

## Risk assessment template

Company name: Larwood School  
Headteacher

Assessment carried out by: Sean Trimble-Executive

Date of next review: Dec 3rd  
Oct 3<sup>rd</sup>, Nov 3rd

Date assessment was carried out: May 20<sup>th</sup> July 7<sup>th</sup> Sept 1<sup>st</sup>,

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Risk of infection from pupil to staff</b>	Pupils and staff. They may experience mild symptoms of Covid 19, including coughing/temperature etc. but can also experience life threatening symptoms such as mechanical ventilation/coma/respiratory failure. <b>With all pupils returning in September there may be a greater chance of infection</b>	Limiting the number of pupils on site <b>All pupils on site from Sept</b>  Use a newly created set of operating procedures for staff <b>Maintain this from Sept and check/challenge Updated Oct</b>	Ensure that staff are well versed in the new procedures by checking this in conversation and in practice Share with all staff via email and read receipt applied. Monitor use of systems and remind where need be.	SLT/ST  Done-May 21 <sup>st</sup> Ongoing		Done but to be repeated During June  Done

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>dependant upon how active it is, second wave issues and potentially weather when it turns colder?</p>	<p>All staff on site unless medical condition dictates otherwise            Social distance            Desks to be kept as wide as possible and all from facing            Risk assessing pupils and staff            Ensuring that pupils are not on site if unwell            Ensuring that pupils who become unwell whilst at school are isolated and risk of infection is limited            Visual reminders and guides for pupils in place-direction arrows/space markers            Temp check taken for all pupils on entry            Adjust/stop this depending on stage of virus            Reduction of contact points in the school by having doors open, changed movement</p>	<p>New guidance reviewed and applied during second lockdown phase</p> <p>Consider additional signage to help pupils and staff</p> <p>Return to key doors being closed for health and safety reasons</p> <p>Reminder letter to all parents at the start of the year regarding</p>	<p>ST-SLT by Nov 5th</p> <p>IR/PV by June 3<sup>rd</sup></p> <p>ST by Sept 4<sup>th</sup> 2020</p>	<p>Revise actions for staff x1-work from home</p>	<p>Done</p> <p>Done</p> <p>Done</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Order additional tests to ensure quick access to testing for staff/pupils when needed.</p> <p>Risk assessments for all pupils and adjusted when need be Remind pupils about 'catch it, bin it, kill it' etc. Social distance taught and then revisited.</p>	<p>Purchase/use fogging machine as an additional layer of cleaning when pupil/staff member ill Remind parents at regular intervals, to send in pupil if unwell-letters</p> <p>Re-order tests at regular intervals</p>	<p>IR-Oct 20</p> <p>St-Friday 6<sup>th</sup> Nov letter</p> <p>When re-order window opens-ST</p>		<p>Done</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Provision of first aid –with gloves on at all times and with masks if distance cannot be kept</p> <p>Personal Care-additional PPE/gloves/shield/apron/mask to be used if needed and reported back to Site Manager</p> <p>Fire bubbles are classes to actions and procedures stay the same-no change</p>	<p>Prepare Gov sent test kits for outbreak and brief SLT on how to use etc.</p> <p>From Nov 2<sup>nd</sup>-all staff to wear mask when walking around the building, and when supporting pupils after a lesson is introduced.</p>	<p>ST-Sept 20 or upon receipt of test kits</p> <p>ST passed on info via Beh Watch and email before Aut 2 started. Also discussed at staff meeting on 2<sup>nd</sup> Nov.</p> <p>IR to investigate/buy more masks. By Nov 6th</p> <p>Staff to formally email ST if they wish to use their own mask and agree it</p>		<p>Done</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
				may have greater risk than school supplied version.  ST/SLT when it occurs.		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Positive case identified-follow protocols advised by DFE-track all who may be involved and self isolate for stated periods of time. Ensure cleaning is then also aware of the issue and responds as such</p> <p>Bubbles introduced in Sept-based on individual classes that only combine with one other class for play/PE lessons. Social distance still reinforced.</p>	<p>Monitor risk associated with all</p>	<p>Staff informed at the start of the year and timetables adjusted accordingly-PV/BO</p>		<p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Taxi transport does not comply with this approach and LA have refused to fall in with this approach therefore greater element of infection risk due to this</p> <p>Due to SEN needs all staff have been advised to avoid contact unless absolutely vital (inline with normal practice). If so use STEPs, wear a face shield if possible, wear a mask (Nov onwards) and keep side on with stance. Minimise contact time and immediately wash hands afterwards.</p> <p>Physical assemblies suspended since the start of the pandemic and will</p>	<p>pupils due to increased anxiety, and with new pupils as they are inducted in Aut 1. Friday meetings always focus on this and any incidents are written up and reviewed on the day</p> <p>Monitor</p>	<p>VO-PE All staff via play</p>		



