



# Risk Assessment

## 1. Activity and Area to be Assessed

Activity	Coronavirus / Covid 19 – school continuing during country wide Lockdown Revised for Tier system after lockdown 2/12/2020
Dept / Area	The Paragon School

## 2. Persons Exposed

Employees	Y	Visitors	Y	Young Persons	Y
Other		Public	Y	Contractors	Y

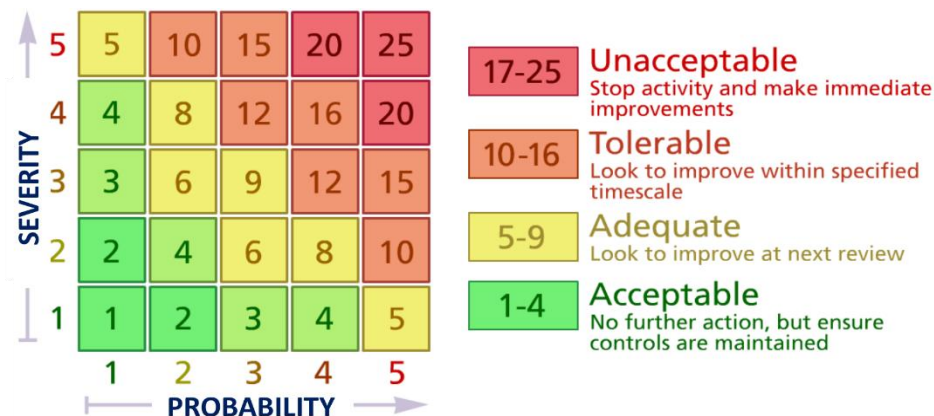
Task Specific	YES / NO	Initial Assessment	YES / NO	One-Off Event Assessment	YES / NO	Assessment No:	2	Review date	02/12/2020
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### 4 STEP PROCESS

<b>Step 1</b> – Identify the hazards and decide who might be harmed and how.	<b>Step 2</b> – Identify the risks, calculate risk factor and consider possible preventative controls.	<b>Step 3</b> – Evaluate the risk factor after all controls, record your significant findings and consider further measures as necessary.	<b>Step 4</b> – Review and update your risk assessment as necessary.
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<u>PROBABILITY</u>	<u>SEVERITY / CONSEQUENCE</u>
1 Very unlikely	1 No harm or illness
2 Possible	2 First Aid Injury
3 50/50 chance	3 Over 3 day injury
4 Very likely	4 Major injury / illness
5 Almost certain	5 Fatality

### RISK MATRIX :- PROBABILITY X SEVERITY = RISK FACTOR



### Any Specific Personal Protection Required

Safety helmet		Eye protection – Class 1		Hand protection		Hi-Vis. clothing		Respiratory protection - specify type:	
Safety footwear		Hearing protection		Protective Clothing		Safety harness		Other specify:	



## 3. Hazards Identified

Hazards/risks Identified	Preventative Controls	Risk After Controls		
		Probability	Severity	Risk Rating
Hazards associated with the spread of coronavirus (Covid-19) to all pupils and staff - general principles	<ul style="list-style-type: none"> <li>Continue to implement and follow Coronavirus (Covid 19) contingency plan for schools and information on restrictions in Tiers –</li> <li><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li><a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020</a></li> <li>Tier system: <a href="https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area">https://www.gov.uk/guidance/full-list-of-local-restriction-tiers-by-area</a></li> <li><a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</a></li> <li>Keep up to date with all Government policies about school operation</li> <li><b>Primary control measures to reduce risk of virus spread include:</b> <ul style="list-style-type: none"> <li>Display of hygiene messages - “catch it, bin it, kill it” including presentations to pupils and communications to staff on the NHS/PHE guidance relating to general hygiene and hand washing.</li> <li>Implement improved hygiene and cleaning regime for frequently touched surfaces and fittings throughout the school with particular attention to hard surfaces, especially in areas of high flow volumes and on shared equipment. This includes re-prioritising the daily schedules for existing cleaning staff to concentrate on higher risk areas and surfaces, and increasing the number of hours of cleaning performed by certain cleaners.</li> <li>Cleaning checklists to be maintained to ensure all areas have been cleaned and sanitised ahead of and during the school day. Performance and effectiveness of the cleaning regime will be closely monitored by the cleaning supervisor.</li> <li>Provide additional hand sanitising gel across the site: at entrances to all classrooms used by classes, at reception and main entrances to Frew and Brand.</li> <li>Any member of staff or student who becomes symptomatic or is living at home with someone who has COVID-19 must not attend school and should follow Government advice on self- isolation.</li> <li>Staff/pupils identified as clinically extremely vulnerable have been identified and advised to seek medical advice about attending school. Separate risk assessment to be carried out if necessary.</li> </ul> </li> </ul>	3	3	9



