

Risk Assessment: School operation from 1 September 2020: response to Coronavirus (COVID-19).



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

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

Section 1

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| MAT/Establishment/Section/Team: St. John's CE Primary School | Date of Assessment: 25.8.2020 | Review date: After week 1 of implementation <small>(Complete once the action plan section below is addressed)</small> |
| Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: 1. Justin Hoye 2. 3. etc DATE: 25.8.20 | Staff signatures: 1. See separate attestation document 2. 3. etc I/We have read and understood this RA and our role in its implementation. | |

BACKGROUND AND CONTEXT:

From 1 September 2020 all schools are required to reopen for all pupils. This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It is available here:

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

We have included sections 2 and 3 from our previous risk assessment covering term 6 of the 2019-20 academic year as these could be of use if schools are required to close or partially close in response to a local outbreak of coronavirus. The risk assessment will be reviewed in response to updates to government guidance including any outcomes arising from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we receive. We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice which we have placed on display.

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

Part 1: Reopening schools from 1 September 2020

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults" This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

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.

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

Numbers 7 to 9 must be followed in every case where they are relevant.

| What is the Task/Activity or Environment you are assessing? | What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified | Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.) | What Severity of Harm can reasonably be expected? (See Definitions Table 1) | What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening? | What Likelihood is there of an accident occurring? (See Definitions Table 1) | What is the Risk Rating ? (See Risk Rating Matrix Table 2) |
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| Preparation for reopening | | | | | | |
| 1) Preparation of school building | Failure to complete compliance checks renders the building unfit for use. | All premises occupants | Serious | <p>Both sites have been partially open during the lockdown period so regular checks of systems have continued, usual post summer break checks will take place. We will follow Government guidance to ensure all areas (unused) are safe to use.</p> <p>All systems will be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.</p> <p>Cleaning will continue to follow government cleaning guidance.</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> | Low | Low |
| 2) Travel to and from schools | Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport at peak times - airborne or surface to inside body. | Staff, pupils, visitors | Major | <p>We will ask staff to cycle/walk/drive and avoid use of public transport wherever possible following gov guidance: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 .</p> <p>We will ask parents to cycle and walk with their children whenever possible to avoid public transport, aid children settling and reduce traffic congestion near school.</p> <p>We will ask parents and staff who have to use public transport to tell us so that we can discuss with them:</p> <ul style="list-style-type: none"> the importance of following PHE guidance: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 how we can be flexible with staff and pupils to only use public transport at times | Low | Medium |

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| | | | | <p>which avoid peak travel.</p> <p>Sufficient cycle racks and parking are provided.</p> <p>PPE: Pupils (and staff) will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>Guidance on safe working in education, childcare and children's social care provides more advice.</p> | | |
| 3) Staffing | Potential for increased exposure to coronavirus (and potential for introduction into the school) through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>Staffing allocation will be done by the Headteacher in advance but may be subject to change. Authorisation onto the school site will be by the Headteacher.</p> <p>All staff are expected to return to work as usual. We recognise that some staff may be at comparatively increased risk due to particular characteristics. We remain alert to scientific research and will respond accordingly, working with anyone who has concerns. We have followed guidance from our employer re: the completion of an Equalities Impact Assessment in relation to the development of this risk assessment.</p> <p>We will continue to follow the advice for those who are clinically extremely vulnerable or who are pregnant and will work with these staff members to allow their return. Social distancing will be of particular importance.</p> <p>Supply and peripatetic teachers that move between schools will be used if essential and we will ensure that such staff follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>Regular volunteers may be used and will be expected to follow our control measures, we will avoid mixing across different classes where possible and will keep 2m distance.</p> | Low | Medium |
| 4) Staff Training | Staff are not aware or do not understand the requirements for working safely when returning to work | Staff, pupils, visitors | Major | <p>We have developed a written guidance document for all staff that translates this R.A. into practical operational guidance. Staff will not be allowed to remain on site until they have been trained and are clear about the expectations, particularly concerning the following:</p> <ul style="list-style-type: none"> ● what to do if a case is suspected, including PPE ● maintaining class pods ● responding to safeguarding ● updated behaviour policy ● social distancing, especially for adults | Low | Medium |

