

Risk Assessment: School operation during June/2020: response to Coronavirus (COVID-19). Issue incorporating government guidance to 26/05/20





July
2.2

The Delegated Services approach to, as simply as possible, completing our standard or routine risk assessment format is found on the **final page** on this format.

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Section 1

Establishment/Section/Team: Holymead Primary School	Date of Assessment: 26.5.20	Review date: 1.6.20 <small>(Complete once the action plan section below is addressed)</small>
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: 1. Kate Slatcher 2. Jessica Coggins 3. etc DATE: 26.5.20	Signatures: 1.  Kate Slatcher, Head teacher 2.  Jessica Coggins, Chair of governors 3. etc I/We have read and understood this RA and our role in its implementation.	

BACKGROUND AND CONTEXT:

From Monday 1 June 2020 (at the earliest) schools are expected to reopen for pupils in the Nursery, Reception, Year 1 and Year 6 age groups. On 24 May 2020 the government indicated that secondary schools should plan on the basis that from the week commencing 15 June, they can invite Year 10 and 12 pupils (Years 10 and 11 for alternative provision) back to school for some face to face support with their teachers. This is to supplement remote education which should continue to be the predominant mode of education in this term for pupils in these year groups.

This model risk assessment has been developed to support schools in:

- 1. Implementing government guidance for the reopening of schools first issued on 11 May:**

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

- 2. Continuing to provide provision for vulnerable children and other children who are still working at home**
- 3. Facilitating home working for staff**

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared 'best practice' that we receive. Schools must adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, we recommend that once complete, this risk assessment is made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice they should display to show people they have followed the guidance. We suggest you use it too. It should be tailored for outward and inward facing 'audiences'.

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjRTNhHdvrR?projector=1&messagePartId=0.1>

The risk assessment associated with how we have and are currently operating until the 1st June 2020 is titled Coronavirus Covid 19 March 2020 and is dated 19.3.20. It can be located in our H&S system at Management/risk assessments

Part 1: Reopening schools from 1 June 2020

The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. **The overview of scientific advice used to underpin this guidance was published on 15 May 2020 and was reproduced as Appendix A in the previous version (2.1) of this risk assessment. Owing to the size of the document this has now been removed but is available here:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview of scientific advice and information on coronavirus COVID19.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf)

Further supporting information is available here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887247/Department for Education explanatory note on SAGE modelling.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887247/Department_for_Education_explanatory_note_on_SAGE_modelling.pdf)

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating ? (See Risk Rating Matrix Table 2)
Preparation for reopening						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>Before resuming normal operation, we have commissioned a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Our fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational 	Low	Low

				<p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily </p>		
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	serious	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.</p>	Low	Low
	Use of air conditioning accelerates the spread of coronavirus	All premises occupants		No air conditioning.		
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>For high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position.</p> <p>Lower risk rooms such as classrooms and offices may be propped open with removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p>	Low	Low

				<p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.</p>		
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Serious	<p>Our communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Attendance and non-attendance • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the school. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at:</p> <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</p>	Med	Med
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	<p>We note that there is no requirement for schools to run these at the moment.</p> <p>Breakfast Club is currently run in school by the same staff for the key worker and vulnerable children group. The same infection controls are in place during club as during the day.</p>	Med	Med
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB:	Med	Med

				<p>recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>We have signposted to relevant counselling services.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions.</p> <p>https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>		
Staff awareness	Staff are not aware or do not understand the requirements for working safely when returning to work		Serious	<p>Government guidelines containing instructions have been provided re: operating procedures, to do with this risk assessment, to all staff. This includes:</p> <ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping teaching groups separate during the day • Arrangements for break times and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Changes to school behaviour policies • Curriculum adaptations required re: social distancing • Site security and fire safety including evacuation and lockdown procedures. 	Med	Med