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>continue until safe to re-start (Vaccine?)</p> <p>No singing as per guidance and shouting to be discouraged/avoided where possible</p> <p>PE-follow DFE guidance. Swimming cancelled since start of pandemic. Playtimes-keep children in bubbles and no team games/limit numbers in spaces and sanitize equipment after use/each day.</p>	<p>Purchase disinfectant sprayer to clean equipment and alter curriculum to allow for social distancing</p>			
<p><b>Risk of infection from staff to pupil</b></p>	<p>Pupils, although data indicates are at less risk to the virus may still suffer serious effects and other illnesses.</p>	<p>Closed the school for two weeks in March Revised operating procedures for staff</p>	<p>Ensure that staff are compliant with NOP's</p>	<p>Revisit from June 1<sup>st</sup> Revisit Sept 2nd Highlight and train during</p>	<p>June 1<sup>st</sup>  Sept 2nd</p>	<p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>New rules for pupils that highlight the need for social distancing Staff are not to attend school if feeling unwell. Initially Limited numbers of staff in school to help with distancing and potential risk.</p> <p>Staff training via DHT-PV when first on site. Ongoing training via virtual staff meetings and revised operating procedures</p> <p>Application of staff rota initially Staff have access to PPE-gloves/masks/shield Social distance insisted upon and reminded where need be Access testing when needed</p>	<p>Review and adjust all classrooms to have all pupils in but as much distance as possible. <b>Teaching staff to either be at the front or the back-not in the middle!</b></p> <p>Ensure that pupils are clear about new rules and follow expectations <b>Revisit in September via assembly and classes</b></p>	<p>virtual staff meeting Monitor and check</p> <p>PV-June 1<sup>st</sup></p> <p>IR-weekly</p>	<p>Throughout June and beyond June 1<sup>st</sup></p> <p>Weekly during June/July</p>	<p>Done</p> <p>Done</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Staff must regularly wash/sanitise hands-sanitizer provided to all classes and all staff in all areas of the school, including main reception and other entry points</p> <p>Catch it, kill it, bin it message reinforced with all</p>	<p>Revisit and adjust Behaviour Policy to reflect any changes</p> <p>Regularly check cleaning measures</p> <p>Ensure this is maintained and readily available</p> <p>Posters</p>	<p>ST-Sept 20</p> <p>PV-by Sept 20</p> <p>IR-ongoing</p> <p>IR-Sept</p>		<p>Done</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
						Ongoing
<b>Risk of infection from staff to staff</b>	Transmission of the virus between adults can result in various forms of illness and can also be spread to family members and others that they may come into close contact with. Worst	Closed the school for two weeks in March Trained staff in relation to the risks and checked on understanding via follow up conversations/monitoring behaviour	<p>Monitor and check application of NOP's</p> <p>Revise NOP in light of summer holiday variances and then share with all staff on INSET day.</p>	ST/SLT  ST	Daily/weekly  Sept 2020	Ongoing  Done

