



Heathfield Community School (585)

Risk Management - Assessment Report

Risk Area: COVID-19
Assessment Framework: September 2020 COVID-19: Public Health Safety Measures
Work Area or Activity: Covid 19 September Public Health Measures
Competent Person: Karl Husband
Groups Affected: all groups
Notes:

This is a review of an assessment carried out on 24/08/2020

This is a review of an assessment carried out on 09/11/2020

This is a review of an assessment carried out on 09/11/2020

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Assessed on: 09/11/2020
To be Reviewed on: 09/11/2021

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are staff, parents, guardians and students informed not to come into school should they suspect that they display any of the symptoms or have tested positive to Covid-19?	Yes, all stakeholders will be informed not to attend school if they display any symptoms.	Yes	Severity:2 Likelihood:3 Risk Rating:6
Do you ensure regular and frequent breaks are incorporated throughout the day, so that staff and students can wash their hands whilst in school? If hand sanitizer/skin friendly skin cleaning wipes are used there is a risk of them being stolen. Ensure that only 50 litres of hand sanitiser is stored on the premises. This does NOT include that which is in use around the school.	There are regular and frequent breaks where staff and students can wash their hands. Classrooms also have a bottle of hand sanitiser where staff will monitor use. Site team are aware of the restrictions regarding storage.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Have you ensured that the school has a regular supply of soap, anti-bacterial gel, hand sanitiser, skin friendly skin cleaning wipes and cleaning products and that there are sufficient supplies in the school reflecting the increased usage?	School is well stocked with regard to cleaning products. Look at systems to supply classrooms to ensure supply is consistent.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do you ensure the cleaning of well used surfaces is increased? e.g. Door handles, communal areas, classroom-based resources etc?	Yes, there is increase cleaning of frequently touched objects and surfaces.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Have you made cleaning equipment available for staff to use to clean equipment in between group activities? Is this cleaning equipment stored securely in a locked cupboard and clearly labelled?	Yes, cleaning equipment is available to staff for use on surfaces and objects. These are under the supervision of the staff member in the classroom. Where the classroom cannot be locked we have ensured cleaning fluid is low hazard.	Yes	Severity:3 Likelihood:3 Risk Rating:9

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor	
<i>We have ensured that the cleaning fluid used in the classroom is low hazard and is now placed out of the reach of students where and when possible.</i>	09/11/2020	7	Severity
			Likelihood
			Risk Rating
			Acceptable? UnValidated

Have you made arrangements with cleaning providers for additional cleaning?	Yes, additional cleaning is planned.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Are you aware of the correct procedures in response to a suspected and/or diagnosed infection within the school i.e. contacting the Health Protection Team who will then initiate an assessment and NHS test and trace? Useful flowcharts, further advice and template letters can be found at http://www.supportservicesforeducation.co.uk/Page/17461	School is aware of the need to contact the Health Protection Team and will do so at the earliest opportunity. Location of flowcharts and other documentation is noted.	Yes	Severity:2 Likelihood:4 Risk Rating:8
Are arrangements in place should a member of staff or child fall ill? This should include isolation in a well-ventilated room behind a closed door where possible, or an area at least 2m away from others whilst waiting to leave the school and informing staff, parents and guardians to follow current guidance provided by NHS/Public Health?	Yes, we have an allocated room where an ill person would await collection, this room is away from others.	Yes	Severity:3 Likelihood:3 Risk Rating:9

Changes awaiting implementation/ verification	Date to be implemented	Days to Monitor	
<i>We now approach said individual with PPE in the medical room and interview about symptoms. If symptoms warrant sending home for a test then occurs. As the pandemic spreads cases will rise, we need to isolate and identify students and staff as soon as any symptoms appear.</i>	09/11/2020	7	Severity
			Likelihood
			Risk Rating
			Acceptable? UnValidated

Are there risk assessments in place to support those children with complex needs and the staff that support them?	Staff supporting those with complex needs will complete appropriate RAs on their return to school under the guidance of their manager.	Yes	Severity:1 Likelihood:1 Risk Rating:1
If provided with a home testing kit, is the school aware under which circumstances these should be given out?	If school did issue a home testing kit, all recommendations would be followed.	Yes	Severity:1 Likelihood:1 Risk Rating:1
Does the school have sufficient handwashing/hand sanitisation facilities to cater for all pupils and staff?	Yes, hand washing facilities are sufficient and are bolstered by increased use of hand sanitiser gel within classroom environments.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are there arrangements in place to provide a supply of tissues in every classroom and other work areas?	Tissues will be provided in all such spaces.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are lidded bins in every classroom and work area?	Bins available in classrooms and office spaces.	Yes	Severity:1 Likelihood:2 Risk Rating:2
Are paper towels and bins available in toilet/washroom areas?	Yes paper towels and bins are provided in all toilet / washroom areas.	Yes	Severity:2 Likelihood:2 Risk Rating:4
What arrangements are in place for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection?	Site staff and cleaning contractors will empty bins and sanitise them. Disposal of materials will be done carefully with enhanced cleaning measures.	Yes	Severity:2 Likelihood:2 Risk Rating:4

Karl Husband Signed

Dated

Co-ordinator Signed

Dated

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