



St Mary & St Paul's CE Primary

## Risk Assessment Version 17

Risk Assessment No: Activities

**To be reviewed when guidance changes**

<b>Area/Activity Assessed</b>	Covid 19 Risk Assessment	<b>Date</b>	17 <sup>th</sup> May 2020 (updated 5.1.21)
<b>Assessment Completed By</b>	Paul Brooksbank	<b>Person(s) Consulted</b>	Head Teacher – Iain Parks Local Authority H & S – Fiona Buckley

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input checked="" type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely) Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
9-15 - Medium risk Ensure adequate controls are in use.  
16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	School reopening after September	4	3	12	<ul style="list-style-type: none"> <li>The school has been enhanced cleaned when opening. All staff are competent and instructed with regards to the procedures in place for the protection against infection from the risk of Covid-19.</li> <li>A regular sequence of cleaning the school and classroom has been undertaken over the winter break. A school reopening plan has been created in line with current Government, Public Health and DfE guidelines.</li> </ul> <p>July 21 DfE Guidance states</p>	3	2	6	Yes

				<p>Prevention You must always:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>January 22 – New guidance for testing and isolation periods</p>					
2	Potential for cross infection in the school environment	4	3	12	<ul style="list-style-type: none"> <li>• All staff and Pupils shall practice social distancing. (to have an awareness and care for others)</li> <li>• This includes etc:                             <ul style="list-style-type: none"> <li>✦ KS1 / KS2 All pupils desks to continue facing the front of the classroom This should be in all classes (including withdrawn / supported groups)</li> <li>✦ Break times are staggered. (see rota)</li> <li>✦ Signs and posters located around the building as a reminder</li> <li>✦ Most of the movement around school is to take place around the outside of the school building. Only time pupils /staff on corridors is for use of the toilets.</li> <li>✦ Only two children are allowed in the toilets at any one time- only one child allowed out of class-</li> <li>✦ Staff room to be used by all staff but be wise in how close they are to one another</li> <li>✦ No additional gatherings in school –staff meetings, briefings, will take place in the school hall</li> <li>✦ Breakfast Club – to take place in the school hall / After School Club will take place in the Blue Room –</li> <li>✦ Only 1 parent will be allowed in the entrance area at any one time. Parents will not be allowed in the reception area and will need to communicate with the school office via the hatch. Parents asked to wear a face covering in this area.</li> </ul> </li> </ul>	3	2	6	Yes

					<p>✦ Children to eat school dinners / packed lunches in the school hall. Hall to be split into two halves with one class in each half. Food to be ordered and served from the hatch. 20 mins in the hall / 20 minutes outside.</p>				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> <li>Staff shall be requested to wear face coverings , when moving around the school and in communal areas.</li> </ul> <p><b>Extra support.</b></p> <ul style="list-style-type: none"> <li>Teaching / support staff are instructed to wash their hands regularly and to avoid touching their face. Hand sanitiser shall be provided to all staff</li> <li>Staff assistance is available to pupils who are having trouble wash their own hands.</li> <li>Staff in each room have a PPE pack (Facemasks / aprons / gloves / sanitizer) only if required</li> <li>Posters up in each classroom with good practise illustrated for hygiene (inc handwashing)</li> <li>Handwashing signs by each sink in school.</li> <li>Registers to be completed on SIMS Staff to sign in using the sign in system by both entrances.</li> <li>Inhalers are to be moved to the room that the child is based in – to be administered by the child wherever possible. Parent informed.</li> <li>Children to provide their own water bottles for use in the classroom. Children can bring their own hand sanitiser into school (older year groups)</li> </ul>				