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<p>case scenario, it can result in death.</p>	<p>Revised operating procedures over time (eg signing in and out)            Limited number of adults on site            Reduction in contact points by having doors open, revised operating procedures etc.            Staff room revamped to adhere to social distancing and Covid related procedures            Staff allocated to specific toilets</p> <p>Provided PPE from Day after return back after closure</p> <p>Applied a rota of staff            Hygiene practice revised/gel in all classrooms</p> <p>Staff to not enter the reception office but stand behind the</p>	<p>Close doors if all being well, but ensure that hygiene measures are maintained and complied with</p> <p>Maintain stocks of PPE in case of second wave or localised outbreaks</p>	<p>IR</p> <p>IR</p>	<p>Sept 20</p> <p>July 2020</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>barrier to communicate when needed (phone rather than go there if possible) Social distance insisted upon</p> <p>Access testing when needed. All staff training and meetings to be held via Team rather than physical meetings, depending on infection rate.</p>	<p>Maintain and remind staff about this protocol and EOB to reinforce when needed.</p> <p>Sept staff INSET-physically spaced meeting using some time in main hall-2m distance</p> <p>Since then all meetings on PC</p>	<p>SLT/EOB</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Risk of infection from visitors</b></p>	<p>Transmission of the virus between adults/and onto pupils can result in various forms of illness and can also be spread to family members and others that they may come into close contact with. Ultimately in worst case scenario, it can result in death.</p>	<p>Stopped visitors entering the main school building where staff and pupils are Parcels/deliveries on doorstep Any visitor will only be in school for essential work-that being anything that cannot be done via email, telephone or virtual meeting. <b>Revisit the need/number of visitors in September depending on pandemic situation.</b> Any visitor must follow hygiene expectations on entry-wash hands Poster in reception for visitors Social distance insisted upon</p> <p>Any visitor to wear mask if entering the main building or working with pupils-Nov 2<sup>nd</sup> onwards</p>	<p><b>Ensure consistent practice in this area for all visitors until further notice</b></p> <p><b>Gradual reintroduction to include Trustee's/Brandles staff and Key/Essential staff as agreed over time</b></p>	<p>EOB/ST</p> <p>ST</p>	<p>June 1<sup>st</sup> and then to be monitored</p> <p>From Sept 2020</p>	<p>Dependent upon infection rates as still high, most activities virtual.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>All hiring activities suspended during the start of the first lockdown and remain that way until it is safe to revise this practice.</p> <p>No off site visits since the start of the pandemic.</p> <p>Poster in entrance to remind visitors to follow protocols/wash hands etc</p> <p>All visitors held in small area outside of entrance corridor</p>	<p>Inform and monitor</p> <p>Monitor</p> <p>Monitor in relation to guidance and infection rates to consider when they re-start.</p>	<p>EOB-admin desk. KS/NN/ST may also need t enforce</p> <p>KS/ST/SLT</p>		<p>Done</p>



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
				EOB and others who see visitors onto site.		Done
<b>Risk of infection of pupil to pupil</b>	Pupils due to the effects of Covid 19	<p>Parents asked not to send in child if unwell Temperature taken at the door</p> <p>Hand washing on entry and frequently during the day</p> <p>Pupils briefed and reminded about expectations related to behaviour and Covid 19</p> <p>Risk assessment in place for each pupil Staff briefed about pupil expectations Access to testing when needed.</p>	<p>Monitor, assess and change as appropriate</p> <p>Remind parents of their responsibilities from Sept and the need to keep children at home if they are unwell and get tested.</p>	<p>SLT- daily/weekly</p> <p>ST via letter and class teachers via calls-</p>	<p>Ongoing</p> <p>Sept 2020</p>	Done

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Room layout changed to help reduce potential transmission between pupils and staff- ie 2m between desks or more if possible</p>	<p>Monitor</p>			<p>Done as classes were being used again in the summer term</p>

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing to control the risks?</b>	<b>What further action do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)