				<ul style="list-style-type: none"> Use of PPE (where applicable). 		
Staff transport to and from work	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times.	All staff	Serious	Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of facilities such as secure cycle storage to support people to walk, run or cycle to work where possible. If there is no option but to use public transport we will confirm the individual safety actions staff will take while travelling to and from work with them.	Low	Low
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Serious	Have been advised not to return to work and will work from home. NB: School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.	Low	Low
		Clinically vulnerable including pregnant women	Serious	Have been advised to take extra care in observing social distancing and will work from home where possible. Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others, PPE etc. Individual risk assessment has been carried out.	Med	Med
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	These staff will only attend if stringent social distancing can be adhered to and if we have found this is not possible the staff member is working from home.	Med	Med
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These staff members are attending work. Provided with PPE etc.	Med	Med

Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	<p>Daily/ weekly review of staffing to ensure that we can cover each group of children. In our school this will require:</p> <p>For each teaching group not to exceed 15 pupils we will need 6 classes in each year group:</p> <p>1x teacher or LSA or HLTA</p> <p>1x support staff for YR and specific SEND pupils</p> <p>1x lunchtime staff</p> <p>In addition to admin, cleaning and senior leadership team and DSL/Deputy DSL availability.</p> <p>Where we are not able to maintain this provision, we will prioritise pupils as follows:</p> <p>YR, Y1 and Y6.</p>	Med	Med
	Daily variation in staffing means that the school is unable to operate safely for all groups of pupils.		Serious	<p>Staff have been advised that they must inform the Head, then Deputy head as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>The Head teacher and in their absence the deputy head on KS1 and on KS2 will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures. Inform chair of governors and inform parents/carers.</p> <p>We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice i.e. via ParentMail</p>	Med	Med
Pupil Welfare	Pupil welfare - changing family circumstances likely to have an adverse effect of pupil's ability to re-engage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 6 to ensure that pupil's needs are met.</p>	Med	Med

Pupil Welfare	Anxiety re: coronavirus and constraints of new learning environments		Serious	<p>Pupils will have been pre-warned about what to expect when they return to school.</p> <p>Behaviour expectations will be explained to all pupils and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.</p>	Med	Med
	School is unable to meet the needs of pupils with an EHP		Serious	<p>We have reviewed our existing risk assessments of children with an EHC plan and will follow guidance set out below to tailor provision to meet the needs of individual pupils as far as possible.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</p>	Med	Med
	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils		Serious	<p>As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area.</p> <p>We will ensure that we have a contact number for the parent so that we can call to ask them to collect their child or provide reassurance to the parent if required.</p>	Med	Med
Individual pupil medical requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Serious	We have made clear these pupils are not expected to attend and will continue to be supported at home.	Low	Low
		Clinically vulnerable pupils	Serious	Parents have been advised to follow medical advice before sending their children to school.	Med	Med
		Pupils living in a household with a person who is extremely	Serious	Parents have been advised to follow medical advice before sending their children to school. These children should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.	Med	Med

		clinically vulnerable.				
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	Parents have been advised to follow medical advice before sending their children to school.	Med	Med
Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p>	Low	Low
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>We also note the requirement is modified where children aged 2-5 are on site (with no children under 24 months) to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at:</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>we will carry out a written risk assessment (content specified in link above) and ensure that someone with a</p>	Low	Low

				<p>current First Aid at Work (3 day) or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that the validity of certificates expiring on or after 16 March 2020 can be extended by up to three months.</p>		
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>We are taking into account that Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>"The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn" <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need</p>	Med	Med

				<p>for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf </p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>We have briefed staff who are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Low	Low
Home to school transport	Risk of exposure to coronavirus		Serious	<p>We will ensure that transport providers are aware of any changes to start and finishing times.</p> <p>We will liaise with transport providers and any relevant LA department if applicable to ensure that their drivers/escorts do not work if they have symptoms of the virus, hygiene rules are followed and appropriate distance kept between passengers.</p>	Low	Low

Contact with those with symptoms of coronavirus (including testing)						
Contact with infected persons/ exposure to the virus within the school building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community as follows:</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Med	Med
			Serious	<p>When we reopen to the wider cohort of children, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid</p>	Med	Med