				<p><b>Start of Day</b></p> <ul style="list-style-type: none"> <li>• Parents will be asked to wait away from the entrances to the school when the children are called in.</li> <li>• Nursery / Reception / Year 1 parents will bring their child to the allocated door to be dropped off. Parents shall not enter the building.</li> <li>• Children will all wash their hands / hand sanitiser immediately on entry into school.</li> <li>• Staff to wear face coverings when children enter the school</li> <li>• Parents shall not stand in the immediate vicinity of the school gate (around the barrier area)</li> </ul> <p><b>End of Day</b></p> <ul style="list-style-type: none"> <li>• Gate to field and KS2 entrance will be opened 10 minutes before the end of the school day. Parent to wait on the main part of the school yard only. Children will be dismissed from behind the blue fencing. Parents shall not use the 'thinking bench area or wait by the blue room door.</li> <li>• Reception / Nursery children to leave via usual exits.</li> <li>• Parents shall be asked not to congregate outside of the school gates but leave the area immediately</li> <li>• Staff advised to wear face coverings when children leave the school</li> </ul> <p><b>Physical Education</b> Wherever possible, PE is to take place outside</p> <ul style="list-style-type: none"> <li>• If inside - open the windows</li> <li>• Wash hands before and after</li> </ul> <p><b>Collective Worship</b></p>						

				<ul style="list-style-type: none"> <li>All collective worship will be streamed via Google Classroom</li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>Children to wash their hands / hand sanitise on entry into school and at regular intervals throughout the day – after break / toileting / before meals</li> <li>each child will have at their desk a pack with stationary, books, reading book and some coloured pencils / felt tips.</li> <li>Classrooms to be well ventilated at all times (windows / doors open) – coats can be worn for warmth. Each classroom has a CO2 monitor. If readings exceed 1500 then ventilation is to be increased</li> <li>Doors and windows should be opened at regular intervals throughout the day and permanently during break and lunchtimes.</li> </ul> <p><b>Physical Education</b></p> <ul style="list-style-type: none"> <li>All PE activities to take place outside (wherever possible) on a rota. (see previous notes for bad weather) Individual activities for PE only.</li> </ul> <p><b>Breaktime</b></p> <ul style="list-style-type: none"> <li>Will be on a rota basis with only 2 classes going outside at any one time. Separate on the yard and astroturf)</li> <li>Allocated times shall be strictly adhered to, to ensure that all classes have time outside.</li> <li>Classes to line up separately away from each other prior to entering the building and the next class coming outside</li> </ul> <p><b>Parents</b></p>				
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				<ul style="list-style-type: none"> <li>Parents will not be allowed within the school building. Any early collection will need to be made from the main hatch in the school office with parents waiting outside the entrance.</li> </ul> <p><b>Visitors to school</b></p> <ul style="list-style-type: none"> <li>Any visitors who need to meet with pupils (i.e social services) will be required to wash hands on entry to the building.</li> <li>Visitors to school shall be asked to wear face coverings on arrival and when leaving the building. Masks do not need to be worn when in meetings</li> <li>All visitors shall sign in and out of the building, leaving their name, address and contact phone number.</li> </ul> <p><b>Lateral flow testing</b></p> <ul style="list-style-type: none"> <li>Staff are asked to undertake twice weekly home tests.</li> </ul> <p><b>Nappy or Pad Changing</b></p> <ul style="list-style-type: none"> <li>Parents/carers are requested to ensure their child has a clean new nappy/pad on when they arrive at school. This is to minimise the number of nappy/pad changers throughout the day.</li> <li>Suitable personal protective equipment is available Disposable gloves</li> <li>Once used all PPE is disposed of together with the nappy.</li> <li>Hands are washed before and after each nappy/pad change.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> </ul>				
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				<ul style="list-style-type: none"> <li>• Where possible potty training should be implemented at home with children requiring infrequent changes in school</li> <li>• Nappies should be double bagged and placed in the nappy bin, outside of the class door (outside). Then notify staff via Google Chat for them to be removed to external bins.</li> </ul> <p>Administering First Aid</p> <ul style="list-style-type: none"> <li>• If possible injured person to collect all contaminated materials and securely bag it.</li> <li>• If the need occurs to perform rescue breaths in CPR ensure that a face mask/barrier is used. They are kept in the first aid kit.</li> <li>• Clinical waste to be placed in small bag and clinical waste bags and placed outside of the classroom (external door). SLT to be notified so that the bags can be removed.             <ul style="list-style-type: none"> <li>• Dispose of all used PPE to be double bagged, stored securely for 72 hours before being added to the normal waste stream</li> </ul> </li> </ul>				
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<p>Staff or child having symptoms of Covid -19</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Staff are instructed not to attend school if they are displaying Coronavirus symptoms.                  Parents/Carers are instructed to monitor their child's health and should refrain from sending their child to school if they or anyone in household are displaying Coronavirus symptoms.                  They should immediately contact the school at the start of the school day to inform staff that their child will be off school</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation.</p> <p>The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19, and arrange to take a PCR test as soon as possible.</p>	<p>3</p>	<p>3</p>	<p>12</p>	<p>Yes</p>
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				<p>Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.</p> <p>Further information is available in the stay at home: stay at home: guidance for households with possible or confirmed COVID-19 infection.</p> <p><b>Daily testing for close contacts of COVID-19:</b>                  People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</p>				
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No	Hazard	Initial				Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
4	Staff/Pupils showing signs of an Infectious Disease (coronavirus COVID-19)	4	2	8	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	4	1	4	

