

## COVID-19 Risk assessment – Opening schools

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

From the week commencing 1<sup>st</sup> June at the earliest, we will be asking primary schools to welcome back children in nursery, reception, year 1 and year 6, alongside priority groups. We will ask secondary schools, sixth form and further education colleges to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.

We are also asking nurseries and other early years providers, including child-minders, to begin welcoming back all children. Alternative provision settings should mirror the approach being taken for mainstream schools and also offer some face-to-face support for years 10 and 11 students (as they have no year 12). Special schools, special post-16 institutions and hospital schools will work towards a phased return of more children and young people without a focus on specific year groups.

The risk assessment template below sets out the known hazards and importantly 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 (unions/other sources). 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 procedures that fit your school.

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

### Personal Protective Equipment (PPE) including face covering and face masks:

Wearing a face covering or facemask in schools or other education settings is **not** recommended.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This **does not apply** to schools or other education settings.

Schools and other education or childcare settings **should** therefore **not require** staff, children and learners to wear face coverings, however if any member of staff wishes to wear a face covering, they will not be prevented from doing so.

Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

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:**

- 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.

**Please note:**

The NEU advises its members that staff in special schools, where students cannot socially distance and need personal care and support with hygiene measures, should wear PPE at all times when working with children and young people.

<https://neu.org.uk/advice/coronavirus-10-points-special-school-closures>

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to pupils, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (Videos and guidance is available and noted on the assessment template below);
- Ensure that where a need for disposable half facemasks that provide a higher level of protection (e.g. disposable FFP3 masks and reusable half masks) is identified. Face fit testing is provided by a competent person (And how this will be applied to staff who have facial hair);
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of RPE and clarify how this will be managed. (E.g: asthma or skin allergies);

- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

### **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

It is still 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.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups **2 metres away from each other**, they should do so. While in general groups should be kept apart, brief, transitory contact, **such as passing in a corridor, is low risk.**

For **pre-school children in early years settings**, the staff to child ratios within [Early Years Foundation Stage](#) (EYFS) continue to apply as set out here, and we recommend using these to group children.

For **primary schools**, classes should normally be **split in half, with no more than 10 pupils** per small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. Desks should be spaced as far apart as possible.

For **secondary schools and colleges**, the same principle of halving classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart. Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

### **Additional considerations for planning to re-open schools to more students and staff:**

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for pupils with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.

Individual risk assessments for specific pupils should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:

- Pupils who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
- Pupils who need specific care, which cannot be delivered whilst ensuring social distancing;
- Potentially violent pupils, especially those with known risk of spitting and or requiring physical restraint.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

### **Transport arrangements:**

Transport to and from school should be assessed if provided by the school or if managed by the school team. 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?

**Covid-19 Testing:**

As essential workers, Support and Teaching staff can apply for a covid-19 test on the government portal or the school can arrange the test on their behalf: <https://www.gov.uk/apply-coronavirus-t>

# Crown Lane Primary School

## Health and Safety Risk Assessment – Re-opening Schools – COVID-19

<b>Academy / School</b>	Crown Lane Primary School	<b>Assessment No.</b>	
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<b>Site</b>	Crown Lane Primary School	<b>Location</b>	Lambeth, SW16 3HX
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<b>Subject of Assessment</b>	<p>Opening schools to keyworker’s children and additional specific year groups.</p> <p>In primary this includes Nursery, Reception, Year 1 and Year 6.</p>		
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<b>Assessed by</b>	HT, SLT	<b>Date</b>	Wednesday September 2nd	<b>Review date</b>	Ongoing- review initially with all staff during INSET on 2 <sup>nd</sup> September 2020
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<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, pick-up and drop off (where applicable), First aid and external visitors to the school.	<b>Persons Affected</b> <i>(Who may be harmed)</i>	
		Students, Employees, Contractors and Visitors.	

