

# COVID-19 Risk Assessment

## Opening Schools

**Wrotham Road Primary School – December 2020**

### **The Government has asked schools to adhere to the following:**

It is the Government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

This guidance is intended to support schools, both mainstream and alternative provision, to prepare for this. It applies to primary, secondary (including sixth forms), infant, junior, middle, upper, school-based nurseries and boarding schools. We expect independent schools to follow the control measures set out in this document in the same way as state-funded schools. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health and care plans, in mainstream schools.

**This was updated to provide additional detail on 26<sup>th</sup> November 2020. All changes relate to the amendments made to Government guidance for the new Tier system from December 2020. All changes to the template are in blue.**

The link to reviewed guidance is as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Updated guidance 26th November 2020.

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Separate guidance is available for early years, further education colleges and for special schools, as follows:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Separate guidance for SEN school provision:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

A Tier system will be in place from Wednesday 2<sup>nd</sup> of December. Schools should regularly check the national restrictions in place: <https://www.gov.uk/find-coronavirus-local-restrictions>

### Exemptions for gatherings in all tiers

- For work or providing voluntary or charitable services, including in other people's homes.
- For childcare, education or training – meaning education and training provided as part of a formal curriculum.
- For supervised activities provided for children, including wraparound care (before and after-school childcare), groups and activities for under 18s, and children's playgroups.
- For formal support groups, and parent and child groups – up to 15 people aged 5 and older.

## **The overall government guidance says the following:**

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward-facing desks
- staff maintaining distance from pupils and other staff as much as possible

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 20<sup>th</sup> March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The risk assessment template below sets out the known hazards and important controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice. Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment, but for clarity, please read the full Government advice to schools.

## **PPE is only needed in a very small number of cases including:**

- 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 facemask 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 gloves, an apron and a facemask 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.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

## **The system of controls:**

### **Protective measures**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 **MUST** be in place in all schools, all the time.

Number 5 **MUST** be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances identified on the risk assessment.

#### **Response to any infection**

- 7) Engage with the NHS Test and Trace process.
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 9) Contain any outbreak by following local health protection team advice.

Number 7 to 9 **MUST** be followed in every case where they are relevant.

#### **Social distancing in early years and primary schools:**

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices

- Regular cleaning of settings
- Minimising contact and mixing

The overarching principle to apply is **reducing the number of contacts between children and staff**. This can be achieved through **keeping groups separate (in 'bubbles')** and through **maintaining a distance between individuals**. These are not alternative options and both measures will help, but the balance between them will change depending on:

- Children's ability to distance
- The layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary).

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, **only mix in a small, consistent group** and that small **group stays away from other people** and groups.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Siblings may be in different groups.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults. Where this is not possible with younger children, teachers in primary schools can still work across groups if it is required to enable full educational provisions. Supply Teachers, peripatetic teachers and temporary staff may move between schools if required.

### **Primary schools:**

It is recommended that groups should be kept as small as possible. If this can be smaller than a year group it should be. So a normal class size may be appropriate. Schools should demonstrate that they are keeping students in as small and consistent groups as possible. Large gatherings such as assemblies or collective worship should be avoided.

Social distancing in primary schools is difficult. Adults should remain 2 metres apart where possible, close face to face contact should be avoided and contact within 1 metre of anyone must be limited. For children that are old enough, they should be supported to maintain distance and not touch staff or their peers where possible. It is recognised that this will not always be possible with the youngest students.

Changes to classrooms so that students sit side by side and facing forwards, rather than face to face or side on and perhaps moving unnecessary furniture may be required.

**Government guidance advises the following:**

Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around the school, they can look to implement year group sized 'bubbles'. Whatever the size of the groups, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups, the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate.

Both approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially.

**Measures not in the classroom:**

Groups should be kept apart and movement around the school site kept to a minimum. Schools should avoid busy corridors, entrances and exits. Breaks and lunchtimes should be staggered. Large gatherings such as assemblies and collective worship should be avoided. The use of staffrooms should be minimised. Staff spaces that are shared must be planned to enable social distancing and suitable sanitising.

**Measures for arriving at and leaving school:**

Where travel to school patterns allow staggered start and finish times in your school, you should consider this to keep groups apart. Schools must communicate this effectively to parents and students to prevent congestion or large gatherings at the start and finish of each day.