				<p>investigation and advise on the appropriate course of action to take.</p> <p>NB: This area of the government guidance is underdeveloped at the moment. (13/05/20)</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p> <p>We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</p> <p>We will book tests for staff requiring them under the category of essential workers.</p>		
Contact with infected persons/ exposure to the virus within the school building	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, or a loss or change to your sense of smell or taste we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>	Med	Med

				<p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		
Cleaning and hygiene						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE, as set out in guidelines above. This applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p>	Med	Med

				<p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops /</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>		
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	Med	Med
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>Safety Data Sheet for the product(s) advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p>	Med	Med

				We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the buildings.		
	Hand hygiene	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Covered bins available for disposal of paper towels.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>	Med	Med
Measures to reduce contamination	Use of shared resources	Pupils and staff	Serious	<p>Staff are limiting or stopping the amount of shared resources that are taken home.</p> <p>Pupils are not required to bring items in from home eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to school.</p> <p>School will provide stationery (no pencil cases from home).</p> <p>Shared modelling equipment eg: plasticine, play dough etc will not be available. No sand pit</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p>	Med	Med

				<p>Shared equipment and surfaces are disinfected more frequently.</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p>		
Measures to reduce contamination	Harder to clean items	Pupils and staff	Serious	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection where possible.</p>	Med	Med
Minimising contact (social distancing)						
Social distancing outside school eg on the way to and from	Social distancing for adults and pupils	Pupils and adults	Serious	<p>We have staggered start/pick up times to minimise the use of public transport and how to reduce the risks of transmission outside of school.</p> <p>We have discussed with pupils the potential for coronavirus to spread when children socialise in groups outside school and have reminded them of the importance of following social distancing guidance in the wider community.</p>	Med	Med
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggering opening and departure times</p> <p>Opening up playgrounds etc, to increase opportunities for parents to wait separately.</p> <p>Erected signage, markings and barriers to remind those visiting the site of social distancing requirements.</p>	Med	Med

	Social distancing for large groups of pupils	Pupils and staff	Serious	Assemblies, performances, visiting groups etc will not take place until further notice. In-class assemblies will be held to cover PSHC, Behaviour and RE.	Low	Low
Social distancing and curriculum delivery	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	Early years staff to child ratios have been used to determine group size. Primary schools – classes have been halved and there are no more than 15 pupils per group with one teacher (and teaching assistant if necessary). Teaching assistants may lead a group working under the direction of a teacher. We will ensure pupils and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible. Groups will use the same room or area of the school. Pupils from other year groups attending will also be grouped in consistent groups as described above. Desks are set apart where possible. Activities for pupils will be non-contact and will not involve more than one temporary group. We will review the potential for delivering parts of the curriculum outdoors whilst maintaining separate groupings of pupils.	Med	Med
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	We will arrange for pupils to access rooms directly from outside where possible. Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.	Med	Med
Lunchtimes	Exposure to infection from inadequate social distancing during	Pupils and staff	Serious	Liaison with catering contractors is in place. Packed lunches (own or UFSM, FSM) to be eaten in classrooms.	Med	Med

	preparation and serving of food (catering staff)					
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>We will use external areas at half capacity with playground markings denoting separate areas. Pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be limited to where it can be cleaned in between use.</p>	Med	Med
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>	Med	Med
School Reception Areas	Violence and aggression towards school staff causes injury and distress	Staff	Serious	<p>We will maintain transparency and regular contact with all members of the school community.</p> <p>Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p>	Med	Med
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for office staff where work does not involve direct contact with pupils, etc.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing.</p>	Med	Med

				<p>ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p> <p>Payments to be online/ contactless where possible. Office staff to wear gloves when handling cash.</p> <p>School staff will advise delivery drivers of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Staff must wash their hands after unpacking items and dealing with waste packaging.</p> <p>Smaller group staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p>		
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain separate from the school community.</p>	Med	Med

Part 2: Maintaining educational provision for pupils who are still working at home

