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	1st 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 <u>DfE latest documents and guidance webpage</u> is being updated regularly

What are the significant, foreseeable, hazards?		Who is at	Current control measures		Risk Rating		ting	What additional control measures can be put in place to reduce the		evis	sed ating
(t	he dangers that can cause harm)	Risk?	k? (What is already in place/done)		L	L S R		risk further?	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	•	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-heathcare 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	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

			 possible. Stagger use of staff rooms and offices. Provide outdoor area for staff to use during their break times. Provide regular updates for governors. See <u>Guidance for full opening – schools</u> 						
2.	Potential transmission to clinically vulnerable staff and pupils returning when school reopens	All members of school community	 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. Communicate with parents of clinically vulnerable and shielding pupils to inform them: 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

be advised by PHE to shield whilst rates remain high. Pupils who are under the care of a specialist health professional: 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						
2b. Staff: Consideration given on how to meet equalities duties - DfE Guidance for full opening – schools Section 2. 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	3	5	15	3	5	15
 Systems in place to support the well-being of staff who may be anxious about returning. Information about the extra mental 						

	health support for pupils and teachers is available. Supply staff, staff who work in more than one school or peripatetic teachers can move between schools but should not enter the school site if displaying signs of COVID-19. Volunteers are allowed in school with prior agreement but numbers kept to a minimum. Volunteers will not mix across class bubbles and will be advised to remain 2m from pupils and staff where possible Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school. Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women Staff who are clinically extremely vulnerable and protecting people who are clinically extremely vulnerable mand they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.		
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			Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace							
3.	Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September	All members of the school community	 Face Coverings Follow the government guidance on face coverings and communicate the school's procedures to staff, pupils, parents, visitors, etc. https://www.gov.uk/government/publications/face-coverings-ineducation/face-coverings-ineducation Visitors to the school who are unable to socially distance from staff and/or children should wear a face covering. 3a - Pupils 	3	5	15	 Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children's social care 3b - Staff Ongoing leadership support for any emerging anxiety and/or wellbeing issues 	3	5	15
			 Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Clear communication with pupils, parents and wider community about the full return to school 				wellbeing issues			

procedures and new arrangements. Think about new school rules needed - DIE Guidance for full opening - schools • Due to the measures we have in place in school to keep everyone safe and the limited space, children are only permitted to bring the following items to school: • School book bags (there should only be brought in facility of the school should be no keyrings on bookbags) containing children's reading books and reading record. • Catt (should only be brought in if needed due to the weather). • Sun hat (if needed due to the weather). • Sun hat (if needed due to the weather). • Packed lunch (if not having school dinners) • Fruit snack for morning break • A named water bottle. • No bags • All of the above items brought to school by the children must be kept in the classroom accept for Pearl Class coats which will be hung in their cloakroom which is cordoned off to prevent other bubbles passing/touching them. • Children regularly reminded not to touch each other's belongings. • Children must not put any toys or equipment in their mouths. If they

do this must be immediately cleaned with an appropriate product. • If children bring a fruit snack to school this should be something
the child can peel/prepare themselves.
Parents will be asked to only provide item in a child's lunchbox that the child is able to open independently open ie. Frubes.
Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water at the following times: Arrival at school After break time Before & after lunch time After outdoor games or activities or if moving from another room
Parents advised to apply hand cream to their child/ren's hands as often as possible, when they are at home. This is due to the more frequent daily handwashing required, and so to protect their hands from becoming too sore and chapped, and potentially more exposed to the virus.
Review Behaviour Policy in line with DfE <u>Guidance for full opening</u> _ schools. Pupils should be supported to maintain distance and

guidance for each group

 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.
crimareri where required.
3b – Staff
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

face contact and minimise time spent within 1m of anyone. Reinforce learning and practice of good hygiene habits through games, songs and repetition. Staggered break times and lunchtimes put in place. Also plans for staggering movement times around the school so 'bubbles' do not come into contact. During break and lunchtimes children will play non-contact games. Each class bubble to be allocated their own set of play equipment for lunch play which will be cleaned before putting away.
During break and lunchtimes children will play non-contact games. Each class bubble to be allocated their own set of play
possible first aid will be dealt with on the playground. Class bum bags will be taken outside along with a supply of accident forms and bumped head stickers. If a child hurts themselves staff should reassure them by talking to them calmly. Staff should wear PPE when administering first aid. This will be at hand to enable staff

to provide necessary first aid as soon as possible.
If wet play children will either watch something on the IWB or do colouring or drawing at their allocated desk.
Plans in place to continue remote education if it should become applicable from September
Supplies of PPE available for staff.
Staff are allowed to wear PPE if they choose.
Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5
Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings
Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times
Regular reviews of the NHS <u>guidance on hand cleaning</u> – see section for pupils above
3c – Buildings and resources
Pre-term building checks undertaken to ensure school is safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due

to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak. Classrooms and other areas deep cleaned. Engage children in education resources such as e-bug and PHE schools resources Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible. Arrange furniture to allow for seating pupils side by side and facing forwards. Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise in line with latest guidance Ensure kitchen is open from the start of the autumn term and comply with the guidance for food businesses on coronavirus (COVID-19). They should be able
start of the autumn term and comply with the guidance for food
Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc

			•	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	All members of the school community	•	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	Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.	2	5	10

			 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	 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 	2 5	i	10
			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).			

			 Arrange SLT supervision of drop off and collection Review and revise drop off and pick up protocols as necessary to minimise social contact 							
6.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools	Pupils	Dedicated school transport (including statutory provision) Insure 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	 Dedicated school transport (including statutory provision) Review and take reasonable actions to ensure: 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 number. They will liaise directly with the transport companies on social distancing 	3	5	15

	requirements and check that
	they are fully aware of the
	health and safety procedures.
	<u>mainstream-</u>
	transport.cts@eastsussex.gov.
	<u>uk</u>
	Arrangements in place in
	school for those children who
	choose to wear face coverings
	on school transport. This is
	communicated with parents.
	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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								 Face coverings, unless disposable, must we 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	•	Current government guidance states, "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."				A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school			
			•	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.	3	5	10		3	5	10
			•	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.							

			•	Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school.						
			•	For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).						
			•	Isolate and send children and staff home immediately if they display symptoms						
			•	Visitor arrangements revised to ensure social distancing and hygiene						
			•	Site management planning completed when visitors due in school to ensure minimal contact with other children & staff, social distancing and ensure handwashing etc completed on arrival.						
			•	Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to.						
8.	Risk that contamination exists within the school	All members of the school community	•	School staff follow <u>DfE Planning</u> <u>Guidance for full reopening –</u> <u>Section 2 School Operations</u> and	2	5	10	2	5	10

androne and description		
environment due to ineffective hygiene measures.	are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed should be followed following a suspected or confirmed case.	
	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).	

			 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	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document) • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance	2	5	15	Revise plans and PPE supplies in the light of experience or any updated guidance.	2	5	15
			 PPE available and used by: 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							

 staff proving first aid treatment If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. 	
 If a member of staff is sent home displaying symptoms of COVID-19, the Headteacher or member of SLT should advise them to be tested 'as soon as practicably possible.' 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. 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	•	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	0

	 For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support. Leaders and governors have devised contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans. 	er n	
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Signature and review

Name of Manager:	Lindsey Hudson	Signature of Manager:	Lindrey Hudon.	Date:	19 th August 2020
1 st review undertaken on:	Lindsey Hudson	Signature of Manager:	Lindrey Hudson.	Date:	1 st September 2020
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	