Schools should implement a process for removing face coverings when pupils or staff who use them arrive at school. Pupils should be taught how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home.

**Equipment in schools:**

For individual and very frequently used equipment such as pencils and pens, it is recommended that staff and pupils have their own items they are NOT shared.

Classroom based resources can be shared within a bubble. These must be cleaned regularly as should surfaces. Resources shared between bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously between use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, and the school should ensure such resources are cleaned when they are returned to school.

Outdoor equipment should be more frequently cleaned. This also applies to resources inside and outside by wraparound care providers. It is recommended that students limit the amount of equipment they bring to school to only essentials. Shared resources can be taken home but avoided where unnecessary. All such resources will need to be cleaned before used by others.

**Engage with the NHS Test and Trace process:**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team. The guidance should be consulted to ensure this is all fully understood and followed by staff members and parents/carers.

### **Manage confirmed cases of COVID-19:**

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

### **Alternative Provision (AP):**

The government advises that such provision should return full time in September. AP schools are required to complete a risk assessment working through the system of controls that are outlined in the guidance, adopting measures that ensure they meet each control in a way that addresses the risk identified in their assessment, works for the setting and allows them to deliver a broad and balanced curriculum.

### **Transport arrangements:**

Transport to and from school should be assessed if provided by the school or if managed by the school team. The school needs to consider:

- How can this be managed safely or adapted to for in line with current social distancing requirements?
- Do school start times need to be adjusted to accommodate staff and students getting to school safely?
- When using public transport, rules that apply to the general population will apply.
- Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

### **Dedicated school transport – no public use**

Normal public transport social distancing rules do NOT apply. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the overall guidance for schools. Schools should consider:

- Social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles'
- How to maximise the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents.
- How pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
- Use of hand sanitiser upon boarding and or disembarking
- Additional cleaning of vehicles
- Organised queuing and boarding where possible
- ~~Distancing within the vehicle wherever possible~~
- The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group.

### **Premises Management**

In conjunction with this risk assessment and guidance Judicium Education have previously provided a detailed risk assessment template for 'Managing Premises Functions' during this time and a six-part series of guidance documents (in the form of newsletters) titled 'Managing School Premises during COVID-19 outbreak'. The school's management and H&S Lead have been sent this guidance and have access to all Judicium templates. The premises team should refer to this information in order to ensure the school buildings are suitably managed at this time.

It is important that, prior to re-opening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe.

## **Face coverings – 26th November 2020 guidance (in place from 2<sup>nd</sup> December)**

In **early years settings**, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.

In **out-of-school settings**, face coverings should be used where it is a requirement of the indoor setting and where the teaching, training or activity is taking place in an area in which children aged 11 and over or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance).

In **addition**, face coverings should be worn by adults and children aged 11 and above when moving around the premises, **outside of classrooms** or activity rooms, such as in **corridors and communal areas** where social distancing cannot easily be maintained.

In **primary schools** and education settings teaching year 6 and below, there is **no change to the existing position**. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the **discretion to recommend the use of face coverings** for adults on site, for both staff and visitors.

In **secondary schools** where pupils in year 7 and above are educated, the use of face coverings by staff and visitors should be considered by adults (staff and visitors) and pupils when moving around indoors in corridors and other communal areas where social distancing is difficult to maintain. It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.

Schools in Tiers 3 and 4 areas where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

### **Access to face coverings**

Schools should adhere to the following:

1. Where face coverings become damp they should be replaced
2. Where pupils or staff do not have means to provide a mask, the school will maintain a supply to assist
3. The school will ensure that no-one is excluded from an educational setting for not having a face covering

### **Where local restrictions apply**

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

**Please note:**

The template addresses the general site and school use risk assessment. The government guidance asks that all school risk assessments are reviewed that may be affected. This will include but is not exclusive to: Use and supervision of playgrounds, General classrooms, Common areas, Cleaning, Practical subjects (Science, PE, Art, DT, Performing Arts etc.).

There is specific guidance from organisations such as the Association for Physical Education that should be consulted. Each Head of Department (specialists in their area) must review these risk assessments, make suitable amendments and show how they are adhering to guidance. This is specific to your school and department.

**Consulting and sharing Coronavirus (COVID-19) risk assessment**

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues. Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

For further information regarding this assessment, please refer to your assigned Judicium Education Health & Safety consultant.