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period.</p>	Med	See Med item 5
E-safety	Enhanced risks to pupils re: online safety resulting from	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up	Med	Med

	increased internet exposure; working remotely without access to support from peer group and school			age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. Schools to make parents aware of sites they are asking their children to use and school staff their child will interact with.		
E-safety	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Med	Med
Tracking vulnerable pupils	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile along with other professionals eg social workers. Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families, we will speak to the child as well.	Med	Med

PART 3: Arrangements for staff working from home during the school closure period (from 23 March 2020)

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 	Low	Low
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>School Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.</p>	Low	Low

Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues remotely via online methods. Access to counselling services is provided by insurance-contact SBM. All staff have been provided with details of this for use at home.	Med	Med
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Section 3 – ACTION PLAN

Instructions for completion

- Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
- When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
- Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
- The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1				
HIGH item 2				
MEDIUM item 1	Manage expectations in the community. Things outstanding to communicate with parents and children prior to reopening: <ul style="list-style-type: none"> Arrival and departure from school and arrangements for parents to access the site Arrangements for infection control 	Head and deputies	5.6.20	

	<ul style="list-style-type: none"> • Pupil groupings • What school day will look like-play time • Attendance and non-attendance-let us know • What will happen if there is a case of coronavirus at the school-gov guideline • ensure that pupils' emergency contact details are up to date eg if ill or if need to close a class/site/school • reminders not to send children if they are unwell • keep social distancing rules outside school 			
MEDIUM item 2	Breakfast Club- school staff- so received same operational guidance re infection control, eg tables apart and watching TV, small selection of cleanable toys	SBM	21.5.20	21.5.20
MEDIUM item 3	<p>Staff anxiety re: returning to work and potential exposure to the virus. Discussions have been held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>Counselling service details on LA risk assessment to be sent to staff.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions.</p> <p>Training and written instruction (government guidelines on preparing for wider re-opening/safe operations has been emailed to staff.</p>	Head by email	21.5.20	21.5.20
MEDIUM item 4	<p>Staff well-being. LA staff risk assessment and guidance sent to all staff. Staff who consider themselves to be in a higher risk category all have individual risk assessments. Kept by SBM.</p> <p>Work at home/ alterations to work/ PPE all available as</p>	Head and SBM	19.5.20	21.5.20

	appropriate.			
MEDIUM item 5	<p>Pupil Welfare. All pupils have been contacted by staff throughout lockdown. Records are kept of calls etc on Teams spreadsheet. Concerns flagged to key staff in normal way through Cpoms.</p> <p>Separate risk assessments have been made for pupils with EHCPs. School reminding parents/carers to provide up to date contact numbers. Staff to support anxious pupils through usual channels.</p>	Safeguarding team	20.5.20	Continuous system always been in place.
MEDIUM item 6	Individual pupil requirements. All parents informed about following guidelines and not sending children in risk categories. Discussions ongoing re individual parent concerns.	Head. CTs	16.5.20	16.5.20
MEDIUM item 7	<p>PPE. Make sure understand how to put on/off/ wear PPE correctly and how to clean and how to store PPE.</p> <p>Provide training video or instructions</p>	Head School's H&S service	5.6.20	
MEDIUM item 8	<p>Contact with infectious persons. Staff to report to Head/DHs. Head/DHs to take advice from PHE re cleaning and closing. Follow government guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p>	Head	19.5.20	19.5.20
MEDIUM item 9	<p>Staff caring for pupils with symptoms whilst waiting for them to be collected need to wear PPE. Child to be kept in the library with window open and door closed.</p> <p>Inform cleaning company and PHE</p>	First aid staff	1.6.20	
MEDIUM item 10	<p>We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections</p>	SBM	5.6.20	
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	19-decontamination-in-non-healthcare-settings			
MEDIUM item 11	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p> <p>Use of hand sanitiser potential for improper use and ingestion.</p> <p>Teach pupils how to use hand sanitiser safely.</p> <p>Tell staff to follow safety instructions on use of disinfectant eg use gloves, spray away from self/others.</p>	<p>Head</p> <p>SBM</p> <p>CTs</p> <p>SMSAs</p>	5.6.20	
MEDIUM item 12	<p>Hand hygiene, coughing etc- continue with regular, established routine of supervised hand washing eg on arrival, play, lunch etc and catch it, kill it, bin it.</p>	<p>CTs</p> <p>All staff</p>	18.5.20	18.5.20
MEDIUM item 13	<p>Measures to reduce contamination-staff removing soft furnishings, toys.</p> <p>Shared resources kept to minimum. Use individual pencil cases/wallets for stationery.</p> <p>Pupils are not required to bring items in from home eg: for 'showing' etc. Reading books will be cleaned/ quarantined when they are returned to school.</p> <p>Shared modelling equipment eg: plasticine, play dough etc and sand pit will not be available</p>	<p>CTs</p>	5.6.20	
MEDIUM item 14	<p>Social distancing across the site.</p> <p>Staggering opening and departure times</p> <p>Opening up playgrounds etc, to increase opportunities for parents to wait separately.</p> <p>Erected signage, markings and barriers to remind</p>	<p>Head</p> <p>SBM</p> <p>Caretaker</p>	5.6.20	

