



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		Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	6 th January 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 4 November 2020 and has been adapted by the school.

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.

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 transmission to clinically vulnerable staff and pupils Guidance is available in the <u>DfE Guidance for full opening – schools</u>	All members of school community	1a. Pupils: <ul style="list-style-type: none"> In families where <u>both</u> parents are critical key workers or single parents who are critical key workers, the school will make full-time on-site provision available. We will provide full-time on-site provision for our vulnerable children, where it is appropriate for them to attend. 	3	5	10	1a. Pupils: Communicate with parents of clinically vulnerable pupils to: <ul style="list-style-type: none"> Shielding advice is currently in place across the country, and so all children deemed clinically extremely vulnerable are advised not to attend school. Pupils who are under the care of a specialist health professional:	2	5	10

			<ul style="list-style-type: none"> Parents who are critical workers advised to only send their children to school on the days they are working and to otherwise keep them at home in line with Government guidance. <p>1b. Staff:</p> <ul style="list-style-type: none"> The school will continue to assess the health and safety risks to staff and meet our equality duties. Governors and leaders will pay regard to the work-life balance and the wellbeing of all staff including the headteacher. We will ensure we have explained to all staff the measures we are proposing to put in place and will involve all staff in the process Where appropriate individual staff risk assessments for COVID-19 will be conducted in line with the latest guidance. There are systems in place to support the well-being of staff who may be anxious. Information about the <u>extra mental health support for pupils and teachers</u> is available. <u>The government has just launched the Wellbeing for Education Return programme.</u> 			<ul style="list-style-type: none"> Parents are requested to discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Paediatrics and Child Health. We will ensure these pupils have the support they need to be able to access remote learning <p>1b. Staff:</p> <ul style="list-style-type: none"> Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and where this is a teacher, school will consider what arrangements can be made for them to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> Consider staff who may otherwise be at increased risk from COVID-19. PHE's <u>COVID-19: review of disparities in risks and outcomes report.</u> 			
--	--	--	---	--	--	--	--	--	--

			<ul style="list-style-type: none"> Supply teachers and other temporary or peripatetic teachers (Section 2 of the Guidance for full opening: schools 4 November 2020) can move between schools, but leaders will minimise the numbers of visitors to site. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. 				Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources			
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p>There will no educational visits at this time in line with DfE advice.</p> <p>Face Coverings</p> <ul style="list-style-type: none"> 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-in-education/face-coverings-in-education Staff should wear face covering in corridors or where they are unable to socially distance from other staff/adults in communal areas. 	3	5	15		3	5	15

[illegible]

[illegible]

3.	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 • Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance. • School to follow 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 break rotas to be followed at all times to ensure safe movement around school. • Children will eat lunch in their seat in the classroom. • Children must ask permission to use toilets to ensure staff know where children are at all times. • High expectations of how children move around school upheld by all members of staff. 	3	5	10		3	5	10
----	--	-------------------------------------	---	---	---	----	--	---	---	----

			<ul style="list-style-type: none">Any incidences to be logged, and risk assessments evaluated, and changes made as a result of lessons learned.Fire evacuation drills / lockdown drills regularly carried out.E-safety policies and procedures updated in light of lessons learned during home learning.								
4.	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:<ul style="list-style-type: none">Only one parent should drop-off or collect.They should maintain the 2 metre social distancing rule.They should not gather at entrance gates or enter the school site.They should drop off/collect at their allocated time at the relevant entrance/exit.Children and siblings should remain with parent/carer.Parents requested to wear face coverings when dropping off/collecting their children from school.A member of SLT will supervise drop off and collection and any issues will address any issues.	2	5	10			2	5	10

			<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact. Staff member on gate duty to remain at least 2 metres inside the gate. 							
5.	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) <ul style="list-style-type: none"> 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 transport requirements. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk 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 sanitiser is used upon boarding hand sanitiser/handwashing is used/carried out upon disembarking 	3	5	15		3	5	15

			<ul style="list-style-type: none">○ The bag in which children store their face covering must be replaced each day or the box washed/cleaned each day.								
6.	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">• 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 a visitor is permitted to enter the school site, they will be advised to wear a face covering while moving around the school and in other areas if 2 metres social distancing cannot be maintained.• If visitors are permitted on site their names, visit date, and contact details will be kept.• 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 and not enter the site	3	5	10			3	5	10

7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> School staff follow <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case All handwashing sinks, soap dispensers are checked daily to ensure stock levels are adequate. Inspect daily to ensure good/effective hygiene levels. Ensure 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. Equipment such as books and games must be cleaned each day along with all touched surfaces. Any books that go between home and school are quarantined for 72 hours Resources shared between class bubbles, (e.g. sports, art and science equipment) MUST be meticulously cleaned before putting it away or rotated to allow it 	2	5	10		2	5	10
----	--	-------------------------------------	---	---	---	----	--	---	---	----

[illegible]

[illegible]

- In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others
- If 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 continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of pupils self-isolate as a precautionary measure.
- Arrange for deep clean of medical room and other facilities 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.
- Revise plans and PPE supplies in the light of experience or any updated guidance.

If 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** continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of pupils self-isolate as a precautionary measure.

Arrange for deep clean of medical room and other facilities 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.

Revise plans and PPE supplies in the light of experience or any updated guidance.

[illegible]

[illegible]

Signature and review

3rd review undertaken on:		Signature of Manager:		Date:	
---	--	----------------------------------	--	--------------	--