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	<ul style="list-style-type: none"><li>• Procure weekly supplies and maintain a stock of all hygiene materials and cleaning products, sanitiser gel, gloves and protective masks, subject to availability of stock from suppliers.</li><li>• Teachers to communicate the key hygiene messages to pupils.</li><li>• Suitable safety and health advice signage is provided across the school to provide guidance on social distancing, hand hygiene and general guidance to help reduce the risk of transmission.</li><li>• Increased levels of natural ventilation have been enabled using openable windows and doors to provide as much through ventilation as possible within classrooms.</li><li>• As we move into winter, it may not be feasible to have the windows and doors always open. In this case the classroom windows and doors will be opened for 10 mins every hour to allow for the air in the classroom to refresh and circulate fully.</li></ul> <p>Update 2/12/20 – Tier system Movement between Tiers:</p> <ul style="list-style-type: none"><li>• Tier 1 and 2: Movement between tiers 1 and 2 is unrestricted, save that you should follow the rules of the higher tier.</li><li>• Tier 3: Staff, parents and children can move out of a Tier 3 area into a Tier 1 or 2 if it is for educational purposes. Overnight stays outside of Tier 3 should be avoided.</li></ul>			
<b>Spread of coronavirus from parents, visitors and contractors</b>	<ul style="list-style-type: none"><li>• Access to the school controlled</li><li>• Parents coming onsite to drop or collect children asked to remain in their cars.</li><li>• Parents walking to collect children asked to wear face covering as they enter school property.</li><li>• Any non-essential visitors cancelled until Lockdown restrictions have eased.</li><li>• Deliveries will be drop and go and not signed for</li><li>• External club providers asked to reissue their risk assessments with regards to the new restrictions. School will decide if the risk is minimal for our children and whether the club can continue.</li><li>• Any SEND specialist visiting the site will be asked for a separate risk assessment and asked to wear face visor/covering when onsite.</li><li>• All visitors and contractors report to the reception desk and are signed in and out when leaving by receptionist. Records kept of all visits for tracking and tracing purposes</li><li>• School has a QR code for track and trace and all visitors asked to 'check in' when they arrive.</li></ul>	4	2	8



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	<ul style="list-style-type: none"><li>All non-essential trips by classes have been cancelled during this period of national Lockdown</li></ul> <p>Update 2/12/2020 – Tier system</p> <ul style="list-style-type: none"><li>School trips – non-residential educational visits can resume in all tiers. Staff planning on booking a trip will need to take into account the tier-based restrictions in any area to be visited. However, this will need to be RAG rated and fully discussed with the Head before being booked.</li><li>Visitors to school will resume, but these will be pre-booked and all visitors will wear a face covering whilst moving around the site.</li><li>Where possible, visitors will come outside of normal school hours.</li><li>Any visitors should adhere to the Government Tier restrictions in their area before coming to The Paragon.</li></ul>			
<b>General hazards associated with the spread of Covid-19 amongst pupils and staff</b>	<ul style="list-style-type: none"><li>If necessary, a separate risk assessment will be carried out for any member of staff who are considered more at risk from coronavirus. I.e, over 60 or clinically vulnerable (inc pregnant).</li><li>Any pregnant staff, in their third trimester, should seek additional medical advice from their midwife or doctor and their risk assessment updated as necessary.</li><li>Clinically vulnerable staff will be advised to carefully follow the rules and minimise contact with others and continue washing hands carefully and more frequently.</li><li>Clinically vulnerable staff will be advised to contact their health care provider for further information and advice.</li><li>People who are clinically extremely vulnerable are advised to not attend work and should seek advice from their doctor.</li><li>Children who have been identified as clinically extremely vulnerable should follow the instructions from their doctor and not attend school.</li><li>Classes keep to class pod system with minimal contact with other class pods</li><li>Continue with staggered start times, break times, lunchtimes, and collection times to minimise contact between pupils and staff</li><li>Staff continually reminded to adhere to social distancing rules</li><li>Classrooms to be entered through the external doors as much as possible and not through corridors.</li><li>Some mixing between class pods may take place across a year group eg for setting or for Games afternoons. If this takes place, pods are to be kept apart as much as possible and a seating plan is to be kept.</li><li>The same teacher and TA are to be assigned to each class, other than where a job share is in place.</li></ul>	3	2	6