	those visiting the site of social distancing requirements.			
MEDIUM item 15	<p>Social distancing. Where children cannot be kept 2m apart the school will follow government guidelines on small classes (ref 3 below).</p> <p>We refer to these as 'bubbles'. 'Bubbles' don't mix with other 'bubbles' of 15.</p> <p>Remind pupils about social distancing outside school.</p>	<p>Head</p> <p>DHs</p> <p>CTs</p>	5.6.20	
MEDIUM item 16	<p>Reducing circulation inside building.</p> <p>Pupils to access rooms directly from outside where possible.</p> <p>Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.</p> <p>Lunches eaten in classrooms.</p>	<p>Head</p> <p>DHs</p> <p>CTs</p>	1.6.20	
MEDIUM item 17	<p>Outside play</p> <p>We will use external areas at half capacity with playground markings denoting separate areas. Pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will be limited to where it can be cleaned in between use.</p>	<p>Head</p> <p>DHs</p> <p>CTs</p>	1.6.20	
MEDIUM item 18	<p>Reception office areas.</p> <p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p>	<p>Head</p> <p>DHs</p> <p>Bursar</p> <p>Admin staff</p>	1.6.20	

	<p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p> <p>Office staff to wear gloves when handling deliveries and money etc</p>			
MEDIUM item 19	<p>Other work areas</p> <p>Office staff work from home P/T where work does not involve direct contact with pupils, etc. Furniture reconfigured in staff areas to allow 2m distancing. ICT equipment should not be shared. If this is not possible keyboards and work areas must be cleaned between use.</p>	<p>Head</p> <p>Bursar</p>	5.6.20	
MEDIUM item 20	<p>Contractors</p> <p>All contractors working on the premises will be required to follow control measures for visitors. Where possible they will be required to visit after school hours.</p> <p>For areas where there are larger scale building projects in place, contractors will remain separate from the school community eg use Hub.</p>	SBM	20.5.20	20.5.20
MEDIUM item 21	<p>Online risks</p> <p>E-safety policies, staff Code of Conduct and guidelines continue to apply</p>	<p>Head</p> <p>E-safety staff and governors</p>	23.3.20	Continuously in place throughout
MEDIUM item 22	<p>Tracking vulnerable pupils. Follow Lone working procedures already in place. Follow social distancing.</p>	Safeguarding team	23.3.20	Continuously in place throughout

MEDIUM item 23	Staff working in stressful situation. Opportunities are in place for regular contact from line managers and colleagues remotely via online methods. Access to counselling services is provided by insurance-contact SBM. All staff have been provided with details of this for use at home.	HT SLT team leaders SBM	23.3.20	23.3.20

References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. . <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections>
2. . <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
3. <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- 4.
5. .

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