**Health and Safety Risk Assessment – Re-opening Schools – COVID-19  
Dec 2020**

<b>Academy / School:</b>	<b>The Pathway Academy Trust</b>	<b>Assessment No:</b> 3		
<b>Site:</b>	<b>Wrotham Road Primary School</b>	<b>Location:</b>	<b>Wrotham Road, Gravesend</b>	
<b>Subject of Assessment:</b>	Primary School Year R- Year 6 (60 PAN in each year group) Plus Nursery (20 pupils AM and 20 pupils PM)			
<b>Assessed by:</b>	Sarah Jack	<b>Date:</b>	December 2020	<b>Review date:</b> March 2021
<b>Details of workplace/activity:</b>	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds and First aid. Also pick-up and drop off by parents and carers and arrival/departure of external visitors to the school.	<b>Persons Affected</b> <i>(Who may be harmed)</i>		
		Students, employees, contractors and visitors.		

<p><b>Hazards and Risks</b></p>	<p>1. The spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled <b>inside the school buildings</b>. Stress or anxiety caused due to lack of support, information or staff consultation. Those who are clinically extremely vulnerable becoming ill.</p>		
<p><b>Existing Control Measures</b></p>		<p>Risk Level</p>	<p>Further Action?</p>
<ul style="list-style-type: none"> <li>• The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>• Parents receive guidance on school times for their child and protocols set out for attending the school- follow staff members instruction and should not congregate outside the site before or after school;</li> <li>• Parents are informed of specific school protocols for school attendance for them to explain to their children;</li> <li>• Parents of SEN students, or those with care plans, are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>• Staff are briefed and consulted on school procedures and the plans;</li> <li>• Employees have had sufficient guidance regarding infection control and school protocols;</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:</li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</a>In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students;</li> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanisms are in place and are easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable/ staff changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful</li> <li>• Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasizing their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</li> <li>• Whenever possible, meetings will take place remotely via Zoom or phone, and letters are also used for communications</li> <li>• People deemed vulnerable take particular care to minimise contact with others and are advised to follow: <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>• Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made</li> <li>• The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>• Specific risk assessments for new and expectant mothers are completed</li> <li>• Those who are clinically extremely vulnerable (received a letter from NHS or GP in the past) will advise the school they are included within this group. This school will implement control measures to ensure a safe working environment.</li> <li>• Clinically extremely vulnerable staff are provided with further guidance: <a href="#">Guidance on shielding and protecting extremely vulnerable persons from Covid-19</a>.</li> <li>• The school will ensure they continue to review their local tier level along with guidance issued by their local council and advise clinically extremely vulnerable staff on any restrictions.</li> </ul>		<p>Low</p>	<p>x</p>

Hazards and Risks	2 - The spread/contraction of COVID-19 due to lack of social distancing measures during <b>drop off /entry to</b> and <b>collection/ departure from</b> the school.	
Existing Control Measures	Risk Level	Further Action?
<p><b>Drop off to the school site:</b></p> <ul style="list-style-type: none"> <li>• Staggered school start times are designed to enable one group of parents to leave the school locality before the next group arrive</li> <li>• Drop-off and points and timings for each year group have been identified, this information has been passed to parents via the school website, blog and text service.</li> <li>• No parents/ carers with children beyond Nursery education are permitted on the school site – children will be handed over to the supervision of staff at allocated school gate.</li> <li>• Nursery parents must only enter site at designated time, wear facemasks and remain 2m apart.</li> <li>• Parents are reminded to leave the locality of the school once their children have entered the school gate;</li> </ul> <p><b>Entry to the school building:</b></p> <ul style="list-style-type: none"> <li>• Parents/Guardians are NOT permitted to enter the school buildings;</li> <li>• Students will be collected in the allocated playground by their teacher;</li> <li>• Entrance doors are held open - reducing the number of people touching the doors;</li> <li>• Where ground floor classrooms/offices have fire exits leading directly outside, these are used as entry points to reduce congestion at main entrances.</li> <li>• All entrants are required to wash their hands (soap/water or hand sanitiser) on entry to the school - Hand-wash stations are located in the classroom;</li> <li>• 'Good hand washing' signage is displayed prominently to instruct students on how to do this effectively and hand washing demonstrations have been provided to students on how to wash their hands adequately;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> </ul> <p><b>Collection from school site:</b></p> <ul style="list-style-type: none"> <li>• Parents may enter the school site to collect children at the end of the school day.</li> <li>• End of school times have been staggered for each year group in order to prevent large numbers of parents being present in the playgrounds and on the school grounds;</li> <li>• Collection points and timings for each year group have been identified - this information has been passed to parents via the school website, blog and text service.</li> <li>• Only one parent/guardian per child is permitted on site;</li> <li>• All playgrounds have sufficient space to enable parents to remain 2m away from other parents during pick up of students;</li> <li>• Signage remind parents to remain 2m apart and to wear facemasks whilst on school site</li> <li>• Parents are asked to not arrive in the playground longer than 5 minutes before the designated school collection for their child. <i>(If more than one child is to be collected, parents will be able to remain in the playground 2m away from others);</i></li> <li>• If there are siblings in other year groups who have different collection times, parents should arrive in time for the earliest collection and are then permitted to stay and wait for the other children's collection – provided the adults continue to socially distance, wear a face masks and all children stay with their parent/carer</li> <li>• If there are additional siblings who have no other carers at home and who are not at school, they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> <li>• All adults and families must clear the school site and its locality as soon as all their children have been collected.</li> <li>• Teachers and staff should wear facemasks when parents are present and return to the school building once their class have been collected. Parents who are late (+15 mins will be contacted by FLO, regular tardiness will be recorded.)</li> </ul>	MEDIUM	X

