

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



Description of Activity/Task Assessed: 1. Covid 19 Riverside School Risk Assessment for widening student numbers from 18 June, 2020. 2. Covid 19 RA updated in preparation for full school reopening on 4 September, 2020. 3. <i>Covid 19 RA updated in preparation for school operation on 6 January 2021</i>	Location: Riverside Secondary Special School. Wood Green ILC White Hart Lane London N22 5QJ	Assessment Completed by: Martin Doyle (Headteacher) Nigel Cushion (Deputy Headteacher/Health & Safety Officer).
	Original date of Assessment: 1. 8/9 June, 2020 ('widening numbers of students')	Initial Review Date: 16 June, 2020 – see LA feedback.
Dates feedback received from LA H&S Quality Audit: 12 June, 2020. Comments included in final 'widening numbers of students' Risk Assessment 1. 1 September – Final revision including comments from Isaiah Chikwend Health and Safety Advisor /Corporate Health and Safety	Date approved by Governing Board, (<i>pending governors' recommendations for amendments</i>): 18 June, 2020. Board meeting 8.	Dates of any further updates: 8 July, 2020 – Head & Deputy updated RA, including governors' and UNISON's comments. 25 August, 2020 - Head & Deputy updated RA in preparation for <u>full reopening on 4 September, 2020</u> . <i>6 January 2021 (recognising new coronavirus variant – 56%+ more transmissible). Updates in blue text</i>

1.	<p><u>LA introduction</u></p> <ul style="list-style-type: none"> • This risk assessment considers how to mitigate risks to students, staff and others presented by Covid 19 as we widen the number of students attending. • Hazard – Covid 19, which is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). • Risk consequence - The vast majority of people who become infected with COVID-19 will have mild to moderate symptoms which will self-resolve, and will not require further NHS treatment. Whilst Covid-19 illness can be fatal, this likelihood disproportionately impacts adults and specifically those with pre-existing conditions who may need to be excluded from school depending on their outcome from individual risk assessments. Government guidelines mention that: <ul style="list-style-type: none"> - severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract COVID-19 - the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with COVID-19 • The severity of Covid-19 remains high until a vaccine or treatment is available. <p>The overall risk assessment below considers actions which the school will take to mitigate the risk presented by Covid 19.</p>
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RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



Riverside Context:

- Riverside is a 140-place Haringey-maintained secondary special school co-located with Woodside High School, *(but the only connections between the two schools during the pandemic period is the bringing over of school meals from the Woodside kitchens).*
- In the Main School, there are 17 core classrooms, specialist teaching rooms for art, music, food technology, design and technology, computing and a PE hall. On the ground floor, along with the school's shared reception area, administrative offices, headteacher's office and senior staff offices, and a parents' room, there is a hydrotherapy pool, a dark room, a soft-play room, meeting rooms and a large multi-purpose hall which allows for daily PE lessons as well as assemblies and other gatherings. There is also a therapy suite with treatment rooms and facilities for (SALTs), physiotherapists, occupational therapists, drama therapists, music therapists and school nurse.
- At the rear of the Main School there is a large playground featuring a cycle track, play areas, sensory raised beds and covered seating areas. At the front of the school there is an orchard where students can grow fruit. On the first floor there is a sports terrace for both teaching and leisure activities, and a roof garden with a moon-bike track.
- The Learning Centre has its own separate secure entrance. The Centre contains 3 core classrooms, an assembly space, a domestic 'bedsit' equipped with a shower, kitchen, tv, sofa and a bed etc. for students to learn domestic and independence skills, and an indoor garden. The Centre is close to the Main School, occupying the first floor of a modern building which has a nursery on the ground floor. There is easy access to Main School facilities such as the hydrotherapy pool, main hall, creative areas and outside spaces, both during and after the school day, but for the pandemic period Learning Centre students do not enter the Main School.
- The school has three minibuses (and opportunities to use Woodside's in addition) to enable staff to take students out on educational visits to places of interest, and to take advantage of various local facilities to support curriculum studies, independence training and vocational awareness.