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| | | | | <ul style="list-style-type: none"> the importance of hygiene emergency procedures | | |
| 5) Expectations within the school community | Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures | All members of the school community | Major | <p>Our communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> Arrival and departure from school, including social distancing, and arrangements for parents to access the site Arrangements for infection control Pupil groupings What the school day will look like & uniform expectations (incl. PE) How parents can support preparing their child Our focus on wellbeing first and foremost Attendance and non-attendance The avoidance of travel to school via public transport at peak times and measures the school are taking to work with parents to alleviate this Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing, including what happens if children do not comply What will happen if there is a case of coronavirus at the school, including that we will need verification of any test results. <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term</p> | Low | Medium |
| 6) Afterschool and Breakfast Clubs | Control measures are not practised at ASC thus increasing the risk of infection within the school community. | All members of the school community | Major | We are working with SJASC to ensure they are aware of our control measures in our RA and the gov guidance - we will support them in meeting or exceeding these expectations, and share information as necessary. | Low | Medium |
| 7) Poor hygiene | Potential increased exposure to CV-19 through airborne or | Staff, pupils, visitors | Major | We will wash (or if not possible sanitise) hands at least every hour and a half, on arrival, before food consumption, after sneezing/coughing and when transitioning locations. We will use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance, supervised as needed. Use | Low | Medium |

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| | surface to inside body transmission. | | | <p>alcohol-based hand sanitiser if soap and water is not available - we have the data sheets for these, we will store away from children's easy access.</p> <p>We will discourage touching hands to face but if necessary clean before and afterwards</p> <p>We will cover a cough or sneeze with a tissue then throw it in the lidded bin. We will ask ch to bring in their own pack of tissues and will also have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time and aim to allocate a toilet cubicle per class where possible.</p> <p>Sufficient rubbish bins will be provided for hand towels with regular removal and disposal, and on a rota checklist.</p> <p>Additional supplies of soap, hand sanitiser and paper towels and these are securely stored.</p> <p>Where possible, doors will be held open (acknowledging Fire Door protocols - fire RA has been updated to recognise that these will be closed where possible if there is an alarm.)</p> | | |
| 8) Congestion during access to and egress from buildings | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors, families | Major | <p>All children will arrive and depart on a rota basis in an allocated time slot, we will use all available entrances – we will explain this clearly to our parents. Markings/signage/barriers outside the school gate will provide visual indicators of the 2m distance, we will recommend only 1 parent to pick up/drop-off and no dogs. Any child arriving late and all visitors will use the main alternative entrance. Staff will use the main entrance or car park entrance ahead of any children arriving to avoid cross contact.</p> <p>In reception areas</p> <p>Wash/sanitise hands on arrival and departure</p> <p>Avoid having to touch surfaces where possible.</p> <p>Keep number of visitors as low as possible - clear signage to promote tel or email - and usually by appointment if they need to come beyond the enclosed reception area – designated room cleaned after use. We advise phone, email or video conferencing communication</p> | Low | Medium |