Hazards and Risks	Existing Control Measures	Risk Level	Further Actions √/X <i>(If √ See Actions)</i>

1.	<p>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.</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 i.e. should remain 2m apart from others, should not share resources, should bring their own water bottle, should follow staff members instruction and should not congregate outside the school.</li> <li>• Parents have been advised that the school cannot guarantee to be able to keep their children socially distant.</li> <li>• Support is given to parents to assess the risks to themselves and other family members of sending their child to school.</li> <li>• Parents issued 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>• Individual risk assessments and discussion with parents for SEN students have taken place and been agreed to ensure that any provision required by a child in order to attend school is safely in place.</li> <li>• Individual risk assessments and discussion with parents for students have taken place and been agreed to ensure that any provision required by a student or member of staff in order for the student to attend school is safely in place.</li> <li>• The LA is providing trauma support for students training for staff</li> <li>• Staff are briefed in advance on school procedures and the plans for re-entry of students (INSET day and the following 2 days)</li> </ul>	<p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	<p>INSET/Email</p>
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		<ul style="list-style-type: none"> <li>Individual risk assessments and discussion have taken place and agreed with members of vulnerable incl. BAME staff, staff that live with or care for vulnerable incl. BAME people and staff who may need to use public transport. <b>HT will be updating any RA with staff who requests this.</b></li> <li>Employees have had sufficient training and briefing 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:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students. <b>This will be addressed in HTs Safeguarding training on INSET day in line with KCSIE.</b></li> <li>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</li> <li>Hazard reporting mechanism are in place and easily accessible.</li> <li>Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> </ul>	<p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	<p>INSET/Question naire?</p>
<p>2.</p>	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> </ul>	<p><b>Drop off (primary):</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. <b>All year groups will have staggered</b></li> </ul>	<p>Trivial</p>	



		<p>start using the front gate/back gate/Fire Gate for collection by teacher/TALA. This is using the 2m rule.</p> <ul style="list-style-type: none"> <li>• Parents will not be invited onto school site at arrival /collection times and dismissal will be managed by staff who escort children to the gates for departure.</li> <li>• If more than one child is to be dropped off/collected parents will need to speak to the school to arrange a swift way to collect/drop off.</li> <li>• Parents are not allowed to collect children from other families.</li> <li>• Start times have been staggered for each year group or class in order to prevent large numbers of parents near to the school. This uses all major entrances except the Main School front door.</li> <li>• Start/finish times are designed to enable one group of parents to drop/collect before the next group arrive.</li> <li>• This assumes that parents arrive and depart on time as requested</li> <li>• 2m markings will positioned directly outside of the school gate so parents and students can safely queue up at 2m distance from each other.</li> <li>• Parents are reminded to leave the vicinity of the school site once their children have entered the building;</li> <li>• Only one parent/guardian per child should drop and collect.</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.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Entry to the School:</b> There are markings in the Arena/Main playground to show a line for each class/bubble with each person in each class/bubble stood 2m away from each other and each line for each class/bubble 2m apart. An adult attached to a class/bubble will stand at the front of the line.</li> </ul>	<p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	
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		<p style="color: red;">Additional markings have been added to the left of the entrance to the front Fire Gate.</p> <ul style="list-style-type: none"> <li>• A member of staff is located at the gate to instruct one student at a time to move forward and sanitise their hands and see the parent off.</li> <li>• Parents/Guardians are NOT permitted to enter the school buildings/site</li> <li>• Entrance gates are open negating the need to touch gates</li> <li>• Hand sanitiser stations are located at the entrance to the school. All who enter are required to sanitise their hands on entry to the school;</li> <li>• Good hand sanitising signage to instruct students how to do this effectively is displayed;</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Hand washing demonstrations have been provided to students on how to adequately wash their hands.</li> </ul>	<p>Trivial Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Pickup / leaving the school.</li> </ul>	<p><b>Pick up (primary):</b></p> <ul style="list-style-type: none"> <li>• Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>• The playground has been demarcated to enable children to remain 2m away from others during collection time.</li> <li>• Parents will not be allowed on site and are encouraged not to arrive earlier than the designated school finish time for their child.</li> <li>• Finish times are designed to enable one group of parents and students to leave the site before the next group arrive;</li> <li>• Parents are reminded to leave the vicinity of the school site once their children have been collected.</li> <li>• Only one parent/guardian per child is permitted to collect.</li> </ul>	<p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	