2. LA extracts - In line with Government guidance:

1. **Vulnerable children** and young people (0 to 18 yrs) who have been [classified as clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We have 20-30 students in this category and they will continue to be supported at home as much as possible. Adults in this category will work from home.
2. **Vulnerable adults** Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others \(social distancing\) guidance](#) should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 metres away from others when possible).
3. **Living with shielded or clinically vulnerable person** If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.
4. If a child or staff member lives in a household with someone who is **extremely clinically vulnerable**, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children's needs, those individuals should not attend the setting and be supported to learn or work from home.

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



	Hazard Description (i.e. potential causes of injury/damage) Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1	<p>Communication – awareness level of everyone involved</p> <p>Possible transmission of virus between staff and children, and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc 	All Staff Students Parents / carers Family members Transport providers, cleaners, site managers	<p>The following communication forums regularly address the issues of the COVID 19 virus and mitigating actions the school continues to carry out on a regular basis.</p> <ul style="list-style-type: none"> • Parents/carers informed that if student who is symptomatic or in a household where somebody else is symptomatic they must not attend school and they must all follow the government’s self-isolation guidelines. • Before the school reopens staff will be informed that if they are symptomatic with any of the four COVID 19 symptoms or in a household where somebody else is symptomatic they must not attend school and they must all follow the government’s self-isolation rules and arrange tests, the results of which they should report to the school’s LT. • Parents/carers informed that students who are clinically extremely vulnerable (as defined on an individual basis to the special schools by Whittington Health in Haringey) or part of a household with persons clinically extremely vulnerable, should remain at home. • Staff are regularly updated on all news regarding developments at school in the context of the pandemic lockdown. Messages are sent by email, backed up by texts directing staff to emails when necessary. • In addition there are weekly Briefings on Tuesdays and Thursdays for the whole staff on Zoom. • In addition all staff are made aware of the school’s systems for checking and helping with staff well-being if necessary through contacting the Headteacher by mobile who can then refer colleagues on to Haringey mental health support agencies or the school’s Reflective Practitioner.. • Staff provided with a detailed Riverside Personalised Safety Plan. • Regular liaison with transport, mainstream school, contractors and health staff to ensure all aware of organisation / requirements. • Continue to update regularly all staff. • Staff have been provided with the Riverside Safety Guidance sheet and all staff have been trained on the COVID 19 safety measures and their role in maintaining safety for all. 	Likelihood of contracting the virus Low		

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



	<ul style="list-style-type: none"> • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 					
	Hazard Description (i.e. potential causes of injury/damage) Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
2	Class or Group Sizes – exposure to large number of people	Staff Students	<p>Riverside Team Cohort size risk reduction</p> <ul style="list-style-type: none"> • From 4 January 2021 38 students out of 140 only will be attending the school site. (This figure may rise by a few over time, but not significantly). The remainder of the students will be receiving remote learning and online learning packages. • From 4 January 2021 an approximately 25% staff model will be adopted reducing the risk of transmission by 75% per day. • From 4 January 2021 teaching staff will only be attending school for 2 days per week, and teaching assistants between 3 days (to be reviewed in relation to specific need). <ul style="list-style-type: none"> • Once students are in school, staff and students must, as a minimum, wash their hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, before and after wearing PPE and face coverings and when they have come into contact with someone who is presenting symptoms, and whenever they change rooms or return from break. • Students are placed in a protective bubble - their Team and specifically their class group. • Bubbles are not to come into close contact with each other – as much as is possible • <u>Where they occur - Team-based assemblies and Whole school assemblies</u> in class are based through ZOOM connection on the large screens. • To ensure student safety we will be extending the class bubble at lunchtime with students having their 30 minute lunch in class and then play/activity time in a designated room or space. 	Likelihood of contracting the virus Low		

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



- Morning break will be *staggered* as needed to enable careful social distancing.
- We need to work to ensure, as much as possible, socially distanced movement around the school's shared spaces.

