floor marking to promote social distancing required where staff assemble i.e. canteen, welfare facilities, lunchtimes</p>	Medium	<p>Only a limited number of pupils in each school and these are distributed across classrooms</p> <p>Staff reminded of requirements to respect 2m social distancing space when working with other staff</p> <p>One-way system is not possible therefore any movement within the school building should be monitored with class staff who will ensure there are no other people in the area.</p> <p>Drop offs and pickups – drivers, escorts and parents to remain in cars at all times, students to be collected and dropped off to the car by staff.</p> <p>Parents dropping off and collecting on foot should queue on the yellow footprints outside the main entrance.</p> <p>No physical assemblies</p> <p>No large group playtimes – staggered play will be introduced if required.</p> <p>Shorter school day to enable thorough cleaning of equipment at the end of each day and maximise supervision</p> <p>Fixed cohort maximum set as above and related staff (no other staff, pupils, visitors to enter room except in an emergency). The cohort may be reduced depending on space availability and other considerations, such as pupil maturity.</p> <p>Cohort spaced at 2m intervals at allocated desks in classrooms where possible - pupils remain at same desk throughout the day (desk must be cleaned if pupils moved).</p> <p>Where possible, staff should not spend extended periods in very close proximity to pupils</p> <p>Very limited activities which cause pupils to be close to each other.</p> <p>No equipment (pens, toys, etc.) to be shared, unless cleaned between each child's usage.</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</p> <p>No toys, books, etc. to be sent home if they will then need to come back into school</p> <p>Parents to be requested to not allow their children to bring toys, books or any other non-essential items to school.</p> <p>Where possible, reduce the number of items in the classrooms that are not necessary such as furniture.</p> <p>Pupils may require direct physical intervention from staff. This should be managed as carefully as possible using available best practice guidance.</p> <p>Limit the amount of toys to what is needed for the group and clean after each use.</p> <p>Social distancing enforced as far as practical for pupils.</p> <p>All staff (teaching, premises, catering etc.) should try to maintain social distancing where possible to safeguard themselves and set an example to the pupils.</p> <p>No team sports (e.g. football, netball) or other activities where children come very close together.</p>	On-going	SW/YS
Personal Protective Equipment	High	<u>Wearing of Gloves</u> Where it has been identified the wearing of gloves as a requirement of the task being carried out, an	Medium	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	On-going	SW/YS All Staff

<p>Risk of: Infection control, Eyes, mouth and nose</p> <p>Risk to: Individuals dependent on tasks performed</p>		<p>adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff can wear gloves at all times if they wish.</p> <p>Whilst carrying out personal care gloves must be worn.</p> <p><u>Respiratory Protective Equipment</u> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>PPE is provided and consists of: Scrubs Masks Visors Gloves Aprons</p> <p>Scrubs and Masks must be worn at all times. Visors are optional unless carrying out personal care or social distancing cannot be maintained. Gloves are optional unless personal care is being carried out and then they are compulsory. Aprons must be worn when carrying out personal care.</p>				
<p>Mental Health</p> <p>Risk of: Mental health issues</p> <p>Risk to: All persons</p>	High	<p>Management will promote mental health &amp; wellbeing awareness to staff during the</p> <p>Coronavirus outbreak and will offer whatever support they can to help.</p>	Medium	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Regular communication of mental health information and open-door policy for those who need additional support to be adopted by management.</p>	On-going	SW SLT
<p>Skin care and occupational health –</p> <p>Skin conditions, infection control</p> <p>All persons</p>	Medium	<p>A high level of personal hygiene and skin care must be observed by the operator at all times.</p> <p>Osborne School provides hand wash facilities / products.</p> <p>Staff are advised at the commencement of employment of product uses and application.</p> <p>It is the responsibility of the staff member to use the skin care products in accordance with training received.</p>	Low	<p>Ensure that there are sufficient supplies of toiletries and handwashing soap, toilet roll etc</p> <p>Promote government advice - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</p> <p>Ensuring good respiratory hygiene - use a tissue or elbow to cough or sneeze and use bins for tissue waste - promoting the 'catch it, bin it, kill it' approach</p> <p>Create systems, signs etc to encourage pupils and staff not to touch their mouth, eyes and nose</p> <p>Where a sink is not nearby hand sanitizer will be provided</p>	On-going	SW/YS
<p>Use of buildings.</p>	High	<p>Draw up a plan for use of the buildings with increased numbers on site.</p> <p>Use clear signs/markers as appropriate</p> <p>Reception is marked out using hazard tape to identify 2metre distancing around the reception desk</p> <p>Organise office spaces and staff room to minimise staff contact</p>	Medium	<p>Headteacher to review the arrangements on a weekly basis or as required.</p>	On-going	SW/YS

	<p>Staff room / kitchen areas – put clear rules in place re use of cutlery, plates, washing etc</p> <p>Agree areas of the school to be zoned and how this will work</p> <p>Ensure that children are in the same small groups at all times each day.</p> <p>Leaders will try and assign the same staff to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <p>Class groups will use the same classroom or area of a setting throughout the day. As much learning as is possible will take place outside.</p> <p>Place clear signposting for adults and children on social distancing in classrooms / corridors / halls / office spaces.</p> <p>Deliberately prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Toilet arrangements clearly planned.</p> <p>Organise separate movement and use times for specialist rooms</p>			
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**See below for Risk Matrix**

**Risk Matrix Summary Explained**

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Likelihood	Severity						Risk Level		
	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)		Level Control Measures Suffice (Low)	Reduce The Risk As Soon As Possible (Medium)	Control Measure Should Be Applied (High)
Improbable (1)	1	2	3	4	5				
Remote (2)	2	4	6	8	10				
Possible (3)	3	6	9	12	15				
Probable (4)	4	8	12	16	20				
Frequent (5)	5	10	15	20	25				

**Likelihood.**

1. Improbable - not likely to be true or to happen
2. Remote - having very little connection with or relationship to
3. Possible - occurring, appearing, or done infrequently and irregularly
4. Probable - likely to happen or be the case
5. Frequent - occurring or done many times at short intervals

**Severity.**

1. Minor - Nips, cuts, skin rash, no lost time
2. Major - Requires Professional First Aid Advise (on site)
3. Critical - Requires Professional Medical Attention, take to Hospital
4. Fatal - Fatal
5. Multiple Fatalities - Multiple Fatalities