Hazards and Risks	3 – The spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <b>classroom use / activities.</b>	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• There will be no large gatherings such as assemblies or collective worship.</li> <li>• Classes are organised into year group 'bubbles';</li> <li>• The same teacher and TA (where applicable) are assigned to a class each day.</li> <li>• Where possible, this will be one teacher for the whole and subsequent days – teachers will not 'cross bubbles'</li> <li>• Each year group bubble will avoid interaction with other year group bubbles within the school site;</li> </ul> <p><b>EYFS:</b></p> <ul style="list-style-type: none"> <li>• In accordance with the early year's framework, staff ratio will adhere to: <i>Children three or over: 1 adult for every 13 children</i></li> <li>• EYFS timetable has been reviewed to identify which lessons/activities can be delivered whilst reducing movement around the school;</li> <li>• All other classroom controls are the same as below.</li> </ul> <p><b>KS1 and KS2 classrooms:</b></p> <ul style="list-style-type: none"> <li>• Classrooms are organised to meet the specific needs of a class with the normal number of students (approximately 30), 1 teacher and 1 TA;</li> <li>• Classroom furniture has been reduced - displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed. This supports social distancing and effective cleaning of all surfaces;</li> <li>• Hand washing is completed on entry to the classroom and between specific activities;</li> <li>• Student will be assigned individual places at desks</li> <li>• Beyond Y2, classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;</li> <li>• The KS1 and KS2 timetables have been reviewed to identify which lessons or activities can be delivered whilst reducing movement around the school.</li> </ul> <p><b>KS1 and KS2 resources:</b></p> <ul style="list-style-type: none"> <li>• Students are allocated resources and are not encouraged to share - individual student resource packs will be provided</li> <li>• Wipe-clean resource pack with equipment for each pupil to keep in trays at designated desks;</li> <li>• Equipment/ resources brought to school by students are limited to essentials: lunch boxes, water bottles, hats, coats and gloves/scarves – bags should be of a minimal size.</li> <li>• Staff and pupils keep their personal resources and equipment separate;</li> <li>• Classroom-based shared resources such as ipads and dictionaries are only shared within a bubble.</li> <li>• Shared resources such as reading books may be taken home.</li> <li>• Returned resources are quarantined / cleaned before use by others;</li> <li>• All other used classroom resources and surfaces are cleaned regularly;</li> <li>• Other resources shared between bubbles, such as sports, art and science equipment are cleaned frequently</li> <li>• Where possible, classes/activities will be conducted outside;</li> <li>• Shared outdoor equipment is also frequently cleaned;</li> <li>• Play equipment will be used in rotation. Play equipment is cleaned before use.</li> <li>• Whether inside or outside, sharing equipment or resources or not: Students are regularly reminded not to touch their faces or the faces of other students;</li> </ul>	Low	X