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| | | | | <p>Notices to inform of protocols, 2m distance, hand washing/sanitising etc.</p> <p>All people should be required to stay on site once they have entered it and not leave site including travel to the other site, unless absolutely necessary, during the day to minimise potential of transmission of Covid-19</p> <p>Payments to schools should be taken by contactless methods wherever possible</p> <p>We will close the glass screens to protect reception staff. Windows will be kept open.</p> | | |
| 9) Corridor congestion | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>Social distancing guidelines of 2m minimum distance between people will be observed with visual reminders of the e.g. on floors and walls</p> <p>One-way circulation systems will be used where possible and staggered use of corridors</p> <p>Almost all classes have external doors that will be used wherever possible</p> <p>Arrangements are in place to stagger breaktimes and lunchtimes to reduce numbers accessing circulation routes.</p> | Low | Medium |
| 10) Lunchtime arrangements | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>Classes will be on a rota for lunch to maintain pod separation, using 2 sections with its own station for resources. Tables, chairs and door handles being cleaned between use by each class pod.</p> <p>Some classes at LRR will have lunch delivered to their classes using usual seating and with tables cleaned before and after eating. Glasses and cutlery will be handed out by staff wearing gloves. A perspex screen will protect catering staff from children.</p> <p>Children will have a dedicated water bottle that they will keep on their table in the classroom and taken to lunch and outside. Children may bring in a piece of fruit from home for a snack at breaktime, these will be consumed in the classroom. All children will wash their hands thoroughly before eating, we have installed additional sinks at both sites.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> | Low | Medium |
| 11) Playgrounds/ outside areas | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>On a rota basis to keep pods separated. As a minimum My Personal Space + your Personal Space (without touching) i.e. bubble = social distance to be observed wherever possible - aligning with the government guidance we recognise this is more difficult with infants, and pupils with SEND; we will work on a 'reasonable endeavour' principle.</p> | Low | Medium |

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| | | | | Climbing frames/tree house/slide on both sites may be used and will be wiped down in key places after a 'class pod' has used it. other equipment may be used but not shared between pods unless meticulously cleaned. | | |
| 12) Use of resources | Potential increased exposure to CV-19 through airborne or surface to inside body transmission | Pupils and Staff | Major | <p>Staff and pupils will have individual pens, pencils etc that are not shared. Classroom based resources such as books and games will be shared within the 'group/bubble'; these will be cleaned frequently along with frequently touched surfaces.</p> <p>Resources that are shared between groups/bubbles will be cleaned frequently and between use by different groups/bubbles or rotated to allow them to be quarantined and out of reach for 48 hours (72 hours plastics).</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling pupils' books.</p> <p>Pupils and teachers can take books home where this is necessary.</p> <p>Soft furnishings have been removed and other items will be regularly cleaned through the dishwasher.</p> <p>We are limiting resources brought in from home to essential items only. On PE days all children will arrive in PE Kit.</p> <p>Laptops, phones etc. should be wiped down after use. Staff should use their own pen rather than sharing.</p> | | |
| 13) Social distancing across the site | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <ul style="list-style-type: none"> • Staggering opening and departure times, advising only 1 parent to accompany, no dogs. Signage to remind of SD at gates. 2/3 gates to be used on each site. • Lunch/playtimes are staggered • Moving around the site should be kept to a minimum and children and adults should observe 2m SD • Children will sit at the same separated desks facing forwards. • Large gatherings/ assemblies to be undertaken via Zoom as a replacement. • Staff are to maintain a safe distance between each other (2 metres) at all times. Children will be encouraged to do the same, recognising the limitations of implementation for infants and pupils with SEND. • We will limit the number of people in each room/area, including offices. • It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. • Staff will only use the staffroom when essential (outside where possible) and on a rota individual/limited number basis, washing hands on entry and wiping down areas after eating. | Low | Medium |

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| | | | | <ul style="list-style-type: none"> • Staff will avoid non-essential trips within the buildings • Lift at LRR will only be used if essential and agreed with the head, hand sanitiser will be provided for the operation of lift • Staff will avoid working face-to-face and will work side-by-side or facing away from each other: LRR front of house to move to another desk. We will use screens to create a physical barrier between people where appropriate: Office staff to keep glass sliding doors closed, screen between office staff at WR. • Individual positive handling strategies/plans will be reviewed. • Addendum to the behaviour policy has been written and shared with staff to provide procedural clarity. This includes what happens if children do not comply with the new ways of operating. | | |
| 14) Minimising contact | Potential increased exposure to CV-19 through airborne or surface to inside body transmission | Staff, pupils, visitors | Major | <p>In line with the guidance, each class will operate as a separate pod and will avoid mixing with other classes whenever possible. We will use the same staff each day as far as possible, allowing for job shares and PPA staff. Groups will use the same room or area of the school. Staff will aim to maintain a distance from pupils, particularly where they are working across classes.</p> <p>Desks will be facing forwards and will be separated, the outside space will be used whenever possible.</p> <p>We recognise that young children, particularly in EYFS, cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance, we will ensure:</p> <ul style="list-style-type: none"> • that individual groups use the same area of the setting/school throughout the day as much as possible • that sharing of toys and resources is reduced • that any toys or resources that are shared are cleaned more regularly • use of the outside space is prioritised for EYFS | Low | Medium |
| 15) External providers, visitors and contractors | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school and essential visitors are to be allowed on site and ideally out of school hours. They will arrange any visit in advance and must read and comply with signs in reception regarding good hygiene, including washing/sanitising their hands upon entering the site.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres) and will receive sufficient site induction. Sports providers, SEND support etc will be allowed onsite if pre-arranged.</p> <p>Strict hygiene rules to be implemented, all visitors are to be asked to do the following:</p> | Low | Medium |