Risk Mitigation - grouping

- The school's team structure has been used to form 'bubble' teams. Therefore on any one day a team may have anywhere between 1 and 4 bubbles in operation, allocated to a dedicated room.
- This ensures that not only are the group sizes small, reducing risk, but that they are also as self-contained reducing the potential virus transmission risk further.
- Each team bubble is constructed with a teacher and TA membership. This bubble is consistent for that specific day on a rolling basis (ie staff only work within one bubble).
- Bubble groups allow for 1-2m distancing, with recognition that this can be difficult at certain times to maintain.

Risk Mitigation – PPE

- Masks to be worn by all staff at all times in communal areas and public spaces, including the hall, corridors, toilets etc.
- Visors are less safe in terms of transmission and mask-wearing strongly encouraged, but if a member of staff has a medical reason for not being able to wear a mask, (we would ask that evidence is shown), a visor will be allowed in communal spaces.
- Students to wear masks in communal areas and public spaces, including the hall, corridors, toilets etc. where they are able to and where staff assess that it is feasible to do so.
- Teaching assistants to wear masks in specialist lessons at all times.
- Staff can wear masks in classrooms at all times.
- Students can wear masks in classrooms at all times.
- In Team 2 type settings where social distancing is not adhered to - PPE masks will be needed to be worn.
- In Team 3 type settings where, by the very nature of the work, staff are required to breach the 2 metre rule masks should be worn.
- In Team 4 / Team 3 settings in personal care procedures - full PPE, including apron, mask and visors to be worn at all times during this procedure.
- In Team 5 settings please use the Team 1 – 4 as a guide as which approach is most relevant.

Risk Mitigation - general

- Reduction of students and staff numbers in groups taken into account with all measures.
- Class teachers are in contact with all students in their class on a weekly basis (those in school and at home-remote learning).

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



			<ul style="list-style-type: none"> • Curriculum materials are organised by team leaders and disseminated by class teachers to their students via Zoom, physical packs (delivered and picked up weekly from home) Class Dojo and from the school website. • LT monitor Team Leaders quality of remote and in school learning packages. • LT and other staff monitor home contact and have constructed a dynamic risk assessment for each individual child which is updated weekly. 		
3	Curriculum Practicalities or logistics of provision	Staff Support staff Students Transport providers Cleaners Kitchen staff Parents / carers Family members	<p><u>Risk Mitigation – curriculum organisation</u></p> <ul style="list-style-type: none"> • We have four effective bubbles in operation CLASS/TEAM/TRANSPORT/HOME bubbles. • Contact between bubbles is being kept to a minimum. • The schools Team structure has been used to form 'bubbles' within teams. Therefore on any one day a team may have anywhere between 1 and 4 bubbles in operation, allocated to dedicated rooms. • This ensures that not only are the group sizes small, reducing risk, but that they are also as self-contained reducing the potential virus transmission risk further. • Bubble groups allow for 2m distancing, with recognition that this can be difficult to maintain at all times. Examples of this include complex needs students spontaneously rushing at others – staff working with students who have such behaviours listed in their Behaviour Programmes can wear PPE at all times. <p><u>Risk Mitigation – staff rotas</u></p> <ul style="list-style-type: none"> • Staff rotas are in five teams – five separate bubbles. • Staff to follow their training and published guidance. <p><u>Risk Mitigation – on-site curriculum practicalities</u></p> <ul style="list-style-type: none"> • Handwashing to be supervised on arrival and throughout school day for students by staff. • Parents, carers and contractors to wash their hands on arrival to reception in the Reception bathroom. • Weather permitting, more lessons or activities will take place outdoors where the risk of transmission is lower – however, different bubbles use the playgrounds at different times. • Students will have a designated classroom in which they also eat. • All corridors have taped floor markings – we walk on the left, two way traffic – 2m apart. • If pass in corridors 2m distancing to be observed by adults and where possible children (with support) • Assemblies in team bubbles. • Students will have individual resource packs to reduce cross contamination where possible • Resources that are used will be cleaned with standard cleaning materials and stored before reuse (specific items are scheduled for cleaning by the site cleaners on a daily basis) • Decide how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously 	Likelihood of contracting the virus Low	