		<ul style="list-style-type: none"> <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.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>• Students will line up in the playground on the 2m distanced markings and will be released one by one to their parents one by one by staff who will escort them to the gate.</li> <li>• Parents/Guardians are NOT permitted to enter the school site.</li> <li>• Gates are open to reduce the need to touch on departure.</li> <li>• Students are reminded to sanitise hands as they leave the school building.</li> <li>• Hand sanitiser stations are located at the exits from the school.</li> <li>• Help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Hand sanitising demonstrations have been provided to students on how to adequately wash their hands.</li> <li>• Good hand cleaning signage to instruct students how to do this effectively is displayed.</li> </ul>	Trivial	
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4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Classroom use / activities.</li> </ul>	<p><b>Assemblies will take place within class 'bubbles'.</b></p> <p><b>Early years staff to student ratio:</b></p> <ul style="list-style-type: none"> <li>• In accordance with the early year's framework class sizes for early years will adhere to the following: <ul style="list-style-type: none"> <li>• <b>Normal staff/pupil ratios will be as per the non-Covid time guidance.</b></li> </ul> </li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school;</li> <li>• In Nursery and Reception children will be given their own trays, clearly labelled for controlled messy play (contents disposed of after use) The same tray can</li> </ul>	Tolerable	
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		<p>also be used for water play with cups etc to play with given to individual children to use. The tray and toys will be cleaned by classroom staff after the session.</p> <ul style="list-style-type: none"> <li>• All other classroom controls are the same as primary below.</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>• Classroom/bubble sizes are the same as in non-Covid times and the number of adults is linked to the specific needs of class. These class sizes take into account the additional staff numbers in classes with SEND students who have individual support.</li> <li>• Tables are positioned as far apart as is possible within the room</li> <li>• Students are kept in normal class sized bubbles as they cannot socially distance themselves at all times if allowed to move freely.</li> <li>• The class group will not interact with other groups within the school.</li> <li>• Hand washing is completed on entrance to the class and between specific activities; Staff/students will be reminded of this on their return and routines practiced again.</li> <li>• Students are allocated resources and wherever possible will not share these resources, children to be given a plastic pencil case or zip lock bag for EYFS with pencils, colouring pencils, scissors, glue stick;</li> <li>• Students are allocated reading books for the week and will not share these resources. These books will be cleaned at the end of the week ready for the following group.</li> <li>• This will be the same in other year groups as per the point above.</li> <li>• Marking in books will take place, however books should not be taken to and from home/school</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
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		<ul style="list-style-type: none"> <li>• Students are regularly reminded not to touch their or other students faces;</li> <li>• Classroom furniture has been paired back to limit touching. This is designed to enable successful and effective cleaning of all surfaces</li> <li>• Where possible classes/activities will be completed outside;</li> <li>• Play equipment is cleaned before use by each designated class group; Each class/bubble will be given their own play equipment box which is not to be shared with others and is to stay within the class.</li> <li>• While staff are allowed (if necessary) to move between classes/bubbles however this should be minimized. The same Teacher and TA (where applicable) are assigned to a class/bubble for the duration of the risk assessment and this will be reviewed by the SLT where necessary.</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school.</li> <li>• If a student is not following the school procedures and does not follow the school behavior system, an adult assigned to the class/bubble will contact a member of SLT who will speak to the student just outside of the class/bubble at a 2m distance. If a student repeatedly does not follow the school procedures, their parent will be called to take the child home.</li> <li>• The HT is reviewing the Behaviour Policy and this will be shared with all staff/students/parents wb 07/09/20</li> <li>• Off site visits are allowed – no overnight jpurneys</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
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5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p><b>Primary (early years):</b></p> <ul style="list-style-type: none"> <li>• Separate lunch breaks are designated for each class/bubble. Students will stay in these groups during lunch.</li> <li>• Timetable for this will be shared on the school website</li> <li>• Students may have packed lunches or school lunches in the dining hall and students will sit within their class group only</li> <li>• EYFS students will choose their lunch from a menu before 10am and on arrival in the dining hall their food will have been 'trayed up' for them in advance. This will minimize the time taken to select food and allow KS1 And KS2 to enter/exit the dining hall more swiftly</li> <li>• Tables are wiped clean with appropriate disinfectant after each sitting</li> <li>• Students are supervised washing hands before eating</li> <li>• Students should continue bring own water bottle from home, keep on table and take out to break</li> <li>• Staff may eat in their classroom (<u>alone or with colleagues from their bubble</u>) or use one of the two staff rooms (existing staff room for colleagues working upstairs (max 6 people) and CC (max 3 people) for those working downstairs. This needs to take account of the 2m rule. Staff should NOT leave used cups/dishes in their rooms overnight as this encourages vermin.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>• Movement to different areas within the schools is reduced as much as possible.</li> <li>• Where possible suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air.</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable Tolerable</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Tolerable</p>	
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		<ul style="list-style-type: none"> <li>• Where possible, all spaces are well ventilated using natural ventilation.</li> <li>• Only rooms with windows that can be kept open will be used.</li> <li>• Doors will be kept open where possible to aid ventilation.</li> <li>• Separate risk assessments will take place in classes where leaving a door open will expose students to additional risks (e.g. a student who may leave the room without permission)</li> <li>• Unnecessary furniture is not permitted in the school corridor.</li> <li>• Bookbags and unnecessary coats/soft toys are not allowed on school site.</li> <li>• Corridors are sterile environments and kept as clear as possible.</li> <li>• Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible.</li> <li>• Corridor floors are demarcated to show direction and safe distance signage.</li> <li>• Bubbles keep to the left when walking up and down the stairs</li> <li>• Bubbles move around school in single file keeping to the left and where possible staying 2m distance behind one another. Students are not permitted to touch anything in the corridor including walls. One adult at the front of the line and one adult at the back of the Line. Appropriate signage displayed to support this new system</li> <li>• Provision is in place for students who may need additional assistance from an adult</li> <li>• Timings are allocated for each class to reduce the need to pass one another in open spaces.</li> </ul> <p><b>Break-times / playgrounds:</b></p>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
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		<ul style="list-style-type: none"> <li>• Separate times or areas (at a safe distance using government guidance) are issued for each separate class group.</li> <li>• Wet play will be in bubbles.</li> <li>• Drinking fountains are taken out of use.</li> </ul> <p><b>Primary (early years):</b></p> <ul style="list-style-type: none"> <li>• Students are only permitted to complete suitable activities with their class/bubble group.</li> <li>• <b>Playground activities are strictly controlled with structured play. Rough play is prevented.</b></li> <li>• Daily inspection and enhanced cleaning programs in place for external areas and equipment.</li> <li>• Outside play equipment and toys will be used in rotation with 72 hours elapsing between another class using the equipment.</li> <li>• Equipment is cleaned before use by each designated class group.</li> <li>• Outside play equipment and toys have been reduced.</li> <li>• This is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> <li>• If a student is not following the school procedures and does not follow the school behavior system, an adult assigned to the class/bubble will contact a member of SLT who will speak to the student just outside of the class/bubble at a 2m distance. If a student repeatedly does not follow the school procedures, their parent will be called to take the child home.</li> </ul>	<p>Tolerable Tolerable</p> <p>Tolerable</p> <p>Tolerable Tolerable</p> <p>Tolerable Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<p><b>Primary (early years):</b></p> <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 resource</a>.</li> <li>• Hand sanitising stations with an adequate supply of hand sanitizer are positioned at each student, staff and visitor entrance to the school.</li> </ul>	<p>Trivial</p> <p>Tolerable</p> <p>Tolerable</p>	



