East Sussex County Council

## **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	Managing Covid-19 in a school setting	Likely	4	Major (death or serious injury)
Date	6 <sup>th</sup> September 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 31<sup>st</sup> August 2021.

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.

W	hat are the significant, foreseeable, hazards?	Who is at Control measures Risk?		Risk Rating		ating	can be put in place to reduce the risk		Revised Risk Rating	
	the dangers that can cause harm)			L	S	R	further?		S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the <u>Actions for schools during the</u> <u>Coronavirus Outbreak</u>	All members of school community	The school will communicate with parents of clinically vulnerable (CEV) pupils to inform them that all pupils should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who	2	5	10	Conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff	2	5	10

			<ul> <li>is CEV should attend school as normal.</li> <li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</li> <li>The school will continue to assess the health and safety risks to staff and meet our equality duties.</li> <li>Governors and leaders to pay regard to the wellbeing of all staff including the headteacher.</li> <li>Ensure all staff are provided with an explanation of the proposed measures and are involved in the process.</li> </ul>				
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	It is no longer necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at	3	5	15	

Iunch. Music and PE lessons can continue as normal. However, we will ensure the following control measures are in place and well communicated:         Hand hygiene         Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser. As a minimum this is:         • On arrival at school         • After using the toilet         • Before lunch         We will ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby we will provide hand sanitiser.         Respiratory hygiene         The 'catch it, bin it, kill it' approach continues to be adhered to in school.	
Cleaning Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces.	

An additional clean of the	
children's toilets will take place	
each lunchtime.	
The school follows the	
government guidance on	
cleaning of non-healthcare	
settings.	
Ventilation	
The school will be well ventilated	
with windows and doors opened	
to create air flow.	
CO2 monitors will be provided to	
all state-funded education	
settings from September, so staff	
can quickly identify where	
ventilation needs to be improved.	
Further information will be issued	
as monitors are rolled out.	
Any poorly ventilated spaces will	
be identified in the risk	
assessment and steps taken to	
improve fresh air flow in these	
areas, giving particular	
consideration to when holding	
events where visitors such as	
parents are on site.	
Adjust any mechanical	
ventilation systems to increase	
the ventilation rate where	
possible. The <u>Health and Safety</u>	
Executive guidance on air	
conditioning and ventilation	
during the COVID-19	
pandemic and CIBSE COVID-19	

advice provides more
information.
The library, medical room, staff
and disabled toilets have no
windows and therefore
ventilation is restricted. The
toilets have extractor fans and
will only be used by one person
at a time. The medical room and
library will not be used by
visitors, the doors will be kept
open to aid ventilation and the
number of staff/children in the
room at one time will be
restricted.
Contingency plans are in place
outlining how the school will
operate if there were an outbreak
within school or local area.
The school will call the dedicated
advice service who will escalate
the issue to the local health
protection team, where
necessary and advise if any
additional action is required,
such as implementing elements
of contingency plan.
Communicate to parents that
pupils MUST not come into
school if they have symptoms or
have had a positive test result.
Anyone who develops COVID-19
symptoms, will be sent home

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and told to follow public health advice.	
If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.	
Appropriate PPE is available and should be used if close contact is necessary.	
Further information on this can be found in the <u>use of PPE in</u> <u>education, childcare and</u> <u>children's social care settings</u> guidance.	
Testing         Staff should undertake twice         weekly home tests until the end         of September, when this will be         reviewed.	
Communicate to parents that staff and pupils with a positive LFD test result should self-isolate in line with the <u>stay at</u> <u>home guidance for households</u> with possible or confirmed coronavirus (COV/ID-19)	
<u>coronavirus (COVID-19)</u> <u>infection</u> . They will also need to get a free PCR test to check if <u>they have COVID-19</u> .	

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		Whilst awaiting the PCR result,	
		the individual should continue to	
		self-isolate. Additional	
		information on PCR test kits for	
		schools and further education	
		providers is available.	
		The school will maintain its	
		capacity to deliver high-quality	
		remote education for the next	
		academic year, for pupils who	
		are of compulsory school age	
		and pupils who are below	
		compulsory school age but who	
		would usually be taught in a	
		class with compulsory school	
		aged children (most commonly in	
		a reception class). Including for	
		pupils who are abroad, and	
		facing challenges to return due	
		to COVID-19 travel restrictions,	
		for the period they are abroad.	
		Some pupils may be	
		experiencing a variety of	
		emotions in response to the	
		COVID-19 pandemic, such as	
		anxiety, stress or low mood. The	
		school will access useful links	
		and sources of support	
		on promoting and supporting	
		mental health and wellbeing in	
		schools.	
		Educational visits can resume	
		with risk assessments in place,	
		this must include systems of	

controls at the destination. The
school will check the provider
has assessed the risk and
implemented appropriate control
measures. Any attendance
restrictions should be reflected in
the visits risk assessment and
setting leaders should consider
carefully if the educational visit is
still appropriate and safe. Only
students who are attending the
setting should go on an
educational visit. Education
settings should consult the
health and safety guidance on
educational visits when
considering visits.
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The school MUST ensure there
is adequate financial protection
in place in the event of a COVID-
19 cancellation. They also
MUST consult with their insurers
to find out if there are any
COVID-19 exceptions.
The school can offer after-school
clubs and bubbles are not
required but there must be
measures in place around
cleaning, hand washing, and ventilation.
Face Coverings
The school has a small
contingency supply of face
masks available. Children of

