

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	1st April 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 26th March 2021 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 Schools coronavirus (COVID-19) operational guidance	All members of school community	1a. Pupils: <ul style="list-style-type: none"> School attendance will be mandatory for all pupils from 8 March. 1b. Staff: <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 	2	5	10	1a. Pupils: Communicate with parents of clinically vulnerable pupils to: Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their 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

			<p>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</p> <ul style="list-style-type: none"> • 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. • Supply teachers and other temporary or peripatetic teachers Schools coronavirus (COVID-19) operational guidance can move between schools, but leaders will minimise the numbers of visitors to site. • 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. • People who live with those who are clinically extremely vulnerable or clinically 			<p>is CEV should continue to attend school as normal.</p> <p>As normal, we will request unnecessary medical evidence such as doctors' notes from a GP when a child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs will only be sought where there are complex health needs or persistent absence issues.</p> <p>Pupils who are under the care of a specialist health professional:</p> <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. <p>1b. Staff:</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable (CEV) staff are advised not to 			
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			<p>vulnerable can attend the workplace.</p>				<p>attend the workplace until at least 31 March 2021. Employers should talk to their staff about how they will be supported, including to work from home. CEV individuals should continue to shield even after they have been vaccinated.</p> <p>Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks.</p> <p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p>			
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							<ul style="list-style-type: none"> Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the measures in this document to minimise the risks of transmission. 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>. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. <u>https://www.bameednetwork.com/resources</u> 			
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 <u>here</u></p> <p>In line with current coronavirus (COVID-19) restrictions, the DfE continue to advise against undertaking all educational visits.</p> <p>In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April. Any day visits must be conducted in line with relevant COVID-19 secure guidelines and regulations. This includes systems of controls, such as keeping children</p>	3	5	15		3	5	15

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		<p>stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak.</p> <ul style="list-style-type: none">• Engage children in education resources such as e-bug and PHE schools resources• Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.• Pupils, parents/carers and any visitors, such as suppliers, 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 space between seats and desks as much as and where possible.• Systems in place 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.• Children to keep the same seat in the classroom.							
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			<ul style="list-style-type: none">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/carers.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.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 meters inside the gate.	2	5	10		2	5	10
5.	Risks of possible transmission to pupils who travel to school by dedicated	Pupils	Dedicated school transport (including statutory provision)	3	5	15		3	5	15

	<p>school transport (including statutory provision) or wider public transport</p> <p>The schools coronavirus (COVID-19) operational guidance details a new framework for transporting pupils to and from schools</p>		<ul style="list-style-type: none"> Local authorities are not required to uniformly apply the social distancing guidelines on dedicated school transport. However, distancing should still be put in place 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 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 queuing and boarding (where possible) is organised distancing is maintained within vehicles wherever possible 							
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			<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.○ Face coverings, unless disposable, must be washed every day.○ 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,	All members of the school community	Face coverings:	2	5	10				2	5	10

contractors and/or deliveries) coming into school		<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. ○ Face coverings, unless disposable, must be washed every day. ○ The bag in which children store their face covering must be replaced each day or the box washed/cleaned each day. 							
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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 schools coronavirus (COVID-19) operational guidance and are aware of the COVID-19: 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 desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. 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 to be left unused and out of reach 48 hours (72 hours for plastics). Children will be provided with their own pack of regularly used resources (in a pack provided by school) these will be kept with 	2	5	10		2	5	10
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			<p>them on their desk (apart from EYFS), won't be shared.</p> <ul style="list-style-type: none"> Each bubble to be allocated their own set of play equipment for lunch play which will be stored separately. Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance. 								
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	<p>The school MUST ensure it understands the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>.</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 guidance PPE 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 caring for pupils with routine intimate care needs that involve the use of PPE staff providing first aid treatment 	2	5	10			2	5	10

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			<ul style="list-style-type: none">Revise plans and PPE supplies in the light of experience or any updated guidance.							
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none">Contingency plans are in place and are reviewed and updated as necessary.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	2	4		2	2	4

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	