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|  | <ul style="list-style-type: none"><li>• Specialist staff to keep a 2m distance from all children, and to not touch them to support them.</li><li>• Pre-prep staff to continue cleaning, or rotating, equipment on a daily basis.</li><li>• Pupils will remain in their classroom for most of the day, apart from specialist lessons.</li><li>• Pupils, when age appropriate, will be given their own place to sit to prevent sharing of resources.</li><li>• Resources and equipment will not be shared by pupils.</li><li>• Pre-Prep children to be provided with a pot of frequently used resources, eg pens and pencils. Or, pencils to be cleaned each night and after use.</li><li>• Prep pupils bring in their own pencil cases which contain all necessary writing equipment. These are kept on their own desks in the classroom. Any other required equipment is prepared by the teacher and placed on children's desks the evening before.</li><li>• Milton is provided for staff to sterilise any equipment used at the end of the day.</li><li>• Reading books can be sent home. When they return, they will need to be kept aside for 42 hours before using again.</li><li>• Outdoor equipment, including sports equipment, will not be used unless it is possible to ensure it is properly cleaned between groups of children.</li><li>• When outdoors, children are encouraged to maintain social distancing.</li><li>• Class pods will have their own designated area for breaktimes, divided up into class pods</li><li>• Outdoor play equipment in use on a rota. Children to wash hands before and after using the equipment.</li><li>• Members of staff in school practise social distancing – the staff room will not be used for congregating and limited at 4 staff at a time, or 1 in the Pre-Prep kitchen.</li><li>• Extra tea making facility will be provided for staff to prevent too many needing to access the staffroom at any one time</li><li>• Staff do not come to school if showing any symptoms of the virus, or if they are living with someone who is showing symptoms.</li><li>• Teachers ensure they, and their pupils, wash their hands regularly during the school day using soap, and use sanitising gel as a backup to this regime.</li><li>• Teachers ensure pupils to go to the toilet throughout the day, to avoid queues at break times.</li><li>• Children are able to use any toilet, these will be cleaned during the day and at the end of the day.</li><li>• Teachers clean tables in classrooms regularly during the school day.</li></ul> |  |  |  |
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- Mid-day clean to continue for high traffic areas, touch points and toilets.
- Isolation room provided for any pupils that develop coronavirus-like symptoms. Pupil showing symptoms will be supervised in the isolation room, with the staff member maintaining 2m distance or wearing PPE.
- PPE provided for any members of staff needing to supervise a pupil in the isolation room with the symptoms of coronavirus, or those performing essential intimate care for a pupil. Training in the safe use and disposal of PPE will be provided to staff by PPET's Lead Nurse together with general First Aid advice.
- Parents advised that if their child is unwell, showing any symptoms, or anyone in their family is showing signs of COVID-19, they do not send them to school and isolate/test and inform the school. If we become aware of any child or adult in the school who becomes unwell with the symptoms of coronavirus, and subsequently receives a positive test result, we will inform every person they have been in contact with at school so they can take relevant precautions as advised by the Government guidelines.
- Any pupils arriving at school wearing PPE do not bring this into the buildings but leave it with their parents.
- Additional risk assessments will be made for Sports and Music lessons to prevent any possible spread of the virus.
- There will be no fixtures or competitions between schools for sports.

## Update 2/12/20 Tier system

- Face covering will remain to be worn by parents when they come on site to collect/drop their children

## Clinically vulnerable staff

- Staff who are clinically vulnerable, or who live with someone who is clinically vulnerable, should continue to attend work as normal in all tiers.
- Staff who are pregnant fall into the clinically vulnerable category. They are advised to be especially careful with hygiene and after 28 weeks be particularly attentive to the requirement to socially distance but may continue to attend work. Specific risk assessment should be done in respect of each pregnant member of staff as part of your normal processes, and this will be all the more important at this time.