	primary school age and early
	years children should not be
	advised to wear face coverings.
	The school has a process for
	managing face coverings in
	school, this will be clearly
	communicated.
	Safe wearing of face coverings
	requires cleaning of hands
	before and after touching –
	including to remove or put them
	on – and the safe storage of
	them in individual, sealable
	plastic bags between use.
	Leaders MUST ensure that
	school has enough tissues and
	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.
	Ensure all the usual building
	checks are undertaken to make
	the school safe.
	Health and Safety, and
	safeguarding policies and
	practices kept up to date in line
	with current DfE guidance.
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			Keep risk assessments under regular review in line with government guidance. <b>Positive cases and symptoms</b> Communicate to parents that children under the age of 18 will no longer be required to self- isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead they will be informed they have been in close contact with a positive case and will be advised to take a PCR test.					
3.	Site Safety risks Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches	All members of the school community	SLT lead identified Continue taking the <u>attendance</u> <u>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. Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Share any updated fire evacuation information with all staff during daily briefing and with children.	2	5	10		

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			High expectations of how children move around school upheld by all members of staff Any incidents are logged, and					
			the risk assessment is evaluated, and changes made as a result of lessons learned.					
			Reconsider e-safety policies and procedures in light of lessons learned during home learning.					
			Arrange emergency drills as normal to ensure and staff are familiar with any changes.					
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	Any parents who have had a positive test or who are displaying symptoms of COVID- 19 MUST not attend the school, this will be communicated.					
			Any parents/carers coming inside the school building must wear a face covering when moving around the school. Face coverings can be removed when seated and social distancing can be maintained.	2	5	10		
5.	Risks of possible transmission to pupils who	Pupils	Dedicated school transport (including statutory provision)					
	travel to school by dedicated school transport (including statutory provision) or wider public transport		Liaise with the transport hub and check that they are fully aware of the health and safety	2	5	10		

	The <u>Actions for schools during</u> <u>the Coronavirus Outbreak</u> details the framework for transporting pupils to and from schools		procedures. <u>mainstream-</u> <u>transport.cts@eastsussex.gov.uk</u>					
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> <li>Face coverings are no longer advised for staff but they are welcome to wear them if they prefer.</li> <li>When greeting visitors/parents/contractors at reception and escorting them around the school, staff must wear a face covering (unless exempt).</li> <li>Visitors are welcome to visit the school but when entering the school building they must wear a face covering (unless exempt).</li> <li>Any parents/carers, other visitors coming inside the school building must wear a face covering (unless exempt) when moving around the school. Face coverings can be removed when seated and social distancing can be maintained.</li> <li>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</li> </ul>	2	5	10		

			Communicate clearly that anyone displaying symptoms of COVID-19 must not attend school and should arrange to take a PCR test as soon as possible. Staff/visitors/contractors must wash/sanitise their hands when they first enter the school. This will be communicated. Before visitors attend performances or sporting events, the school will remind them to self-assess for symptoms of coronavirus (COVID-19). These are: a high temperature a new, continuous cough a loss of, or change to, your sense of smell or taste					
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	Regular cleaning should take place of equipment and areas. Risk assessment to identify any areas where cleaning should be more frequent. Enhanced cleaning schedule in place to ensure effective hygiene	2	5	10		
			standards comply with latest guidance - <u>cleaning of non-</u> <u>healthcare settings</u> . All handwashing sinks, soap dispensers, hand gel etc are	2	5	10		

			checked 3 times a day to ensure stock levels are adequate School leaders to inspect daily to ensure good/effective hygiene levels.					
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 PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so.	2	5	10		

Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <u>use</u> <u>of PPE in education, childcare</u> <u>and children's social care</u> <u>settings</u> guidance. Any rooms they use should be cleaned after they have left.
The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.
Staff will be reminded that if they are displaying COVID symptoms they should be tested 'as soon as practicably possible.'
Positive Cases Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID- 19, and any of the following apply:
<ul> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and 6 months</li> </ul>

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they have taken part in or are currently part of an approved	
COVID-19 vaccine trial	
they are not able to get	
vaccinated for medical	
reasons	
Instead, they will be contacted	
by NHS Test and Trace,	
informed they have been in close	
contact with a positive case and	
advised to take a <u>PCR test</u> . We	
would encourage all individuals to take a PCR test if advised to	
do so.	
Staff who do not need to isolate,	
and children and young people	
aged under 18 years 6 months	
who usually attend school, and	
have been identified as a close	
contact, should continue to	
attend school as normal. They do not need to wear a face	
covering within the school, but it	
is expected and recommended	
that these are worn when	
travelling on public or dedicated	
transport.	
Seek public health advice if a	
child or staff member is admitted to hospital with COVID-19.	
Hospitalisation could indicate	
increased severity of illness or a	
new variant of concern.	

ICJ	All pupils All pupils and staff and reviewed regularly.	2	2		4
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## Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

## Signature and review

Name of Manager:	Lindsey Hudson	Signature of Manager:	Lindsey Hudson	Date:	6 <sup>th</sup> Sept 2021
1 <sup>st</sup> review undertaken on:		Signature of		Date:	
2 <sup>nd</sup> review undertaken on:		Manager: Signature of		Date:	
3 <sup>rd</sup> review undertaken on:		Manager:		Deter	
5 <sup>th</sup> review undertaken on:		Signature of Manager:		Date:	