		<ul style="list-style-type: none"> <li>• All those entering the school (invitation/appointment only) are required to wash/sanitise their hands.</li> <li>• Hand washing stations with an adequate supply of soap are located within each classroom.</li> <li>• Hand washing sinks with an adequate supply of soap are located within each toilet provision.</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively.</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>• Hand washing or sanitising is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➤ Entry and exit from the school</li> <li>➤ After using the toilet</li> <li>➤ Before and after eating</li> <li>➤ Before and after every break and lunchtime</li> <li>➤ On entry and exit from each classroom.</li> <li>➤ On entry and exit from each staff room.</li> </ul> </li> <li>• Staff wash used cutlery or crockery and immediately put it in the dish washer</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.</li> <li>• Classrooms have an adequate supply of tissues.</li> <li>• Lidded bins with pedal opener are located in every classroom. Hand dryers are disconnected and toilets and wash stations have single use paper towel for drying hands.</li> <li>• Staff will let premises staff know when soap, sanitizer, single use paper towels and tissues have run out in hand washing stations and classrooms.</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	
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		<ul style="list-style-type: none"> <li>• Systems are in place to ensure the continuity of supply of soap, sanitiser, single use paper towel for drying hands and tissues in classrooms.</li> </ul>	Trivial	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>• There is capacity amongst cleaning staff to meet the school's cleaning requirements. This includes the following:</li> <li>• Daily cleaning of classrooms, toilets and common areas</li> <li>• Daily cleaning of all touched surfaces, such as door handles, handrails, table tops, chairs, light switches, telephones, photocopiers, lift buttons, play equipment and toys.</li> <li>• Staff are provided with cleaning equipment to clean classroom computers including mice and keyboards.</li> <li>• Classrooms furniture and soft furnishings have been reduced where possible in order to improve the ability to effectively clean;</li> <li>• Lidded bins with pedal opener are emptied and sanitized daily</li> <li>• Toilets will be cleaned daily including toilet handles, sinks and taps.</li> <li>• Common areas will be cleaned daily</li> <li>• iPads will be assigned to class/bubbles</li> <li>• iPads in use will be cleaned at the end of the week if they are to be used by another class/bubble</li> <li>• Every classroom is provided with gloves and disinfectant sprays in case a pupil coughs or sneezes on a piece of equipment.</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 closed for 72 hours and then deep cleaned as per the guidance set on <u>COVID-19: cleaning un non-healthcare settings.</u></li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	