## Clinically extremely vulnerable staff Tiers 1 to 3:

- Clinically extremely vulnerable staff may continue to attend school in all tiers.
- Tier 3 - clinically extremely vulnerable staff may attend school but school will work with staff member to ensure risks are reduced as much as possible



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	<ul style="list-style-type: none"> <li>Tier 3 - Formal shielding requirements will only be implemented in certain tier 3 areas, for limited periods. Affected individuals will be contacted by the NHS.</li> <li>Pupils who are clinically extremely vulnerable should attend school in all tiers. In tier 3, more restrictive shielding measures may be imposed in certain circumstances, but parents will be notified by letter if their child is to stay at home.</li> </ul> <p>Music and drama performances</p> <ul style="list-style-type: none"> <li>Tier 3 - performances should not take place in front of an audience</li> <li>Tiers 1 and 2 - performances may take place in front of an audience provided the DCMS performing arts guidance is followed. However, performances in front of an audience should be avoided where possible.</li> </ul>			
<b>Hazard associated with mixing during clubs and use of external coaches</b>	<ul style="list-style-type: none"> <li>Parents will be advised to only use after school care if it is absolutely necessary.</li> <li>After school clubs will continue, for those that absolutely need it, following the reduced timetable and ensuring social distancing.</li> <li>Parents will need to book their child onto clubs and a register will be kept of staff and children to aid with track and trace.</li> <li>Within clubs, children from different class pods will be separated.</li> <li>External coaches and club providers asked to reassess their provision, provide the school with an updated risk assessment and ensure it is in line with Government guidelines.</li> <li>School may ask a provider to cancel their club if we feel it puts our community at greater risk of contracting and spreading Coronavirus.</li> </ul> <p>Update 2/12/20</p> <ul style="list-style-type: none"> <li>In all tiers - Club will continue and will ensure class pods remain separated</li> </ul>	2	3	6
<b>Hazard associated with a staff member/child becoming ill during school day.</b>	<ul style="list-style-type: none"> <li>Parents of pupils with underlying health issues advised to seek medical advice about returning to school.</li> <li>If staff live with someone who is considered vulnerable, they are able to return to work.</li> <li>Pregnant staff are considered clinically vulnerable and should follow advice from the Gov and medical professionals.</li> <li>In the case of a positive Covid test result of a child or member of staff, school will follow the latest Government guidelines with regards self-isolation.</li> </ul>	1	3	3





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<p><b>Travel to School</b> - Staff and pupils contracting the virus through direct/indirect transmission when travelling to/from the school site.</p> <p><b>Use of school Minibuses</b> – staff and pupils contracting virus through direct/indirect transmission when using minibuses or coaches.</p>	<ul style="list-style-type: none"> <li>• Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in “Coronavirus (Covid-19): Safer travel guidance for passengers”.</li> <li>• Communicate revised travel plans to staff, pupils and parents/carers notifying them of changes to the drop-off/pick-up times and arrangements for safe access to the school site.</li> <li>• Encourage parents/carers to consider appropriate modes of transport that minimise the Covid-19 risk of transmission to their families, school staff and the general public.</li> <li>• Parents and staff advised to avoid lift sharing.</li> <li>• School transport will be operating in accordance with Government guidance.</li> <li>• All buses and coaches will be cleaned/sanitised before and after each journey.</li> <li>• Wherever possible, when using a school bus, students must be divided in separate classes on each minibus, or where a year group is on one bus, maintain social distance.</li> <li>• Staff using PPC minibuses to wear face covering</li> <li>• Drivers of minibuses to wear face coverings.</li> <li>• Students to sanitise hands when boarding and leaving school transport, using the sanitiser provided on board.</li> <li>• Communicate revised travel plans to staff, pupils and parents/ carers notifying them of changes to the drop-off/pick-up times and arrangements for safe access to the school site.</li> </ul>	1	3	3
<p><b>First Aid and Medical Support</b> – Failure to ensure staff/pupils are adequately protected in the provision of routine first aid.</p>	<ul style="list-style-type: none"> <li>• Good practice guidance will be followed for routine first aid provision in accordance with Government and Industry guidance.</li> <li>• Staff to only provide first aid for children in their ‘pod’, or they should wear appropriate PPE</li> </ul>	2	2	4
<p><b>Fire Safety</b> – New fire hazards as a result of implementing control measures for COVID-19</p>	<ul style="list-style-type: none"> <li>• Testing/ inspecting all relevant fire safety equipment and systems before allowing employees and pupils back onto site.</li> <li>• Fire procedures adapted to take need for social distancing and maintaining ‘class pods’ into account.</li> <li>• Individual pod muster points identified for pod/year groups to enable social distancing to be maintained.</li> <li>• Staff trained in revised procedures.</li> </ul>	1	2	2