					For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.				
5	Staff/Pupil confirmed of having an Infectious Disease.	4	3	12	<p>If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have <a href="#">symptoms</a>, stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too.</p> <p>If you have symptoms of COVID-19, arrange to have a <a href="#">PCR test</a> if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave your home in a few specific circumstances, but do not go to work, school, or public areas and do not use public transport or taxis. See circumstances in which <a href="#">you can leave home</a>. If you need to leave your home to get to a test site, observe strict <a href="#">social distancing advice</a> and return immediately afterwards.</p> <p>If a person tests positive using a LFT then there is no longer any requirement to take an additional PCR test – the isolation begins from the date of the LFT.</p>	4	2	8	

6	Staff/Pupils displaying symptoms during school hours	4	3	12	<ul style="list-style-type: none"> <li>The Head Teacher and/or SLT will be notified immediately.</li> <li>PPE pack to be held at front desk to be used by anyone who has to support a child / adult with symptoms</li> <li>Staff or pupils displaying symptoms of Coronavirus will be sent home immediately</li> <li>Where necessary Parents/Carers will be contacted to arrange for their child to be collected.</li> <li>Where possible the child will be isolated away from other staff and pupils in a separate room, outside the school building in the fresh air or where this is not possible 2m away from other people.</li> <li>Staff attending someone with virus symptoms shall wear appropriate PPE, if a 2m distance cannot be maintained</li> <li>Staff and pupils who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>A suspected coronavirus letter will be sent home with each child and parents/cares are asked to monitor the health of their child.</li> <li>The room should be cleaned immediately after they have left.</li> </ul>	4	2	8	Yes
7	Stopping the virus from spreading <b>Personal Hygiene</b>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been</li> </ul>	4	1	4	

				<p>contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</p> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>• Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>• The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>• Always wash hands after using the toilet, before eating or handling food, and after handling animals.</li> <li>• All children to wash their hands immediately on entry to the school each morning.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>• Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue.</li> <li>• Wash hands after using or disposing of tissues – tissues will be provided for each classroom / office</li> <li>• Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>• Only now required under normal circumstances or when a child / staff member is showing symptoms</li> </ul>				
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8	<p>Stopping the virus from spreading</p> <p><b>General Cleaning</b></p>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>• The school is cleaned with normal household disinfectant.</li> <li>• All surfaces that the symptomatic person has come into contact with shall be cleaned and disinfected, including:</li> <li>• Objects which are visibly contaminated with body fluids.</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> </ul>	4	1	4	
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				<ul style="list-style-type: none"> <li>School shall continue to have enhanced cleaning 2 times per day in high contact points</li> </ul> <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</li> <li>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Always segregate domestic and clinical waste, in accordance with local policy.</li> </ul>				
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
9	Failure to have an enhanced Clean the school after a member of staff or child is suspected of having coronavirus COVID19	4	3	12	<p><b>Enhanced Clean.</b></p> <ul style="list-style-type: none"> <li>The school is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> <li>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</li> <li>Suitable personal protective equipment is available Fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing).</li> <li>Once used all PPE is disposed of safely and in line with clinical waste standards (detailed below)</li> <li>Hands are washed before and after cleaning for at least 20 seconds.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system (if they are in school) shall take care and use the precautions available when dealing with bodily fluids</li> </ul>	4	1	4	

