



Workplace	Alfriston Primary School	Likelihood (L)	Х	Severity (S)		
Department		Almost Impossible	1	Insignificant (minor injury, no time off)		
Risk Assessor	Tanya Fitzgerald	Unlikely	2 Minor (injury and up days off)			
Room/Area	Whole school	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		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.
It is being kept under review as the Government and reviews of the impact of COVID-19 publish updated guidance by Public Health England.

	What are the significant, foreseeable, hazards?	Who is at	Current control measures	Ris	k Ra	ating	What additional control measures can be put in place to reduce the	_	Revised Risk Ratii	
(the dangers that can cause harm)		Risk?	(What is already in place/done)	L	S	R	risk further?	L	s	R
	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the DfE Guidance for full opening — schools And Education and childcare settings: New National	All members of school community	 The school will continue to remain open for all children and young people as we have since the start of the autumn term. Being at school is vital for children's education and for their wellbeing. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19). We 	2	5	10	 1a. Pupils: Communicate with parents of clinically vulnerable pupils to: Reassure them of the additional risk assessments and control measures that are currently being taken Pupils who are under the care of a specialist health professional: 	2	5	10

Restrictions from 5 November 2020	have taken actions to reduce the risks still further.	Parents are requested to discuss their child's care needs with their health professional to
	Any pupil who is unable to attend	ensure appropriate risk
	school because they are	controls. Further advice is
	complying with clinical and/or	available from the Royal
	public health advice to be provided	College of Paediatrics and
	with access to remote education	Child Health.
	https://www.gov.uk/government/pu blications/actions-for-schools-	1b. Staff:
	during-the-coronavirus-	Ib. Stail.
	outbreak/guidance-for-full-	Clinically Extremely
	opening-schools	Vulnerable (CEV) employees
	opening concold	should work from home during
	1b. Staff:	the period of national
		restrictions, and where this is a
	 The school will continue to assess 	teacher, school will consider
	the health and safety risks to staff	what arrangements can be
	and meet our equality duties as	made for them to deliver
	per their local procedures.	lessons virtually from home,
	Governors and leaders will pay	where possible, with support
	regard to the work-life balance and	staff supporting children in the classroom
	the wellbeing of all staff including	Guidance on shielding and
	the headteacher. We will ensure	protecting people who are
	we have explained to all staff the	clinically extremely vulnerable
	measures we are proposing to put	from COVID-19
	in place and will involve all staff in	
	the process	Consider staff who may
		otherwise be at increased
	Where appropriate Individual staff idea a second for COVID 10.	risk from COVID-19. PHE's
	risk assessments for COVID-19 will be conducted in line with the	COVID-19: review of disparities
	latest guidance.	in risks and outcomes report.
	iatest guidance.	Headteachers should consult with BAME staff to review and
	Review systems to support the	revise deployment if
	well-being of staff who may be	appropriate. BAMEed's
	anxious. Information about the	appropriate. Bravilled 6

			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 (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 where possible. 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 vulnerable can attend the workplace				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 here Face Coverings Follow the government guidance on face coverings and communicate the school's	3	5	15		3	5	15

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 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 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 (or use sanitiser) at the following times: Arrival at school After break time Before & after lunch time After outdoor games or activities or if moving from
activities or if moving from another room • 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 where possible.	
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.	
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
2b – 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
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).
Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times.
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
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
Staggered break times and lunchtimes are in place. Also plans for staggering movement times around the school so 'bubbles' do not come into contact.
Plans in place to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home.

During break and lunchtimes children will play non-contact games. There is a 'no touch' expectation.
Each class bubble to be allocated their own set of play equipment for lunch play which will be stored separately and cleaned at least weekly.
During class time, first aid incidents will be dealt with and recorded in class. Each class will have a first aid bum bag, supply of accident forms and bumped head stickers.
At break & lunchtimes where 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.

PE lessons will be taught in class bubbles. Sports equipment will be cleaned thoroughly after use. Outdoor sport will be prioritised with large indoor space used where this is not possible. Natural ventilation flow will be maximized. There are individual risk assessments for each activity
Supplies of PPE available for staff.
Staff are allowed to wear PPE if they choose.
2c – Buildings and resources
Ensure all the usual building checks are undertaken to make the school safe. In the event that the building is been 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.
Classrooms and other areas deep cleaned.
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 Health and Safety, and safety and safet

assessments is provided by the HSE guidance on working safely.
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 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.
Hall, dining area and internal and external sports facilities used for lunch and exercise in line with latest guidance
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. o 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. rearrange furniture where possible to avoid direct drafts heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces 	
Thorough cleaning carried out of rooms and equipment at the end of each day and between use by different groups	
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.						
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	•	Continue taking the attendance register 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.	2	5	10	2	5	10

			•	Revised lunch and break rotas to be followed at all times to ensure safe movement around school 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 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.	2	5	10	2	5	10	

			 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 						
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 quidance 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

 queuing and boarding (where possible) is organised distancing is maintained within vehicles 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 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 	
again.	

				 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)	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 meters social distancing cannot be maintained.	2	5	10	2	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 https://www.gov.uk/government/publications/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.	

7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	•	School staff follow DfE Planning Guidance for full reopening — Section 2 School Operations 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 frequently touched surfaces, equipment, toilets, door handles need to be cleaned thoroughly each day.					
			•	All handwashing sinks, soap dispensers are checked 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.	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 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 stored separately and cleaned at least once a week. 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	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: o the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.	2	5	10	2	5	10

 staff caring for pupils with routine intimate care needs that involve the use of PPE
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 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

	 1
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 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 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.						
9.	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	2	2	4	2	2	4

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.	

Signature and review

Name of Manager:		Signature of	Date:	
_	Lindsey Hudson	Manager:		17.11.20
1 st review undertaken on:		Signature of	Date:	
		Manager:		
2 nd review undertaken on:		Signature of	Date:	
		Manager:		
3 rd review undertaken on:		Signature of	Date:	
		Manager:		