

RISK ASSESSMENT FORM

Workplace	Alfriston Primary School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Tanya Fitzgerald	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date	1 st September 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 17th September 2020.

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed cases:

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, **contact the DfE Helpline on 0800 046 8687** and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team.
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and pupils currently attending school	<ul style="list-style-type: none"> General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely. Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Follow the Government's updated COVID-19 cleaning of non-healthcare settings guidance Staff to wash hands as soon as they arrive on the premises, then sign in at the office. Pen used for staff signing in cleaned regularly by office staff. Visitors to be signed in by member of office staff. Review H&S compliance checks as appropriate - Managing school premises during the coronavirus outbreak Adapt offices to enable social distancing for returning teaching, admin and support staff where 	2	5	10	<ul style="list-style-type: none"> Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. 	2	5	10

			<p>possible. Stagger use of staff rooms and offices. Provide outdoor area for staff to use during their break times.</p> <ul style="list-style-type: none"> • Provide regular updates for governors. See Guidance for full opening – schools 									
2.	Potential transmission to clinically vulnerable staff and pupils returning when school reopens	All members of school community	<p>2a. Pupils:</p> <ul style="list-style-type: none"> • Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> • Pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding • Reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September • Confirm that if rates of the disease should rise, clinically vulnerable children (or family members) from this area, and this area only, may 	3	5	15				3	5	15

			<p>be advised by PHE to shield whilst rates remain high.</p> <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> Parents requested to discuss their child's care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health. Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September <p>2b. Staff:</p> <ul style="list-style-type: none"> Consideration given on how to meet equalities duties - <u>DfE Guidance for full opening – schools Section 2</u>. This will be reviewed when necessary. Governors, the Headteacher and SLT to consider work-life balance and wellbeing of all staff including the headteacher. Staff involved in the process and measures being out in place for the wider school reopening. Systems in place to support the well-being of staff who may be anxious about returning. Information about the <u>extra mental</u> 	3	5	15		3	5	15
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			<ul style="list-style-type: none"> • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups. • Risk assessments in place for pupils with EHC plans and other children where required. <p>3b – Staff</p> <ul style="list-style-type: none"> • Each class will be a bubble and not mix with the other class bubbles (separate break times, lunch times, toilet times etc.). • Pupils with SEND supported with any specific help and preparation they may need to adapt for the changes to routine from September • Although staff can now operate across different class bubbles this will be kept to a minimum. If staff are required to operate between class bubbles they will be advised to keep their distance from other staff and pupils as much as possible (2m from staff). • Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to 	3	5	15				
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			<ul style="list-style-type: none"> • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser. • Rooms and equipment to be thoroughly cleaned at the end of each day and between use by different groups. 							
4.	Site Safety risks <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<ul style="list-style-type: none"> • SLT lead identified • In autumn term resume taking the attendance register and following up any absences in line with statutory guidance • School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. • Class bubbles to have allocated toilet slots to ensure they don't mix with other bubbles. Toilet slots supervised by a member of the class team to ensure children thoroughly wash their hands after using the toilet. Toilets/sinks wiped by member of class team when last child from class bubble has finished. • Revised lunch and break rotas to be followed at all times to ensure safe movement around school • Children must ask permission to use the toilet to ensure staff know where children are at all times. 	2	5	10	<ul style="list-style-type: none"> • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. 	2	5	10

			<ul style="list-style-type: none"> • High expectations of how children move around school upheld by all members of staff. • Poster reminding staff & children of the expectations put up around the school. • E-safety policies and procedures updated in light of lessons learned during home learning. • Review site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. 							
5.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<ul style="list-style-type: none"> • Communicate to parents and carers that only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. • Parents/carers and pupils advised of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). 	2	5	10		2	5	10

			<ul style="list-style-type: none"> • Arrange SLT supervision of drop off and collection • Review and revise drop off and pick up protocols as necessary to minimise social contact • 							
6.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>	Pupils	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> • Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September and what the arrangement will be. See DfE Guidance for full opening – Section 2 • 	4	5	20	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> • Review and take reasonable actions to ensure: <ul style="list-style-type: none"> ○ pupils are grouped together on transport in the bubbles that are adopted within school ○ hand washing/sanitiser is used upon boarding and/or disembarking ○ appropriate additional cleaning of vehicles ○ queuing and boarding where possible is organised ○ distancing within vehicles wherever possible • Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance • Contact made with the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing 	3	5	15

								<p>requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk</p> <ul style="list-style-type: none"> • Arrangements in place in school for those children who choose to wear face coverings on school transport. This is communicated with parents. <ul style="list-style-type: none"> ◦ All children who wear a face covering must bring a small plastic bag or small box with a clip lid to school with them in which to store the face covering, unless it is disposable. The bag/box must have a secure seal and be able to be sealed/clip closed by your child. ◦ Children who wear a face covering must not touch or remove them until they have washed/sanitized their hands. ◦ Face coverings must be removed by the straps or ties. ◦ Once children have removed their face covering they must secure it in their plastic bag/box so it can be stored safely in line with school procedures. They will then wash/sanitize their hands again. 			
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							<ul style="list-style-type: none"> ○ Face coverings, unless disposable, must be washed every day. ○ The bag in which your child stores their face covering should be replaced each day or the box washed/cleaned each day. 			
7.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none"> ● Current government guidance states, “<i>Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus.</i>” ● Ensure contractors, school meal providers and fruit providers can fulfil all risk assessment requirements ● Visitors only allowed on to school site in exceptional circumstances. ● If visitor is permitted to enter school site a clear message is shared about social distancing procedures for adults. ● If visitors are permitted on site ensure records are kept of all visitors; names, dates, and contact details. ● The school will engage with local immunisation services and programmes as normal. ● Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely not entering the school site. 	3	5	10	<ul style="list-style-type: none"> ● A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school 	3	5	10

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<p>environment due to ineffective hygiene measures.</p>		<p>are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed should be followed following a suspected or confirmed case.</p> <ul style="list-style-type: none"> • All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day. • All handwashing sinks, soap dispensers, hand gel etc are daily to ensure stock levels are adequate • Inspect daily to ensure good/effective hygiene levels • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products (soap and water, anti-bac spray/wipes). • Books and games can be used within class bubbles but must be cleaned each day, along with all touched surfaces. • Resources shared between class bubbles, (eg sports, art and science equipment) MUST be meticulously cleaned (using Milton or something similar) before putting it away or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). 						
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			<ul style="list-style-type: none">Each class bubble to be allocated their own set of play equipment for lunch play which will be cleaned before putting away and stored separately.Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.Individual risk assessments in place for First Aid, Infection Control and Bodily Fluids.							
9.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature, a loss or change to their sense of smell or taste)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see <i>contact details on the first page of this document</i>)</p> <ul style="list-style-type: none">Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidancePPE available and used by:<ul style="list-style-type: none">the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.staff supporting pupils with routine intimate care needs	2	5	15	<ul style="list-style-type: none">Revise plans and PPE supplies in the light of experience or any updated guidance.	2	5	15

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			<p>the adviser will escalate your call to the local health protection team.</p> <ul style="list-style-type: none">• In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others• If the school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST and will continue to work with the local health protection team who will advise whether additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.• Arrange deep clean of medical room and other areas as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.								
10.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none">• Due to the partial closure in March staff have developed expertise and experience in supporting home learning across the curriculum.	2	5	10			2	5	10

