

A. Outline of activity or task to be assessed: Phased return to school following COVID 19 closure

Form No

Directorate: Kinnerley CE Primary
School

Workplace/Team – Zone: Dining
hall/Staff eating areas/staff toilet

Date of Assessment: 1.3.21

Date for Re-assessment

Name of Assessors: Elizabeth Madin

Signature:

Manager/Headteacher: Ms Hunt

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5

Increasing likelihood or probability →

PRIORITY OF ACTION

- High 17 - 25** Unacceptable – Stop work or activity until immediate improvements can be made.
- Medium 10 – 16** Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
- Low 5 - 9** Adequate but look to improve by next review.
- Very Low 1 – 4** Residual risk acceptable and no further action will be required all the time the control measures are maintained.

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

HAZARD		Who's Affect ed	Existing Controls	Risk Level Low/Med/ d/High	What else is required	Risk Level Low/Med/ High	Action	
							Who	When
1	Risk of transmission of virus from children touching equipment/ other children	Children + staff	Children and staff are to wash hands before entering and after leaving the hall, so before and after eating, Children are encouraged not to touch each other and spread out as much as possible.	med	Staff to allow enough time for each pupil to wash hands in time for lunch session		All staff	
2	Risk of transmission through close contact	All	Any queuing will maintain social distancing. Dining tables are to be arranged so pupils are spaced 3 per table, facing one direction, with tables spaced around the hall. Children are to remain in their assigned seats. Adults to maintain a distance of 2m wherever possible.	med	Tables/ areas to be rearranged appropriately Pupils to be reminded of social distancing		Lunchtime supervisors	
3	Risk of transmission through shared tables/benches	All	Tables and benches to be wiped before and after every group session.	med				
4	Risk of contamination through coughs and sneezes.	All	We will adhere to and encourage the 'catch it, bin it, kill it' rule and use nappy sacs to put tissues in before placing in the bin. Tissues to be available in the hall and hand washing to occur after sneezing, blowing noses, coughing etc	Med	Regular reminders & policing from staff. Provision of nappy sacs and lined bin.			
5	Risk of transmission through sharing of food/utensils/ equipment from home		No children are to share food or utensils. If pupils bring packed lunches from home they will be asked to put all their containers etc. back in the lunch boxes and put away as soon as they have finished. Tables will be wiped.	med	Children to be helped to understand new routines and reminded regularly.			

6	Risk of transmission through too many children in the hall at the same time		<p>Lunchtimes will be staggered as below:</p> <table border="1" data-bbox="703 97 1131 427"> <thead> <tr> <th></th> <th>Barn owls</th> <th>Snowy owls</th> <th>LEOS</th> </tr> </thead> <tbody> <tr> <td>Lunch</td> <td>11.50-12.25</td> <td>12.00-12.30</td> <td>12.30-1.00</td> </tr> <tr> <td>Location</td> <td>Hall</td> <td>In class</td> <td>Hall</td> </tr> <tr> <td>Play time</td> <td>12-12.30</td> <td>12.30-1.00</td> <td>12-12.30</td> </tr> <tr> <td>Location</td> <td>Split play ground/ outdoor area</td> <td>Split play ground /barked area</td> <td>Play ground</td> </tr> </tbody> </table> <p>Snowy Owls having hot meals will be in the hall with Nursery / Barn Owls for just a minute or two whilst they are served their meal and carry it back to their classroom. Pupils sitting at tables eating will be facing away from those lining up to be served.</p>		Barn owls	Snowy owls	LEOS	Lunch	11.50-12.25	12.00-12.30	12.30-1.00	Location	Hall	In class	Hall	Play time	12-12.30	12.30-1.00	12-12.30	Location	Split play ground/ outdoor area	Split play ground /barked area	Play ground	med	New timetable to be adhered to. Staff responsible for getting classes into hall on time and explaining the new routine.			
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7	Risk of transmission from shared spaces		The separate zones outdoors will ensure that bubbles do not mix. Snowy Owls will use a section of the playground plus barked area. Barn Owls will use their outdoor area and a section of the playground separated by cones.																									
8	Risk of transmission from serving staff		Serving staff will adhere to strict hygiene guidelines. In addition to hair nets, gloves and tabards lunchtime staff will wear the face coverings provided for the duration of the serving and eating time.	med	Hygiene/PPE to be provided																							
9	Risk of transmission through aerosol		The hall will be well ventilated.																									

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