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



4	Hazard Description (i.e. potential causes of injury/damage) Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
			<ul style="list-style-type: none"> • Clear signposting for adults and children on social distancing across the school – including certain rooms being locked down and not used. • LT member to ensure regular reminders re social distancing, avoiding unnecessary contact, every morning on arrival and in lunchtime arrangements. <p><u>Risk Mitigation - Lunchtimes</u></p> <ul style="list-style-type: none"> • Students to eat lunch in their classroom • Students will be allocated a specific 'play – relaxation space' where they can go in the non-eating time-section of their lunch break • Detailed schedule to indicate timings / locations of each staff will be used. • Students must stay in their class bubble for the duration of lunchtime • Staff are encouraged to eat lunch in a room in their bubble (if they are not eating with students). • However, staff may also eat in Ash Block or in the Shared Staffroom, maintaining a physical distance of 2 metres. 			
	Maintaining infection control during the day.	Staff Support staff Students Cleaners Kitchen staff Parents / carers Family members	<p><u>Staff COVID-19 Testing – Phase 1 – school restart</u></p> <p><i>All staff to be tested before coming into the school building wc 4 January 2021.</i></p> <p><i>All staff signposted to Wood Green Saturday testing station for 'Haringey employees' as an addition rolling COVID-19 security programme component.</i></p> <p><u>Rapid Flow Testing – Teachers</u> <i>All teachers to be offered the rapid flow test on site week commencing 4 January (all teachers tested negative)</i></p> <p><u>Rapid Flow Testing – Teaching Assistants</u> <i>All teaching assistants to be offered the rapid flow test on site week commencing 4 January (all teaching assistants tested negative)</i></p> <p><u>Rapid Flow Testing – SMSAs</u> <i>All SMSAs to be offered the rapid flow test on site week commencing 4 January (all SMSAs tested negative)</i></p> <p><u>Rapid Flow Testing – Office staff</u> <i>All Office staff to be offered the rapid flow test on site week commencing 4 January (all office staff tested negative)</i></p>	Likelihood of contracting the virus Low		

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



Rapid Flow Testing – Cleaners

All Cleaners to be offered the rapid flow test on site week commencing 4 January
(all cleaners tested negative)

Staff COVID-19 Testing – Phase 2 – rolling weekly testing programme

Rapid Flow Testing – Teachers

All teachers to be offered the rapid flow test on site each week

Rapid Flow Testing – Teaching Assistants

All teaching assistants to be offered the rapid flow test each week

Rapid Flow Testing – SMSAs

All SMSAs to be offered the rapid flow test on site each week

Rapid Flow Testing – Office staff

All Office staff to be offered the rapid flow test on site each week

Rapid Flow Testing – Cleaners

All Cleaners to be offered the rapid flow test on site each week

Cleaning

- From 4 January 2021 a hygiene infection operative has been commissioned to deliver a continuous clean in high risk areas / surfaces.
- The school is cleaned by a team on a daily basis before and after school and through the afternoon by a dedicated cleaner who also cleans all toilets.
- Site managers are continuing to clean door handles and other regularly-touched surfaces throughout the school with a focus on doors which have to be opened and closed using the handle (such as toilets).
- All items to be cleaned in a classroom on a daily basis will be defined and carried out each day (this will include items such as standing frames, toys that are able to be wiped clean, wheel chairs, instruments etc). This is achievable through the locking down of approximately half the school's rooms, allowing the cleaners to be more focused on the remaining rooms.