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| | | | | <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. Office staff to ensure a record is kept of who visitor was in contact with and which areas, in order that these can then be thoroughly cleaned. | | |
| 16) Deliveries | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>Deliveries will need to be scheduled, ringing ahead to warn of imminent arrival by drivers</p> <p>Drivers should wash or sanitise their hands before unloading goods and materials, or should wear PPE gloves - signage will advise this in the foyer.</p> <p>Drivers should leave packages in the school foyer – school staff not to approach delivery staff, but collect goods after the driver has left. heavy items to only be collected by staff appropriately trained in manual handling.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> | Low | Medium |
| 17) Inadequate cleaning | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>We will continue to follow Government guidance on cleaning. We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where possible, doors will be held open</p> <p>We will also ensure that staff who need to clean the sites during the school day comply with the guidelines and particularly focus on high risk areas (handles, finger plates, window handles, kettles, taps, switches, phones, laptops/ photocopiers /keyboards/ mice, staffroom and areas that pupils will be touching (tables, sinks, bannisters, lights, chairs, tables, hand washing facilities) – especially those that have shared use. Details of what, how and frequency will be documented for staff and an associated checklist schedule established.</p> <p>Hand washing facilities will be regularly checked to ensure maintenance of paper towel, soap and sanitiser levels.</p> <p>We have ordered extra supplies of soap, hand sanitiser and paper towels etc. and these are securely stored. Safety data sheets for cleaning products are available.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Classrooms to be cleaned in lunch breaks | Low | Medium |

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| | | | | <ul style="list-style-type: none"> • Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school are to be used. • Bin liners should be used in all bins • Staff clothes and bags to be stored in their own classroom/office space • Ch coats and belongings to remain in their own classroom desk space only | | |
| 18) Safe use of cleaning products/ sanitiser | Exposure results in allergic reaction/ poisoning etc. | Pupils & staff | Major | <p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials / sanitiser, away from child easy access. Children do not apply cleaning agents.</p> <p>Appropriate PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products & sanitiser are available.</p> <p>Only recommended cleaning products will be used.</p> | Low | Medium |
| 18) Use of changing facilities & showers | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>We do have showering/changing facilities for children, these are only used occasionally when young pupil may have accidents.</p> <p>If and when these facilities are used, intimate care protocols would be used as always but with an increased awareness of the virus and appropriate PPE being worn that follows the guidance.</p> <p>Facilities will be thoroughly cleaned after each use.</p> <p>Suitable rubbish / clinical waste bins are in these areas with regular removal and disposal.</p> | Low | Medium |
| 19) Discovery of (or by) a person with Covid-19 symptoms | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>If a member of staff or a child displays symptoms listed above but in particular a high temperature or a persistent cough, OR they have tested positive in the last 10 days they (or their teacher/adult) should:</p> <ul style="list-style-type: none"> • Notify the Headteacher immediately. • If we notice a persistent cough, we will routinely take a temperature reading. • Avoid touching anything. | Low | Medium |