1 0	Stopping the virus from spreading <b>Enhanced Cleaning</b>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with shall be cleaned and disinfected, including:</li> <li>• All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li> <li>• Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> <li>• A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>• If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses</li> </ul>	4	2	8	
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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</li> <li>1. Should be put in a plastic rubbish bag and tied when full.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste</li> <li>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> <li>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</li> </ul>				
11	Hand washing around school to minimise contact between groups of pupils	4	3	12	<p>Children generally use toilets areas with limited numbers accessing at any one time. Children shall wash their hands prior to going to the toilet, after going to the toilet and on return to the classroom use hand sanitiser.</p> <p>It will be strictly and one child in the toilet area at any one time.</p>	4	2	8	



12	Staff who are in the shielded, clinically vulnerable or pregnant categories	4	4	16	<ul style="list-style-type: none"> <li>➤ Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. An additional RA will be provided for any staff who feel that they may be additionally vulnerable</li> </ul>	4	1	4	
14	Threat of fire during Covid - 19	2	4	8	<p>Fire procedures shared with staff for new rooms that they are in.</p> <p>All classes have an external door that leads to a safety assembly point</p> <p>Fire drills carried out to check on procedures</p> <p>All fire doors are to remain closed – not wedged open at any point.</p>	2	4	8	
16	Attendance				<p>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p>				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
1	Med	<p>School is advised to create a opening plan in line with current Government, Public Health and DfE, Local Authority and Union guidelines. This Shall include ways in which</p> <ul style="list-style-type: none"> <li>✦ The care of pupils on EHC plans or children of EYFS age can be maintained.</li> <li>✦ How EHC/EYFS lessons or play activities can be taught safely.</li> <li>✦ Action Plan to deal with suspected Coronavirus cases.</li> </ul>	Head Teacher and SLT	Before school reopens	Sept 21
1	Med	<p>Staff Training – The school is advised to provide staff training and instruction to all staff before the school is reopened to pupils. This training should be recorded to verify staff attending the training/instruction fully understand.</p> <p>Staff training will include all guidelines on the risk assessment – which shall be strictly adhered to.</p> <p>Staff training on Google classroom, google meet and google chat</p> <p>Regular training , reminders and updates shall be shared with all staff.</p>	Head Teacher and SLT	Before school reopens	Jan 21
6	Med	<p>Communication with Parents –</p> <ul style="list-style-type: none"> <li>➤ The school is advised to create a Suspected Coronavirus Letter which should be sent out to all parents/carers if a member of staff or pupil were to take ill in school and was displaying Coronavirus symptoms.</li> <li>➤ Parents/cares should be asked to monitor their child’s health and to self-isolate if their child was to develop symptoms.</li> <li>➤ Parents to be advised on access arrangements for mornings/ afternoons and collections during the school day.</li> <li>➤ Parents to be advised of the distancing rules around the outside of the school grounds at the start and end of the school day.</li> </ul>	Head Teacher and SLT	Before school reopens	Ongoing
7	Med	<p>Equipment purchased for school</p> <ul style="list-style-type: none"> <li>- PPE equipment when required for cleaning areas after people who is infected has been in contact.</li> <li>- Tissues / wipes to be provided for all classes</li> </ul>	Head teacher / office staff	Before school opens	Ongoing

	<ul style="list-style-type: none"> <li>- Hand sanitiser to be available at all entrances to school and key areas (staffroom / pastoral office). Each toilet area to have hand sanitiser as well as soap.</li> <li>- Waste bins for post lunchtime for each classroom</li> </ul>			
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### Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date


Thanks to Mike Fleming at Compliance Health and Safety for the initial risk assessment template which has been edited by SMSP staff.