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<b>Catering Services</b> - New catering and food hygiene hazards as a result of implementing control measures for COVID-19	<ul style="list-style-type: none"> <li>Catering company will provide and adhere to their own stringent risk assessments to prevent the spread of Covid 19.</li> <li>Children and staff to provide own water bottles and prevent any risk of cross contamination</li> <li>Staff to ensure children wash hands thoroughly before eating and when returning to the classroom.</li> <li>Lunches will be served in the hall. Children will sit in their class pod at a long table. Staff will sit with children to ensure they do not mix with other pods. Tables will be set out with cutlery to prevent movement of pupils.</li> <li>The number of lunch sittings will be increased to keep the number of children in the hall to a minimum and reduce the time the class pods are in the hall.</li> <li>Any cross over of pods will be with social distancing in place and will be kept to less than 5 minutes.</li> </ul>	2	3	6
Safeguarding - Lack of adequate pupil safeguarding procedures	<ul style="list-style-type: none"> <li>Staff follow normal school protocols regarding safeguarding of pupils. If staff have any concerns, they contact Sarah James in the first instance, then Rosie Allen if SJ is not contactable, or ill.</li> </ul>	1	2	2
<b>Wellbeing</b> - Fear/anxiety caused by national lockdown	<ul style="list-style-type: none"> <li>Provide staff, pupils and parents/carers with details of the measures that the have been taken to minimise the risk of them contracting the virus at the school.</li> <li>Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li> <li>Any concerns staff have to contact their line manager, Rosie Allen or Sarah James.</li> </ul>	2	3	6

List Any Further Controls Required or In Place?			
Is a Safe System of Work Required?	YES / NO	Details	

## Notes

1. If possible avoid the risk altogether.

Having reviewed the hazards and risks, I believe that if the control measures identified are applied **Prior Park Schools** will, so far as is reasonably practicable, have met the requirements of this assessment.



2. Where possible combat risk at source.
3. Give priority to measures which protect the whole workplace.
4. Wherever possible, adapt work to the individual.
5. Take advantage of technological & technical progress.

Assessor Signature:	<i>S E James</i>
Assessor Name:	Sarah James
Date of Assessment:	03/11/2020, update 2/12/2020

## Step 2 Guidance On Assessment of Risk

### Example Hazards

Electricity  
Manual handling  
Special effects  
Lighting  
Noise  
Poor Housekeeping  
Adverse Weather  
Use of Chemicals  
Lone Working  
Suffocation  
Public contact  
Slips, trips, falls  
Working at height

### Example Risks

Electrocution, burns (chemical or heat)  
Poisoning  
Cuts or abrasions  
Fractures  
Eye injury  
Head injury (concussion)  
Contagious diseases  
Skin Complaints  
Verbal abuse  
Assault  
Epileptic fits  
Asthma  
Physical injury (back etc)

### Severity of Risk

Fatality 5  
Major injury 4  
Over 3 Day Injury 3  
Routine First Aid 2  
No Harm/Illness 1

### Probability/Likelihood of Risk

Almost Certain 5  
Very Likely 4  
50/50 Chance 3  
Possible 2  
Very unlikely 1

### Risk Factor = Probability x Severity

Unacceptable/Significant = 17 - 25  
Tolerable = 10 - 16  
Adequate = 5-9  
Acceptable = 1-4

## Categories of Severity

### *Score*

1. No Harm or Illness ..... No risk of injury or disease
2. Routine First Aid Injury.....Causing minor injury, allowing the person to continue work after first aid treatment on site or at a local surgery. Normal flow of work is not seriously interrupted.
3. Over 3 Day Injury .....Causing injury or disease capable of keeping a person off work for more than 3 days which is reportable under R.I.D.D.O.R.
4. Major Injury/Illness.....Causing a major injury reportable under R.I.D.D.O.R.
5. Fatality.....Causing death to one or more people.

## Levels of Probability

### *Score*

1. Very Unlikely.....There is not really any risk present. Only under freak conditions could there be any probability of an accident or illness. All reasonable precautions have been taken, so far as is reasonably practicable.



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2. Possible..... If other factors were present the incident or illness might occur but the probability is slow and risk is minimal.
3. 50/50 Chance..... The accident may happen if additional factors precipitate it, but unlikely to happen without them; eg obstructing fire exits.
4. Very Likely..... The effects of humans or other factors could cause an accident but is unlikely to happen without this additional factor; e.g. ladder not secured properly.
5. Almost Certain.....If the work continues as it is, there is almost a 100% certainty that an accident will happen;  
e.g. broken rung on a ladder, defective brakes on a vehicle etc.