

6 - Hygiene / Cleanliness and Health & Safety

NOTES

- All pre-populated risks / solutions are suggestions only. Please amend / add to for your setting
- All identified risks must have Current and Future risk scores completed
- Do not delete data in columns I or M as these are formulas
- Do not add rows as the formulas will not be included
- Do not enter any information below the bottom of the table
- There are blank rows added at the bottom to add additional risks in
- The Overall Risk analysis provides a count of all overall risk levels currently and following mitigating actions
- The Risk breakdown analysis provides a count of all individual risk likelihood / severity scores currently and following mitigating actions

RISK OVERALL

CURRENT:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	16.00
0	0	8	HIGH

  

FUTURE:			OVERALL
LOW (1 - 4)	MEDIUM (5 - 12)	HIGH (13-25)	8.00
1	7	0	MEDIUM

RISK BREAKDOWN

CURRENT:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
0	0	0	8	0
0	0	0	8	0

  

FUTURE:				
1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very high
0	2	6	0	0
0	1	7	0	0

Description of the risk / Hazard / Challenge	Who is at risk of harm	How would these groups be harmed?	What EXISTING controls or mitigations are in place today?	Considering existing controls / mitigations, please assess CURRENT Risk level (1 - 5)		OVERALL CURRENT RISK level 1 - 25 (fills automatically)	What FURTHER actions will you take to control / mitigate the risk?	Following completion of further actions, please estimate EXPECTED risk level (1 - 5)		OVERALL FUTURE RISK level 1 - 25 (fills automatically)	Assigned person to complete further actions	Planned / Actual Completion date	RAG Status of Further Actions	Comments / Notes	Links to relevant guidance / documents / sources of support
				Likelihood / prevalence of risk occurring	Severity of Risk if it occurs			Likelihood / prevalence of risk occurring	Severity of Risk if it occurs						
Maintaining regular levels of hand washing/hygiene	Pupils / staff	Increased risk of catching and spreading virus where there is poor hygiene	Washing facilities provided and reminders about how to wash hands effectively.	4 - High	4 - High	HIGH	Additional sinks to be provided on both playgrounds to support regular handwashing and prevent overcrowding at indoor sinks. Pupils and staff to wash hands as they enter the building at the start of the day and exit the building at the end of the day and regular hand washing opportunities (20 seconds) to be timetabled into daily routines. Posters about good handwashing put up next to all washing facilities. Staff to continue to stress the importance of good hygiene. Anti-bacterial gel/wipes available to staff who are unable to leave classrooms whilst supervising children.	3 - Medium	3 - Medium	MEDIUM					National guidance Local – supplies of hand gel
When pupils sneeze or cough they will spread germs/bacteria, especially younger pupils/children	Pupils/staff	Increased risk of catching and spreading virus	Washing facilities provided and reminders about how to wash hands effectively.	4 - High	4 - High	HIGH	Educate children and pupils about the need to cough/sneeze into a tissue or their elbow – dispose of tissue in a bin and wash hands for 20 seconds. Provided 'lidded' bins in all classrooms. Display 'catch it, bin it, kill it' posters around the school.	3 - Medium	3 - Medium	MEDIUM					National guidance Local – consistent messages, frequent reminders through social media
Keeping the school clean to a higher level of cleanliness	Pupils/staff	Increased risk of catching and spreading virus if surfaces are not cleaned to a high standard	Appropriate cleaning products available in school	4 - High	4 - High	HIGH	All staff to have access to anti-bacterial spray / gloves in rooms where children will be. Staff to ensure hard surfaces are cleaned regularly. Cleaners will continue to clean daily to a higher level to include tables, chairs, door handles, light switches, toilets, corridors, entrance ways etc. IT equipment (esp keyboards, mice) to be cleaned with anti-bacterial wipes after use. Include discussion / training with all staff about cleaning in Sept training days. Frequently touched surfaces in toilets to be cleaned at lunchtimes as well as once a day by cleaning staff.	3 - Medium	3 - Medium	MEDIUM					National guidance Local – supplies of wipes, consistent messages to cleaners and caretakers.
How can schools limit the surfaces that are shared between home and school?	Pupils/staff	Sharing surfaces / learning resources could result in transmission of virus to others	N/A	4 - High	4 - High	HIGH	Children at own tables / using the same chair. Named stationery wallets to be provided to all. Children not to bring anything other than coats / reading books / lunchbags to school. Water bottles provided for children on Infant site - all water bottles to remain on site and washed regularly. Reading books - period of 72 hours before being given to another child. All correspondence out of school to be uploaded to Class Dojo and the website and correspondence into school to come via a phone call or email. All monetary transactions to be done via SIMS Pay whenever possible	3 - Medium	3 - Medium	MEDIUM					
Possible contamination from shared teaching areas / resources within shared teaching areas	Pupils/staff	Sharing surfaces / learning resources could result in transmission of virus to others	N/A	4 - High	4 - High	HIGH	Remove as many soft furnishings as possible from classrooms - e.g. mats, beanbags, cushions, soft toys. Pupils to have named stationery/resource pack. Any shared equipment is thoroughly cleaned. Ensure good ventilation in classrooms by opening windows (weather permitting). Limit access to door handles / light switches / PCs in classrooms - only adults to be touching these.	3 - Medium	3 - Medium	MEDIUM					
Possible contamination from shared usage of play equipment at break times	Pupils/staff	Possible contraction of virus	N/A	4 - High	4 - High	HIGH	Fixed external play equipment to be taken out of use (Trim Trail etc). Each group to have its own play equipment, which is only used within the group and cleaned at the end of each play time. Pupils to wash hands after eating and before returning to classrooms.	2 - Low	3 - Medium	MEDIUM					
Possible contamination by close contact when providing first aid to pupils	Pupils/staff	Possible contraction or spreading of virus	Protective equipment has been brought in advance	4 - High	4 - High	HIGH	Gloves to be worn for providing all First Aid. Aprons and masks to be worn when it is considered necessary due to the close proximity of care required, and where there is any exposure to bodily fluids.	3 - Medium	3 - Medium	MEDIUM					
Possible contamination from inadequate social distancing/equipment contamination in staff rooms/offices	Staff	Possible contraction or spreading of virus	N/A	4 - High	4 - High	HIGH	Staggered lunchtimes will prevent overcrowding in staff room. Staff wash hands prior to entering staff room and before preparing food / making drinks. Staff to ensure any staffroom equipment used is thoroughly washed and put away. Hand sanitiser available in staff rooms. Where shared computers are used, desk, computer, keyboard and mouse to be cleaned using antibacterial wipes after use.	2 - Low	2 - Low	LOW					

END OF TABLE - DO NOT ENTER INFO BELOW HERE