**Appendix A – Use of hand sanitiser**

Health and Safety Advice for Schools Regarding Hand Sanitiser

Alcohol based hand sanitisers (and gels) are flammable and can release vapours which, with the introduction of a spark with sufficient energy, may ignite. To reduce the risk of fire the sanitiser containers should have their lids kept firmly in place when not in use and stored away from sources of heat and ignition.

The location of dispensers, the storage of stock and the disposal of used containers and dispensers and expired stock, therefore need to be considered.

When hand sanitiser is applied it should be allowed to dry on the skin.

Recently, during the COVID-19 outbreak, a person's hands were burnt. The individual had applied the sanitiser to their hands and before it was dry they touched a metal surface. Touching the surface caused a static charge which ignited the vapours on the hands. The person received 1st and 2nd degree burns.

Staff and students should be advised to let their hands dry and the vapours disperse after using alcohol based sanitiser. For those who smoke the risk of ignition is increased if they light the cigarette before their hands are completely dry.

#### COSHH assessment

The Control of Substances Hazardous to Health (COSHH) Regulations place a legal duty on employers who use substances which might cause harm to health of their employees to control the risks.

This means that employers must ensure that a suitable COSHH assessment, which focusses on the hazards and risks, is completed for hand sanitisers, and appropriate control measures are introduced. The safety data sheet that accompanies the hand sanitiser must be considered when completing the assessment.

The information provided below is generic. It is based on information contained in a number of safety data sheets for several hand sanitisers that are currently on the market.

#### Safe use

Sanitiser spills should be cleaned up to prevent slipping and reduce the likelihood of fire. Large spills should be covered in an appropriate absorbent material such as sand.

Alcohol based sanitiser can cause serious eye irritation. If the solution gets into the eyes, the eyes should be rinsed thoroughly with clean water for several minutes. If contact lenses are being worn they should be removed if possible. Rinsing should continue, and if eye irritation continues, medical advice should be sought.

The risk of inhalation, due to the small containers being used, is minimal, however exposure to alcohol fumes could cause drowsiness and dizziness and a person suffering from inhalation should be removed to fresh air and made comfortable. If the person is unconscious and their breathing is okay, the person should be placed in the recovery position and transferred to hospital as soon as possible.

If there is a perceived risk that young children may drink the hand sanitiser, the solution should be locked in wall dispensers. Ingestion of the sanitiser may cause nausea, headache, dizziness and intoxication. Vomiting should not be induced and if the person is conscious the mouth should be rinsed with water and a half litre of water should be given to drink immediately.

If items of clothing becomes heavily contaminated with the solution, the clothing should be removed promptly to reduce the risk of ignition.

#### Storage

Flash point is the lowest temperature at which a liquid can give off vapour to form an ignitable mixture in air near the surface of the liquid. The lower the flash point, the easier it is to ignite the material

- The flash points of ethanol and isopropyl alcohol are 17.5°C and 19°C, respectively, which means they could ignite, if they come into contact with an ignition source, at room temperature. Care should be taken to ensure the original containers and dispensers of hand sanitiser are stored in a cool, well ventilated place, in a location where the containers cannot be damaged, ensuring the lids and tops are tightly fitting and secure.
- The storage area should be free of naked flames and there should be no smoking permitted in these areas.
- Care should also be taken when carrying personal containers and dispensers to avoid accidental spills onto clothing, into pockets, bags or vehicles.
- The quantity of sanitiser kept in classrooms and corridors should be kept as low as is reasonably practicable and limited for day-to-day purposes.
- Care should be taken when disposing of any used containers that have not been rinsed with water. Used containers will contain gel residues and flammable vapours, rinsing with water will reduce the risk of fire and the containers may then be recycled or disposed of in general waste.

## Appendix B – Guidance from NHS over the symptoms for Covid -19 and when to apply for a test.

### Main symptoms

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

**What to do if you have symptoms**

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.