8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<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 positioned in order to provide adequate separation or staff are moved to other areas to reduce contact.</li> <li>• Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other.</li> <li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door (6 in upstairs staffroom and 3 downstairs).</li> <li>• Staff are encouraged to bring a packed lunch and use the larger dining areas keeping a suitable distance from other occupants.</li> <li>• Staff may eat in their classroom, with their class/bubble or use one of the two staff rooms (existing staff room for colleagues working upstairs (max 6 people) and CC (max 3 people) for those working downstairs. Staff keeping a suitable distance from other occupants.</li> <li>• Only two persons <u>from the same class/bubble</u> allowed in the lift at a time.</li> <li>• Staff will minimize movement around the school; only going to their designated staff room during their timetabled breaks; going straight to and from the toilet; not entering any other class/bubble <u>unless this has specifically been agreed by a member of the SLT</u></li> <li>• Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment.</li> </ul>	<p>Trivial</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	

		<ul style="list-style-type: none"> <li>Employees will be provided with and wear PPE when required in accordance with government guidance (first aid and intimate care).</li> </ul>	Tolerable	
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling / removal of clinical waste</li> <li>Intimate care procedures.</li> </ul>	<ul style="list-style-type: none"> <li>A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19.</li> <li>The FA assessment takes into account numbers and ages of students, number and training of employees.</li> <li>This information forms the decision on what activities and groups can safely be managed within the school.</li> <li>This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision.</li> <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><b>The school has a specific area dedicated for suspected cases of COVID-19 (this is in close proximity to the HT office)</b></li> <li>Occupants (staff or students) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>First aid kit for assisting a child with suspected Covid to be kept in EYFS in locked area.</li> <li>First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</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-">https://www.gov.uk/government/publications/covid-19-</a></li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	

		<p><a href="#">decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</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>Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</li> <li>If the individual tests negative, this can be put in with the normal waste.</li> <li>If the individual tests positive, then 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>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Trivial</p> <p>Tolerable</p> <p>Tolerable</p> <p>Trivial</p> <p>Tolerable</p> <p>Tolerable</p>	
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>Parents;</li> <li>Parent volunteers</li> </ul>	<ul style="list-style-type: none"> <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 main entrance for staff to collect.</li> </ul>	<p>Trivial</p> <p>Trivial</p> <p>Trivial</p>	