Hazards and Risks	4 – The spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <b>Dining; Moving around the school; Break-time / playgrounds.</b>	
Existing Control Measures	Risk Level	Further Action?
<p><b>Dining:</b></p> <ul style="list-style-type: none"> <li>• Separate lunch breaks are designated for each year group.</li> <li>• Packed lunches will eaten be in the classroom to reduce the number of pupils in the canteen.</li> <li>• Tables are wiped clean with an appropriate disinfectant before and after lunch;</li> <li>• Students are directed to clean hands before and after eating lunch.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement between different areas within the school is reduced as much as possible;</li> <li>• External access is used to move students from one area to another - effectively creating external corridors in the open air;</li> <li>• Wherever possible, all spaces are well-ventilated using natural ventilation (opening windows) or ventilation units;</li> <li>• Coats and bags are not permitted in the school corridor (except in the EYFS bubble – where passing traffic is EYFS only);</li> <li>• Corridors are sterile environments and kept as clear as possible – surplus furniture is stored in the unused library;</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way wherever possible;</li> <li>• Corridor floors are demarcated to show safe social distances</li> <li>• Transition times are allocated for each group to reduce the need to pass one another in corridors and open spaces;</li> <li>• Staff will manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>• Separate times or areas are provided and follow government guidance;</li> <li>• Playground activities are strictly controlled and are based on structured play –due to potential issues with reduced numbers of staff and trained first aiders,</li> <li>• Students are only permitted to participate in suitable low contact/ non contact activities within their bubble group;</li> <li>• Rough play continues to be prohibited</li> <li>• Daily inspection and enhanced cleaning programs are in place for external areas and equipment;</li> <li>• Outside play equipment and toys have been reduced and will be used in rotation;</li> <li>• Each designated class group cleans equipment before use.</li> </ul>	Low	X

Hazards and Risks	5 – The spread/contraction of COVID-19 due to <b>lack of hand-washing and general poor hygiene.</b>	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a>;</li> <li>• All those entering the school are required to wash/sanitise their hands;</li> <li>• Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>- <i>Entry to the school building/ classroom;</i></li> <li>- <i>After using the toilet;</i></li> <li>- <i>Before entering the dining hall;</i></li> <li>- <i>Before and after eating in the classroom;</i></li> </ul> </li> <li>• Hand washing stations are sited in each classroom.</li> <li>• Sinks are located within each toilet area;</li> <li>• Toilets and wash stations have single-use paper towel for drying hands.</li> <li>• Students and staff have been shown how to wash hands properly;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Unnecessary touching of the face is discouraged.</li> <li>• Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it';</li> </ul> <p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>• Staff and visitors wear face coverings in indoor areas outside the classroom where social distancing cannot be maintained.</li> </ul>	Low	X

Hazards and Risks	6 – The spread/contraction of COVID-19 <b>due to lack of adequate cleaning measures.</b>	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> <li>- <i>Frequent cleaning of classrooms, Toilets, common areas and dining halls;</i></li> <li>- <i>Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</i></li> </ul> </li> <li>• Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean rooms;</li> <li>• Classrooms will be cleaned at lunch breaks and after school;</li> <li>• Toilets will be cleaned after lunch and at the end of the day;</li> <li>• Common areas will be cleaned once a day;</li> <li>• Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person;</li> <li>• If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72hours before disposal as per the guidance set on <u>COVID-19: cleaning in non-healthcare settings.</u></li> </ul>	Low	x



Hazards and Risks	7 – The spread/contraction of COVID-19 <b>due to lack of social distancing measures between school employees</b>	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• Employees are required to conform with social distancing requirements at all times;</li> <li>• School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact;</li> <li>• Staff rooms can be used but staff to be aware safe social distance from each other; Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door;</li> <li>• Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from others;</li> <li>• Students will practice social distancing from staff appropriate to their age and as described in this assessment;</li> <li>• Employees will be provided with and wear PPE when required in accordance with Government guidance.</li> </ul>	Low	x

