## **RISK ASSESSMENT FORM**



Workplace	Alfriston Primary School	Likelihood (L) X		X Severity	
Department		Almost Impossible	1		nificant (minor y, no time off)
Risk Assessor	Tanya Fitzgerald	Unlikely	2		njury and up to 7 days off)
Room/Area		Possible	3		te (injury causing than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	4 Major (death or serior injury)	
Date	6 <sup>th</sup> January 2021	Almost Certain	5		rophic (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)	Ris	k Ra	ting R	- what additional control measures can be put in place to reduce the		Revised Risk Ratin	
1	Potential transmission to clinically vulnerable staff and pupils  Guidance is available in the DfE Guidance for full opening – schools	All members of school community	<ul> <li>In families where both parents are critical key workers or single parents who are critical key workers, the school will make full-time on-site provision available.</li> <li>We will provide full-time on-site provision for our vulnerable children, where it is appropriate for them to attend.</li> </ul>	3	5	10	<ul> <li>1a. Pupils:</li> <li>Communicate with parents of clinically vulnerable pupils to:</li> <li>Shielding advice is currently in place across the country, and so all children deemed clinically extremely vulnerable are advised not to attend school.</li> <li>Pupils who are under the care of a specialist health professional:</li> </ul>	2	5	10

•	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.

## 1b. Staff:

- 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 extra mental health support for pupils and teachers is available. The government has just launched the Wellbeing for Education Return programme.

- 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 are able to access remote learning

## 1b. Staff:

- 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 Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
- Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report.

			<ul> <li>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.</li> <li>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> </ul>				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	Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance							

	Staff to wear face covering when on the back/front gate at the start/end of the day if they are unable to remain 2 metres away from children or other adults ie. when they are collecting children from the bus.  Parents requested to wear face coverings when dropping off/collecting their children from school.  Visitors to the school who are unable to socially distance from staff and/or children should wear a face covering.  2a - Pupils  Staffing and teaching groups have been created in line with Government guidance.  Children will be seated 2 metres apart.  To keep everyone safe and due to the limited space available, children are only permitted to bring the following items to school: School book bags (there should be no keyrings on bookbags) containing children's school reading books and reading record. Coat (should only be brought in if needed due to the weather).
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Sun hat (if needed due to the weather).  Packed lunch (if not having school dinners) Fruitvegetable 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 claskroom which is cordoned off to prevent other bubbles passing/touching them.  Children will be regularly reminded not to touch each other's belongings.  Children must not put toys or other equipment in their mouths. If they do it must be immediately cleaned with an appropriate product.  Parents will be asked to only provide item's in a child's lunchbox that the child is able to open independently open le. container licks, Frubes  Review the NHS guidance on hand
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<ul> <li>Arrival at school</li> <li>After break time</li> <li>After using the toilet</li> <li>Before &amp; after lunch time</li> <li>After outdoor games or activities or if moving from another room</li> </ul>	
Review Behaviour Policy in line     with DFE recommendations     Section 3 of the Guidance for full     opening: schools 4 November     2020 - Pupils will be supported to     maintain distance and understand     not to touch staff and their peers.     We understand this may be difficult     for the youngest children.	
Tissues and lidded bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.	
Remind children regularly not to touch their face with their hands.     When they do so encourage them to wash hands immediately.	
Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time	
Ensure appropriate support is made available for pupils with	

SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools, and the EEF guidance on making the best use of teaching assistants  Risk assessments in place for pupils with EHC plans and other children where required.  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.  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.
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	
Maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings	
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).	
Use of staff room minimised.	
Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times.	
Staff must remain 2 meters away from other staff and children.	
Reinforce learning and practice of good hygiene habits through games, songs and repetition	

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.  Children will be provided with their own pack of regularly used resources (in a pack provided by school) these will be kept with them on their desk (apart from EYFS), won't be shared and will be wiped down at the end of the day.  There will be no PE lessons during the current lockdown (due to Teaching Assistants required to supervise the children) although there will be active sessions in the classroom.  Remote education offered for pupils with teachers providing appropriate work and support.  Key Stage I: 3 hours a day on average across the cohort, with less for younger children  Key Stage 2: 4 hours a day  Supplies of PPE available for staff.  Staff are allowed to wear PPE if they choose.
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2c – Buildings and resources
All the usual building checks will be undertaken to make the school safe. In the event that the building is closed or has 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.
Engage children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u>
Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely.
Pupils and any visitors, advised not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)
Classrooms and other learning environments organised to maintain 2 meter space between seats and desks.

Systems in place to reduce congestion in corridors and access via external doors where possible.	
Arrange furniture to ensure children are facing forwards.	
Children to keep the same seat in the classroom.	
Kitchen to comply with the guidance for food businesses on coronavirus (COVID-19) providing food to all pupils who want it, including FSM or universal infant free school meals	
Balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' Part 8 of the Protective measures guidance should be used as appropriate to avoid build-up of viral load.  open high level windows in preference to low level to reduce draughts  prop classroom doors open  increase ventilation while spaces are unoccupied (e.g. during break and lunch, when a room is unused)  provide flexibility to allow additional, suitable indoor clothing.	