Daily infection control

- A member of staff is scheduled in advance each day to maintain a continuous infection control route around the school, Mondays/Tuesdays 11:00-12:00am & 1:30-2:30pm, Wednesdays- Fridays 12:30-1:30pm
- Anti-bacterial sprays will be used in conjunction with clothes / brushes and other cleaning tools to clean surfaces such as keypads, door panels etc.
- This process will enhance the cleaning programme with the use of disinfectant on key high use surfaces such as door panels, handles, key pads etc. However, since theoretically handles could be contaminated immediately thereafter, we have moved to a model of keeping open all Dorgarded doors during the day so that handles need not be touched.
- External playground equipment to be wiped down after use with anti-bacterial spay by lunchtime staff

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



Equipment

- In addition to rooms across the school being locked down for the period, the lift has also been taken out of use (due to the risk of breaking physical distance rules). Wheelchair users will not need to access floor.
- Water coolers and drinking water taps have noticed attached instructing users to disinfect spouts after use, avoiding contact between bottle nozzles and spouts

Air Quality

- External doors to the playground and roof garden on the first floor are be left open.
- The mechanical airflow system which constantly draws in fresh air has been calibrated to maximum during this period by the site team. The fans driving air through the ducts are at full capacity.
- All ducts have been recently cleaned to maximise air flow.
- Temperature permitting windows should be kept open to assist with the air flow and fresh air circulation.

Minibuses

- The school has three minibuses - and access to Woodside's minibus – for educational trips out.
- When drivers enter the minibuses they wipe down the steering wheel, gear lever etc with a disinfectant wipe, then again at the end of the trip.
- Temperature permitting, windows are kept open throughout trips.
- Every minibus which has been used in any particular week is given an internal clean by the site managers.

Laundry Use

- Where staff are involved with laundry you should wear full PPE.
- Do not shake dirty laundry before washing. This minimises the possibility of dispersing virus through the air.
- Wash items as normal, in accordance with the manufacturer's instructions, not extra hot for instance.
- Dirty laundry can be washed together with other students' dirty laundry.
- Items heavily soiled with body fluids, for example vomit or diarrhoea, or items that cannot be washed should be disposed of, and tied off in a disposable bag before depositing into a clinical waste bin.
- All visitors, contractors or parents entering into the main body of the school (over our safety threshold lines - external doors into our school) must first thoroughly wash their hands using the restroom located in main reception next to the Parents' Room.'

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



	Hazard Description (i.e. potential causes of injury/damage) Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
5	Hygiene and personal hygiene	Staff Support staff Students Transport providers Cleaners Parents / carers Family members	<p><u>Hygiene</u></p> <ul style="list-style-type: none"> Individual hand sanitisers are given out to all staff and replaced as necessary. 30 wall mounted hand sanitisers are placed in commonly used areas throughout the school. Cleaning materials to be used to clean surfaces through the deployment infection control cleaning daily in addition to the regular cleaning. Approximately 50% of rooms have been locked down enabling the cleaners to spend more time in each area widening the scope of the equipment and surface that can be cleaned. Alcohol wipes / cleaning materials are used to clean high traffic areas used by staff e.g. the kettle, signing in board, door handles, photocopier - disinfectant and anti-bacterial These cleaning materials are stored safely and out of reach of students. There are sufficient supplies and cleaning staff available to maintain good infection control <p><u>Personal Hygiene:</u></p> <ul style="list-style-type: none"> Ensure that all adults and students frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Students are supervised and supported. All to clean their hands upon arrival at (and leaving) school, before and after eating, and after sneezing or coughing, encouraged not to touch their mouth, eyes, and nose Use elbow to cough or sneeze into (alternatively a tissue may be used and if a tissue is used then the used tissue will be disposed of in bins for tissue waste ('catch it, bin it, kill it') Ensure that help is available for students who have trouble cleaning their hands independently We will provide bins with lids wherever possible and ensure that these are emptied daily Where possible, all spaces well ventilated using natural ventilation (opening windows) Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Signage and regular verbal reminders for staff as well as reference to the Riverside School COVID 19 Risk Management document. 	Likelihood of contracting the virus Low		
6	Exposure to COVID-19 for people with particular vulnerabilities -Use of PPE	Staff Support staff Students Transport providers Cleaners Parents /	<ul style="list-style-type: none"> Individual risk assessments to be carried out with HT where staff are not attending school. Risk assessments for all staff attending have been carried out and provided to staff in strong generic form. At Riverside School we have been rigorous in providing both sign-posting to detailed PPE use training and basic PPE use training on site. Good supply of PPE readily available to all staff, continue to keep PPE supplies well-stocked PPE must be used by both members of staff carrying out intimate care and close manual handling for child 	Likelihood of contracting the virus Low		