<b>Hazards and Risks</b>	<b>8 – The Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student’s medication.</b> This includes: <i><b>Dealing with general first aid; lack of trained first aiders; dealing with a suspected case of Covid-19; inappropriate handling/removal of clinical waste: intimate care procedures.</b></i>	
<b>Existing Control Measures</b>	<b>Risk Level</b>	<b>Further Action?</b>
<p>A specific First aid needs assessment has been completed – see other ‘First Aid Needs assessment – COVID-19;</p> <ul style="list-style-type: none"> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three-month additional time allowed for requalification due to current restrictions);</li> <li>• The school has a specific room/area dedicated for suspected cases of COVID-19; (Hall)</li> <li>• Where an individual exhibits symptom during the school day, the individual will be escorted to the Hall to isolate them from the main population until additional medical assistance can be gained.</li> <li>• The door to the isolation room will be closed (where possible).</li> <li>• Staff escorting the individual will be provided with disposable gloves and apron if the 2m social distancing rule cannot be maintained</li> <li>• Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>• The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>• All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> <li>• Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a></li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• The first aid room is cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual’s test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either 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 waste bags can be sent for appropriate treatment.</li> </ul>	<p>Low</p>	<p>X</p>

Hazards and Risks	9 – Spread/contraction of COVID-19 <b>due to lack of social distancing measures for external visitors to the school, including: Parents; Maintenance contractors; External Teachers; Inspectors; Delivery personnel, People hiring the premises.</b>	
Existing Control Measures	Risk Level	Further Action
<ul style="list-style-type: none"> <li>• During national restrictions (E.g. Tier system) visitors are restricted to those who are absolutely necessary (E.g. peripatetic teachers), no parent meetings or organised performances are permitted</li> <li>• Parents are not permitted to enter the school;</li> <li>• Parents have been informed to call the school office or email if they have any questions or concerns;</li> <li>• If parents need to drop off items for students, they should be left at the school’s main entrance for staff to collect;</li> <li>• The SLT are able to meet via video link parents if face to face meetings are required;</li> <li>• For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff;</li> <li>• Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>• Visitors will only be permitted into the school if they have an appointment;</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained;</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available;</li> <li>• The school contact is required to attend reception in good time to meet their visitor;</li> <li>• Meetings with visitors will be via video conference or phone where possible;</li> <li>• If not possible social distancing measures will be adhered to at all times;</li> <li>• Face to face meetings in small rooms or within 2m are not permitted;</li> <li>• Premises’ contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Deliveries will be accepted at designated quiet times only;</li> <li>• Premises’ contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>• Delivered items will be left in school office area for staff to collect;</li> <li>• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible;</li> <li>• ITT trainees, supply teachers, peripatetic teachers and volunteers receive an induction to inform them of the school’s risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</li> <li>• Peripatetic teachers will complete a risk assessment for the lessons they deliver, the school will review these to ensure distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in.</li> </ul> <p><b>Tier system:</b></p> <p><b>Tier 2: High alert</b></p> <ul style="list-style-type: none"> <li>• Places of worship remain open but people will not socialise with those from outside of their household or support bubble while indoors, unless a legal exemption applies</li> <li>• Extracurricular organised outdoor sport, and physical activity and exercise classes will continue with COVID-19 controls in place</li> <li>• Extracurricular organised indoor sport, physical activity and exercise classes will only be permitted if it is possible for people to avoid mixing with people they do not live with (or share a support bubble with). There are exceptions for indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s, which can take place with larger groups mixing</li> </ul>	Low	x

**Tier 3: Very High alert**

- Leisure and sports facilities may continue to stay open, but extracurricular organised indoor sport, physical activity and group exercise classes (including fitness and dance) will not go ahead, with the exception of indoor disability sport, sport for educational purposes and supervised sport and physical activity for under-18s.
- Organised outdoor sport, and physical activity and exercise classes can continue, however higher-risk contact activity should not take place
- There will not be public attendance at spectator
- sport or indoor performances, when possible the provision of alternatives such as live streaming and recording performances (subject to safeguarding considerations and parental permission) will be provided
- Large outdoor events (performances and shows) will not take place
- Places of worship remain open, but not mixing of bubbles will take place, unless a legal exemption applies

<b>Hazards and Risks</b>	<b>10 – The Spread/contraction of COVID-19 due to lack of social distancing measures including use of toilets.</b>	
<b>Existing Control Measures</b>	<b>Risk Level</b>	<b>Further Action?</b>
<ul style="list-style-type: none"> <li>• 'One in one out' protocol use of toilets is in place;</li> <li>• Toilet use protocols are managed by teachers if located adjacent to classrooms;</li> <li>• Student use of toilets outside of early years' is managed by staff and communicated to students;</li> <li>• Toilet in use signs are in use;</li> <li>• Toilets are cleaned throughout the day;</li> </ul>	Low	x