	<ul style="list-style-type: none"> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• External agencies</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• For parents or visitors who have been invited to enter the school Reception, they will be asked not to approach the counter and stay at a safe distance which is marked by a circle on the floor. Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk.</li> <li>• Visitors will be given clear guidelines on the school safety procedures at the reception desk.</li> <li>• Visitors will only be permitted into the school if they have an appointment.</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>• Delivered items will be left outside of the school building for staff to collect.</li> <li>• Catering staff have been made aware of new safe working practices</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Trivial</p> <p>Trivial</p> <p>Trivial</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• <b>Students will no longer use alternate toilet cubicles and will be required to stand on the 2m markers to ensure social distancing while they are queuing for the toilets.</b></li> </ul>	Trivial	

		<ul style="list-style-type: none"> <li>• Appropriate signage displayed to support this new system</li> <li>• Use of toilets will be supervised by staff where necessary.</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>• Students' use of toilets outside of scheduled times will be discouraged.</li> <li>• Students on their menstrual cycle will use the upstairs staff toilets.</li> <li>• During break times access to toilets is monitored by a member of staff on the playground side to ensure students are not congregating unnecessarily. ON the corridor side the toilets will also be monitored by the Premises Team where possible.</li> <li>• In EYFS alternate toilets and taps taped off to aid social distancing.</li> <li>• Toilets are cleaned daily.</li> <li>• One way system for downstairs toilet corridor with 2 m markers</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>• As per non-Covid times, 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> <li>• There will always be a member of the SLT, first aider, and a member of the safeguarding team in school at all times.</li> </ul>	<p>Tolerable</p> <p>Tolerable</p> <p>Tolerable</p>	

13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• The school adheres to the government guidance on managing buildings that are open.</li> <li>• The school has applied the series of guidance documents and advice available to them regarding continued premises management at this time.</li> <li>• Premises staff levels are maintained and suitable for the use of the building.</li> <li>• <b>Appropriate cleaning and premises staffing levels are in place</b></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> </ul>	Tolerable Tolerable Tolerable Tolerable Tolerable Tolerable	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<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>	Trivial Trivial Trivial Trivial Trivial Tolerable	
15.	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.	<ul style="list-style-type: none"> <li>• <b>Evacuation plans including the following have been reviewed:</b> <ul style="list-style-type: none"> <li>➤ <b>Safe assembly of occupants following social distancing requirements;</b></li> <li>➤ <b>Safe exit via the nearest final exit;</b></li> <li>➤ <b>Training occupants of any changes to evacuation;</b></li> </ul> </li> </ul>	Tolerable	



		<ul style="list-style-type: none"> <li>➤ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;</li> <li>➤ Fire Drills will need to be carried out in a socially distanced way</li>   <li>• All other fire system testing and maintenance has continued as normal.</li> </ul>	Trivial	
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***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.

*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.*

**RISK ASSESSMENT FORM C**

<b>RISK LEVEL ESTIMATOR</b>					
<b>SEVERITY OF HARM</b>		<b>SLIGHTLY HARMFUL</b>	<b>HARMFUL</b>	<b>EXTREMELY HARMFUL</b>	
<b>LIKELIHOOD OF HARM</b>		<b>1</b>	<b>2</b>	<b>3</b>	
<b>HIGHLY UNLIKELY OCCURRENCE</b>	<b>1</b>	TRIVIAL RISK 1	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 3	
<b>UNLIKELY OCCURRENCE</b>	<b>2</b>	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 4	SUBSTANTIAL RISK (High) 6	
<b>LIKELY OCCURRENCE</b>	<b>3</b>	MODERATE RISK (Medium) 3	SUBSTANTIAL RISK (High) 6	INTOLERABLE RISK 9	
<b>RISK BASED CONTROL PLAN</b>					
<b>RISK LEVEL</b>		<b>ACTION AND TIME SCALE</b>			
<b>TRIVIAL</b>	<b>1</b>	No action is required and no documentary records need to be kept (excepting form A).			
<b>TOLERABLE</b>	<b>2</b>	No additional precautions are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.			
<b>MODERATE &amp; 4</b>	<b>3</b>	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.			
<b>SUBSTANTIAL</b>	<b>6</b>	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.			
<b>INTOLERABLE</b>	<b>9</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.			
<b>NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</b>					