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<ul> <li>rearrange furniture where possible to avoid direct drafts</li> <li>heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</li> <li>Thorough cleaning carried out of rooms and equipment at the end of each day and between use by different bubbles.</li> </ul>	
As there may be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Specific risk assessments will be undertaken before any activities take place in line with the guidance, in particular the guidance available at working safely during coronavirus (COVID-19): performing arts and Department for Culture, Media and Sport (DCMS)	
Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser.	
2m teaching zones at the front of the classroom (where appropriate) as a reminder for the children to keep their distance from the teacher.	

			•	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	•	Communicate to parents and carers that:  Only one parent should dropoff 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> <li>Review and revise drop off and pick up protocols as necessary to minimise social contact.</li> <li>Staff member on gate duty to remain at least 2 metres inside the gate.</li> </ul>						
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)  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 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. mainstreamtransport.cts@eastsussex.gov.uk  Take reasonable actions to ensure:  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

	o queuing and boarding (where		$\neg$
	possible) is organised		
	o distancing is maintained within		
	vehicles wherever possible		
	verilicies wherever possible		
	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.		
	o Face coverings, unless		
	disposable, must we washed		
	every day.		
	ovory day.		

				<ul> <li>The bag in which children store their face covering must be replaced each day or the box washed/cleaned each day.</li> </ul>						
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	•	Ensure contractors, school meal providers and fruit providers can fulfil all risk assessment requirements						
	coming into school		•	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.	3	5	10	3	5	10
			•	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						

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.	
Ensure the DfE guidance for Health and Safety <a href="https://www.gov.uk/government/pu">https://www.gov.uk/government/pu</a> blications/health-and-safety-     advice-for-schools/responsibilities-     and-duties-for-schools is adhered to.	
Regular reviews carried out of the effectiveness of revised site management system – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.	
A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school.	
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7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	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 are aware of the COVID-19:						
	monostive hygiene measures.			cleaning of non-healthcare settings guidance 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.	2	5	10	2	5	10
			•	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						

			<ul> <li>to be left unused and out of reach 48 hours (72 hours for plastics).</li> <li>Children will be provided with their own pack of regularly used resources (in a pack provided by school) these will be kept with them on their desk (apart from EYFS), won't be shared and will be wiped down at the end of the day.</li> <li>Each class bubble to be allocated their own set of play equipment for lunch play which will be stored separately and cleaned at least once a week.</li> <li>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.</li> </ul>						
8.	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)	All members of the school community	The school MUST ensure it understands the NHS Test and Trace process and how to contact the local Public Health England health protection team.  • 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  • PPE available and used by:	2	5	10	2	5	10

the supervising member of staff     if a 2m distance cannot be     maintained during isolation of     an unwell child onsite.	
<ul> <li>staff caring for pupils with routine intimate care needs that involve the use of PPE</li> </ul>	
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. 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 school is notified of a positive     COVID19 test result for a member	

of staff or a pupil, we must 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 PHE local health protection team.	
Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19.     Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1.	
A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed.	
PHE will conduct a rapid risk     assessment and advise the school     on the actions to take including the     definitive advice on who must be     sent home. Should this be the	

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	case PHE will provide a template letter to inform parents and staff.  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	
	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.	

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9.	Live Streaming -	All pupils and	•	Staff are trained to use the			1
	Safeguarding	staff		technology.			i I
			•	Two members of staff will be			1
				'within the room' when conducting			i I
				a live stream session with pupils.			i I
			•	Sessions will be planned and			i I
				scheduled for during school hours.			i I
			•	Rules for using 'Google Meet' sent			i I
				home for parents to discuss with			i I
				their child.			i I
			•	Children will be removed from			1
				meeting if they don't follow the			i I
				'Rules for Google Meet'			i I
			•	Children will only be able to access			1
				the 'Google Meet' when the			i I
				member of staff admits them.			1
			•	Only school devices will be used for			1
				communications and running the			1
				session.			1
			•	Only live streaming platforms			1
				approved by SLT will be used.			i I
			•	Staff dressed professionally and			1
				choose a neutral background for			1
				their video stream.			1
			•	Pupils told they must be dressed			1
				appropriately, e.g. clothes they			1
				might wear for a non-uniform day,			1
				not pyjamas.			1
			•				
				•			
				bedrooms.			
			•				
				of conduct.			
				Pupils should live stream from a quiet shared space in their house with a grown up in the room, not bedrooms.  Staff behaviour and language will be entirely in line with the staff code			

			<ul> <li>Member of staff will have control of the chat feature and is able to mute pupils.</li> <li>All sessions will be recorded by the staff host.</li> <li>Online Safety policy reflects use of live streaming.</li> </ul>			
10.	Contingency planning for a potential local outbreak	All pupils and staff	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 attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support.  Leaders and governors have devised a contingency plan 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.	2	4	4

## Signature and review

Name of Manager:	Signature of	Date	:
_	Manager:		
1 <sup>st</sup> review undertaken on:	Signature of	Date	:
	Manager:		
2 <sup>nd</sup> review undertaken on:	Signature of	Date	:
	Manager:		

3 <sup>rd</sup> review undertaken on:	Signature of	Date	<b>:</b>
	Manager:		