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



		carers Family members	<ul style="list-style-type: none"> • Guidance on display on how to safely put on, take off and wear PPE safely. • Where PPE is used, remind staff that they may touch their face more often and therefore they need to wash hands more often. Visual and verbal regular reminders about how to use PPE safely. 			
	Hazard Description (i.e. potential causes of injury/damage) Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
7	If staff or a child becomes unwell with Covid symptoms	Staff, support staff, children, parents / carers	<ul style="list-style-type: none"> • If a student or staff member develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 10 days. In this case the student waits in the DT inner room. Room supervised by a members of staff, keeping a physical distance as far as possible and wearing PPE kit located in each classroom.. • Household members are reminded to self-isolate for 14 days in such circumstances. • All staff, students attending education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • Staff that are off with symptoms of COVID 19 must get themselves tested to assist in the risk mitigation at school and for their own safety. • Riverside School declares to the staff group and to the Transport Dept (in the case of students on Transport coaches) when someone student/staff member has had COVID 19 symptoms. • Riverside School follows the COVID-19: cleaning of non-healthcare settings guidance. • Where the child, young person, or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation. • Where the child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. • Leadership team member to seek immediate advice from Director of Haringey Public health 	Likelihood of contracting the virus Low		
	Travel, transport and contact with others out of school	Staff, support staff, children, parents / carers	<ul style="list-style-type: none"> • Staff are encouraged to walk or cycle to school where possible. • Staff who need to drive will be able to park near the school or in the car park • Staff have been signposted to the free parking arrangements provided to key workers at the is time (a HEP communicated staff support mechanism.) • Staff who have to use public transport may need to consider when they travel to avoid particularly busy times and routes and should follow government guidelines on face covering. • Staff travelling on public transport have been issued with TWO face masks, enabling the continual washing and hygiene procedures to be undertaken by the staff member to ensure safety standards are maintained. 	Likelihood of contracting the virus Low		

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



- Make sure schools, parents and young people follow the Coronavirus (COVID-19) : safer travel guidance for passengers when planning their travel
 - Where possible parents to bring and collect children by car, walking or cycling
 - All transport providers informed of school start and finish times, which students to be transported
 - Transport providers from all Local Authorities to be asked to provide their risk assessments.
 - School to check specifically that transport providers know they should not work if they or a member of their household are displaying any symptoms of coronavirus.
 - That transport providers, as far as possible, follow hygiene and distancing rules and try to keep distance from their passengers.
 - Transport providers together with school staff identify which students need help with seat belts and then take appropriate actions to reduce risk.
- Contact with others out of school
- Staff and families to follow government guidelines, particularly in terms of meeting others, maintaining 2 metres whenever possible etc.
 - Advise all staff who may have other work outside of school hours, that they should at the very least ensure that they follow government advice and guidelines, but also consider mitigating any risks to the school community.
 - Ask staff to declare any other work - or other unavoidable situations- which may be a higher risk and complete an individual risk assessment at school with HT

Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



Likely	A repetitive occurrence should be expected
Probable	Foreseeable
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Low	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

Risk Assessment Method (continuing).

Matrix

	Likely	Probable	Possible	Remote	Low
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021



VERY LOW

Low risk - no further action required

RISK ASSESSMENT FORM

UPDATED 6 JANUARY, 2021