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| | | | <ul style="list-style-type: none"> ● Go home immediately (Children accompanied by their parent etc.) and follow the Stay At Home Guidance remaining at home for 10 days and arrange to have a test, other family members should self-isolate for 14 days from when the symptomatic person had symptoms. ● If awaiting collection they should be taken to the Medical Room (LRR and WR) (secondary space would be the Orange Zone and Rainbow Room) by 1 supporting adult, care should be taken to avoid touching surfaces on route. This room should be thoroughly cleaned and disinfected while wearing PPE. ● If the person is a child, PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained, this will need to be talked through to avoid undue distress this may cause the child. ● All other persons are to avoid contact or if needed, maintain a safe distance from affected individual. ● If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. ● If a child is unwell in the classroom, other ch should be immediately removed, 1 adult should deal with the child (wearing PPE stored nearby). The room would then need to be cleaned thoroughly. ● Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. Waste from cleaning should be double bagged and stored securely until a negative test result or after 72 hours. ● A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. If the person is tested to be positive, we will respond as per the guidance, requesting evidence of wider tests before ch return to school. <p>TESTING</p> <ul style="list-style-type: none"> ● Key staff understand the Test & Trace process and how to contact PHE ● Staff and parents understand they will need to book a test if they display symptoms & provide details of close contacts or self isolate (14 days) if they have been in close contact with someone symptomatic or testing positive. ● if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts | | |
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| | | | | <p>from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"> ● If we have a positive case we will be guided by the health protection team, we will share possible close contacts and we will be guided as to who will be sent home to self isolate for 14 days. ● Close contact means: <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person ● If someone has been asked to isolate and has symptoms they should stay home, get a test - if the test is negative, they need to remain in isolation for 14 days. if it is positive they should inform school, isolate for 7 days and their household for 14 days. ● We will not request evidence of test results. ● If there are more cases and an outbreak we will work with HPA to contain the situation. We will continue to provide learning via our online platforms. | | |
| 19) First Aid | | | | <p>We will make sure first aid provision is in place as required, including PFA in EYFS - if this is not possible we will undertake a RA and ensure that a FA at Work or an emergency FA is present.</p> <p>School procedures for the administration of prescription and controlled medication will continue to apply. Parents have been advised that they must return any required medication to school; we will check that medication that has remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff will wear PPE whilst administering medication if it is not possible to maintain 2m social distancing.</p> <p>Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group. EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed</p> | | |

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| | | | | <p>in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack.</p> <p>They accept that in an emergency the importance of immediate action to save life takes precedence over social distancing.</p> <p>We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.</p> | | |
| 20) PPE | Incorrect use increases risk | Pupils & staff | Major | <p>PPE will be used in line with gov guidance for first aid, intimate care or if a person needs to deal with a symptomatic child closer than 2m away - see relevant section of this RA.</p> <p>We will work with anxious or high risk staff and children/parents who feel that a face mask is needed. Their use is not recommended for younger children as it increases risk. If the use of a face mask in school is desired at certain times, the user will wash their hands before and after use and will keep the mask in a plastic bag when not in use.</p> | Low | Medium |
| 21) Emergency evacuations/ Lockdown | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | <p>When school resumes, children and staff to be made aware of adjusted practice due to restrictions and undertake a practice. Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements. Class and office doors may be propped open where adults will be tasked with removing this at the end of the day and if the alarm sounds.</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation will be observed, where this is not possible (such as for infants due to space restrictions) we will make reasonable endeavours. However, safe evacuation/lockdown will take priority over social distancing measures.</p> <p>In the event of a lockdown/evacuation, updated class lists will be present to account for all persons.</p> | Low | Medium |
| 22) Stress & wellbeing | Stress | Staff & pupils | Major | <p>We recognise that all staff and pupils will be experiencing a higher than normal level of stress.</p> <p>Staff:</p> <ul style="list-style-type: none"> • We have already been supporting staff through regular check-ins; keeping staff up to date with how the situation is evolving through regular emails and staff Zoom meetings; ensuring all staff have a voice and a variety of people they can talk to. | Low | Medium |