<b>Hazards and Risks</b>	<b>11 – Lack of staffing / insufficient staff ratios</b>	
<b>Existing Control Measures</b>	<b>Risk Level</b>	<b>Further Action?</b>
<ul style="list-style-type: none"> <li>• Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>• Children are suitably supervised at all times;</li> </ul>	Low	x

<b>Hazards and Risks</b>	<b>12 – Lack of suitable premises management</b>	
<b>Existing Control Measures</b>	<b>Risk Level</b>	<b>Further Action?</b>
<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are open during COVID-19 Outbreak';</li> <li>• The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time;</li> <li>• Premises staff levels are maintained and suitable for the use of the building;</li> <li>• Appropriate cleaning and premises staffing levels are in place;</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>• Contingency in place for sudden premises staff absence;</li> <li>• The guidance provided in Judicium Education Newsletters '<i>Managing School Premises during COVID-19 Outbreak</i>', a six-part series of guidance documents (in the form of newsletters) and a '<i>Managing Premises Functions</i>' separate risk assessment has been completed;</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>	Low	x

<b>Hazards and Risks</b>	13 – Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	
<b>Existing Control Measures</b>	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• Suitable storage and management of flammable hand sanitizer is in place;</li> <li>• All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>• Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>• All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>• COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>• Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment</li> </ul>	Low	x

<b>Hazards and Risks</b>	14 – Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	
<b>Existing Control Measures</b>	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>• Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> <li>- <i>Safe assembly points for occupants following social distancing requirements;</i></li> <li>- <i>Safe exit via the nearest available final exit;</i></li> <li>- <i>Training occupants of any changes to evacuation;</i></li> <li>- <i>Ensuring there are enough trained fire wardens on-site with the ability to sweep all used areas of the school;</i></li> <li>- <i>Use of the school has been reduced to enable safe sweeping and evacuation.</i></li> </ul> </li> <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Low	x

<b>Hazards and Risks</b>	15 – Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	
<b>Existing Control Measures</b>	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a> (Nourish)</li> <li>The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus.</li> </ul>	Low	x
<b>Hazards and Risks</b>	16 - The spread/contraction of COVID-19 <b>during an educational visit.</b>	
<b>Existing Control Measures</b>	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term and the first half of the spring term.</li> <li>A risk assessment – in line with the school’s policy - will be carried out for non-overnight domestic educational visits.</li> </ul>	Low	x
<b>Hazards and Risks</b>	17 - The spread/contraction of Covid-19 <b>due to not acting appropriately when a case is suspected or confirmed.</b>	
<b>Existing Control Measures</b>	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</li> <li>The school has identified the <a href="#">Local Health Protection Team (HPT)</a> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT</li> <li>The school keeps informed of Government and Department for Education guidance and updates</li> <li>To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate via the school Website</li> <li>A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> <li>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> </ul>	Low	x

Hazards and Risks	18- Spread/contraction of COVID-19 during an out-of-hours activities, and wraparound childcare.	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>Out-of-school activities may only continue if their primary purpose is providing registered childcare, or where offering other childcare activities, where this necessary to enable parents to work or search for work or to undertake training or education.</li> <li>All such activities follow the COVID-19 management procedures set out above for all school activities.</li> <li>See Wraparound risk assessment for full controls / detailed assessment.</li> </ul>	Low	X

Hazards and Risks	19-Spread/contraction of COVID-19 during Christmas or performing events	
Existing Control Measures	Risk Level	Further Action?
<ul style="list-style-type: none"> <li>If the school's local restriction is tier 3: very high alert areas, performances with an audience will not go ahead. In these cases, live streaming and recording performances (subject to the usual safeguarding considerations and parental permission) will be made available to parents.</li> <li>If the school is in lower restriction tier area, the planning of an indoor or outdoor performance in front of an audience will follow the latest advice in the DCMS <a href="#">performing arts guidance</a>. When planning an outdoor performance the <a href="#">guidance on delivering outdoor events</a> will be followed.</li> </ul>	L o w	X



<b>ACTION PLAN (Additional Control Measures Required/Recommended Actions)</b>	
<b>Hazards and Risks</b>	<b><i>Recommended Actions</i></b>

**Please note:**

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a **√** in the box and note the action in the action plan.*

*Any further actions identified should be completed before the assessed task is carried out.*

A handwritten signature in black ink, appearing to read 'Sade'.

Dec 2020