

Ref No	CMAT COVID RA	Issue No	5	Service	Estates and Facilities				
Activity	Opening of Primary & Secondary Schools Full Opening- September 2020								
Summary of Control Measures	<p>Working in accordance with Gov, PHE and NHS guidance Staff working to normal working risk assessments and method statements but with the addition of this risk assessment. Contractors working to normal working risk assessments and method statements but with the addition of this risk assessment. Parents visitors working to the pre-existing risk assessments within the school but with the addition of this risk assessment. Use of RPE / PPE including (Alcohol based) hand wash / hand wipes Social distancing and bubble systems (year groups)</p>								
Hazard	Hazard effect	Severity	Likelihood	Risk	Control measures to minimize risk	Severity	Likelihood	Risk	
Classrooms/Teaching Possibility of staff/students contracting the Covid-19 virus from students/contaminated areas	Severe Illness (requiring hospitalisation) of multiple people/ death from contracting COvid-19	5	4	20	<ul style="list-style-type: none"> No staff to enter the school if displaying the symptoms of or have tested positive for Covid-19 No children to enter the school if they have symptoms of or have tested positive for Covid 19 No Children to attend school if parents or anyone they live with has symptoms of or tests positive for Covid 19 Staff to remain 2 metres away from students and other staff (except TA staff where 1+metre will be used) 	5	2	10	

					<ul style="list-style-type: none"> • Regular hand washing in place or hand sanitiser available • Desks to face towards the front of the classroom • Remove unnecessary items (including soft furnishing) from classrooms to create more space and aid cleaning • Ensure year groups are kept together (including TA allocation to year groups) • Doors propped open where possible and windows open • Limit the use of shared resources. No resources to be shared across bubbles without meticulously cleaning or acceptable number of hours of non-use • Students and staff are to clean their table, chair, mini whiteboard and pen. • High use areas will have additional cleaning throughout the day • School now has use of an electrostatic sanitising machine to ensure regular sanitising of toilets etc. during the school day • In the event of a child or adult developing symptoms on site follow Government guidance – isolate in dedicated room and toilet, send home, clean room and any toilet used • In the event of a confirmed case in a class grouping local public health to be contacted along with Cambs County Council to confirm actions in terms of closed areas and self isolation at home. Follow Cambs LA Test and Trace guidance (see separate document) 			
Increased fire risk due to doors being propped open	Fire damage to building. Risk of injury or death as a consequence.	5	2	10	<ul style="list-style-type: none"> • Staff briefed on how to remove door wedges during a fire evacuation/drill • Fire marshals during their sweep ensure wedges are removed • Termly fire drills to continue following social distancing guidelines 	5	1	5

<p>Staffing</p> <p>Possibility of staff contracting the Covid-19 virus from students/contaminated areas</p>	<p>Illness/death from contracting Covid-19</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • No staff to enter the school if displaying the symptoms of Covid-19 • Staff to maintain 2m distance between each other (and students where bubbles are crossed) • Where staff need to support at a closer distance this should be for short periods of time and from the side as opposed to opposite a student. Where intimate care is taking place PPE to be used in line with normal practice • Additional risk assessment in place for D&T for safe intervention in workshops and food room • Staff to wash hands or sanitise regularly • Individual staff risk assessments in place where an additional risk factor is in place 	<p>5</p>	<p>2</p>	<p>10</p>
<p>School Buildings</p> <p>Possibility of staff/students/visitors contracting the Covid-19 virus from contaminated areas</p>	<p>Illness/death from contracting Covid-19</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • On arrival on site all staff/students and visitors must wash their hands (or use hand sanitiser). This should then be repeated frequently through day including each time a student enters a new block, before and after eating and after sports • Visitors to the school or admin areas must be asked, prior to their visit, to bring their own face protection and this should be worn at all times. • Any contractors visiting site will be booked in out of school hours other than in the case of an emergency call out • Classes movement is kept to a minimum with a 'base classroom' in place • Staggered exit from site lead by teaching staff • Additional cleaning to take place during the day of high touch areas using cleaning fluid and fogging machine • Face coverings to be worn as students arrive onto and leave the site – where students cannot socially distance across year groups – the coverings must be worn 	<p>5</p>	<p>2</p>	<p>10</p>

<p>Parents/visitors</p> <p>Possibility of parents/visitors contracting the Covid-19 virus</p>	<p>Illness/death from contracting Covid-19</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • Do not enter the school if displaying the symptoms of Covid-19. All direct face to face parental contact to be avoided where possible and safeguarding allows • Reception has a screen protection • Parent pick up from the site discouraged 	<p>5</p>	<p>2</p>	<p>10</p>
<p>General - Working during the Covid-19 pandemic</p>	<p>Illness/death from contracting Covid-19</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> • As general work-related risk assessments. • Education of employees and students and any visitors to site about the transmission and prevention of the corona virus that is understandable and applicable to their particular situation (Virus can live for about 72 hours on some surfaces). Staff briefed on arrival. Staff meeting/ training to take place on Teams where possible. Where face to face is used stringent physical distancing to be in place • Adequate hand wash facilities are available for all staff including soap and water (hand sanitiser available at the entrance to every block) • Tissue will be made available in areas for coughs and sneezes. Bins will be emptied regularly • A designated space is available for unwell students (thermometer available in medical room), again bathrooms should be cleaned and disinfected using standard cleaning products before being used by anyone else. Medical room or craft room used the holding room while waiting for collection. • Staff will not transport children home under any circumstances. • All other safe working procedures will remain in place. • Track and trace procedure to be used on the advice of Public Health England (maintaining bubble and isolating at home where needed) 	<p>5</p>	<p>2</p>	<p>10</p>

<p>Most Likely Severity:-</p> <p>5 = Multiple deaths could be caused 4 = One death or permanent disablement, or multiple major injuries could be caused. 3 = Hazard capable of causing major injury (impairment lasting more than 1 month) 2 = Hazard can cause equipment damage, illness or injury (with impairment lasting between 3 days and 1 month) 1 = Hazard cannot result in serious injury or illness, unlikely to require more than minor first aid</p>	<p>Likelihood / Probability:-</p> <p>5 = Probably will occur in the next six months 4 = Probably will occur in the next year 3 = Probably will occur in the next 5 years 2 = May occur in the next 5 years 1 = Unlikely to ever occur</p>	<p>Degree of Residual Risk:-</p> <p>16 – 25 High (Unacceptable. Task must not be carried out without additional controls)</p> <p>8-15 Medium</p> <p>1-6 Low</p>
<p>Final assessment or comments</p>	<p>Plan under constant review.</p>	<p>Overall Residual Risk</p> <p>10 Medium</p>

<p>Is the overall risk acceptable</p>	<p>✓</p>	<p>Yes</p>	<p>No</p>	<p>If yes work can be commenced If No task must be re-evaluated</p>
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Assessment must be reviewed when there any changes to environment, procedures, equipment or official guidelines are changed

Note

- **This risk assessment is a “living” document that needs to be reviewed for its validity when more specific pandemic information becomes available**
- **Additional risk assessments are in place for D&T**