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| | | | | <ul style="list-style-type: none"> ● Staff have received clear guidance on communication, conduct, GDPR, online safety etc. ● The open culture of the school with clear communication, expectations and protocols will continue to support staff. ● Individual discussions have been/are held with staff to identify concerns. ● We will continue to monitor wellbeing closely, including senior leaders through continued check-ins – especially for those not in school and potentially isolated. The Chair of Governors will continue to regularly check in with the Headteacher. ● Where staff remain anxious or there are specific risks, an individual risk assessment will be undertaken ● Staff will be reminded of the availability of HR and counselling advice through School Advisory Service and Bristol City Council Employee Assistance Programme - 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387. ● <p>Pupils:</p> <ul style="list-style-type: none"> ● All families have received regular, clear communication so they know what is happening, this has included online safety advice ● We have set up a separate Safeguarding email and clearly communicated to families about what to do if they have a concern. The DSL is always available, but the deputies are also supported by other DSLs in other schools if needed. ● We have signposted a number of resources to support parents, including those with children with SEMH concerns or SEND and we have had a focus on wellbeing in all comms. ● We have prioritised pupils' wellbeing when they return ● We have asked parents of returning ch to share any worries they may have and we will provide clear supporting guidance and expectations on what returning to school will look like and how parents can support their child. ● We have updated our Safeguarding and Online Safety Policies and will update our Behaviour Policy ahead of increasing numbers. ● We will prioritise pupil wellbeing and allowing time for discussion, reconnecting with school and each other. Our curriculum will be holistically focussed and only move on to more academic work gradually. We will issue staff with research informed guidance on this, and also involve them in the creation of plans and ongoing evaluation. ● We will recognise that routine will be important and we will seek to establish this quickly so that there is a clear pattern of working; while recognising things will take a lot longer. ● We will continue to monitor wellbeing closely. Our ELSA trained staff will be on hand to provide some socially distanced support. | | |
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| 23) the curriculum | Increased likelihood of infection | Pupils & staff | Major | <p>PE: Further details in separate RA based on guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport and advice from organisations such as the Association for Physical Education and the Youth Sport Trust. Consistent groups maintained, SD in place (especially with Bristol Sport), no contact sport, equipment will be thoroughly cleaned between pods. PE will only take place outside, if weather is poor - classes will take place in usual classroom.</p> <p>Music: We are initially teaching units which do not involve singing, but will need to review this over time and when the imminent further guidance is published. When instrumental lessons commence, we will reduce the risk of transmission by physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> | | |
| 24) Pupils experiencing stress or trauma | Secondary and Vicarious Trauma | | Major | Approach will be similar as listed above. Senior staff are aware of the risk of secondary and vicarious trauma. | Low | Medium |
| 25) Potential break in social distancing | Potential increased exposure to CV-19 through airborne or surface to inside body transmission. | Staff, pupils, visitors | Major | We recognise that there may be times when social distancing is not possible including, but not limited to: Behavioural intervention, SEND 1:1 support, First aid administration (not CV-19 symptomatic), supporting children's learning, comforting a distressed child. In all these cases we will use our best endeavours to follow the guidance maintaining social distancing, going alongside rather than opposite, wearing appropriate PPE, ensuring rigorous hand washing. | Low | Medium |

Section 3 – ACTION PLAN

Instructions for completion

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

| What is the Hazard you need to Control? (high or amber from the risk rating column above) | What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level. | Who is Responsible for implementing these controls? | When are these controls to be implemented (Date)? | When Were these controls implemented (Date)? |
|---|--|--|--|---|
| MEDIUM items | We have identified all the reasonably practicable control measures available and will actively monitor the issue in operation. | | | |
| MEDIUM item | | | | |
| MEDIUM item | | | | |

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

1. Governmental guidance to schools has been applied to this document and will be regularly updated in light of changes issued
2. Staff have been consulted on much of the contents of this document in a draft plan sent 20.5.20 and followed up with a Zoom meeting for each site on 21.5.20, further consultation is planned w/c 1.6.20
3. FGB reviewed a draft at a Zoom meeting on 26.5 and this was approved by an e-mail vote on 29.5.20. Key decisions were also recorded

in a separate document.

4. .

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

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

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

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

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

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

