RISK ASSESSMENT FORM



Workplace	Alfriston Primary School	Likelihood (L)	Х	8	Severity (S)		
Department		Almost Impossible	Almost Impossible 1		Insignificant (minor injury, no time off)		
Risk Assessor	Tanya Fitzgerald	Unlikely			inor (injury and up to 7 days off)		
Room/Area	Whole School	Possible	3	3 Moderate (injury of more than 7 day			
Activity/Task	The phased re-opening of the school following lockdown	Likely	4	Major	(death or serious injury)		
Date	18 th May 2020 (updated 5 th June 2020)	Almost Certain	5 Catastrop		trophic (multiple deaths)		
Benefit of activity		Low = 1-8	Medium	n = 9-14 High = 15-2			

This document was last updated on 5th June 2020. It is being kept under review as updated guidance is published by the Government.

The <u>DfE latest documents and guidance webpage</u> is being updated regularly

	What are the significant, foreseeable, hazards? (the dangers that can cause	Who is at Risk?	Current control measures (What is already in place/done)	l	Ris Rati		What additional control measures can be put in place to reduce the risk further?		Revi: Ris Rati	
	harm)	Max:	(What is already in place/done)	L	S	R	put in place to reduce the risk further:	L	s	R
1	arising from increased numbers of staff working onsite during the preparation for the phased reopening of school of the arising from increased the preparation for the purchased reopening of curatty	all members if staff and he key vorker / ulnerable upils urrently ttending chool	 SLT lead, DSL roles adapted and updated H&S and safeguarding policies & practices during the lockdown period when school was open to limited numbers Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) 	2	5	10				

protective measures in education and childcare settings Review H&S compliance checks before phased re-opening - Managing school premises during the coronavirus outbreak Regular reminders about social distancing rules. Follow the Government's COVID-19 cleaning of non-heathcare settings guidance Minimise staff required in school. Operate times school is open to staff to ensure they only arrive when necessary and go home immediately to reduce risk. Adapt offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices and provide outdoor area for staff to use during their break times. Update the school's staffing audit regularly as situations may change. Consider the impact on statutory roles	Update the school's staffing audit regularly as situations may change.	3
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	g Ition from I staff to school in mbers during	All members of the school community	 2a – Pupil issues Create and staff your temporary teaching groups in line with guidance. Prioritise spaces for critical workers' children and vulnerable pupils in all year groups as they should be encouraged to return. Then pupils in returning year groups should be accommodated in line within the latest DfE guidance for wider opening from 1 June Review the NHS guidance on hand cleaning. Pupils are supervised for regular handwashing for 20 seconds with soap and water at the following times: Arrival to school Before & after breaktime Before and after outdoor games or activities Before they leave school at the end of the day 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. Remind children regularly not to touch their face with their hands. When they do so they should wash their hands immediately. 	3	5	15	 SLT will produce individual risk assessments for pupils with EHC plans/SEN attending school. Also shared and discussed with parent/carer before child restarts school. SLT will produce individual risk assessments for pupils attending school where they deem it is necessary. Also shared and discussed with parent/carer before child restarts school. 	2	5	10	
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	 Clear communication with pupils, parents and wider community about return to school procedures and new arrangements. New school rules needed - (See DfE Planning quidance) Only one child (1 boy & 1 girl) to use the toilets at a time. Toilet slots have been timetabled and will be supervised by staff. If children need the toilet at other times walkie-talkies radios will be used to check toilets are available before sending children down. Review Behaviour Policy in line with guidance published in Preparing for the wider opening of schools from 1 June: Annexes A-C Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues Children must not touch other people's belongings. Children must not put any toys or equipment in their mouths. If they do this must be immediately cleaned with an appropriate product. 	
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	 Reinforce routines of using a tissue or elbow to cough or sneeze and bins for tissue waste. Lidded bins provided for disposal 2b - Staff Reinforcing learning and practice of good hygiene habits through games, songs and repetition and visuals. Staff to review the NHS guidance on hand cleaning and ensure this is carried out at the required times. To allow for small class sizes of 15 or less per classroom and for the social distancing rules (based on the classroom floor space), the maximum number of children per classroom is: Ruby classroom = 10 children Sapphire classroom = 10 children (+2 in cloakroom area when staffing levels allow) Emerald classroom = 10 children (+1 in library) Stand behind children if they need support. Regular reminders about social distancing rules. Keep away from mouths of pupils, keep higher up than them – no eye level	3 5	15	 2b - Staff Early Years Play equipment cleaned at the end of the day using Milton sterilising tablets, boiling water and soap or anti-bac wipes. Equipment being used in Reception class not to be shared with other groups until it has been cleaned at the end of the day with Milton sterilising tablets, boiling water and soap or anti-bac wipes. 	2	5 1	1 0
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	 Parents will be asked to only provide item in a child's lunchbox that the child is able to open independently open ie. Frubes. No work or books, including reading books will be bought in to school from home or sent home from school. This will be communicated with parents. Staggered break times and lunchtimes put in place. Also plans for staggering movement times around the school so 'bubbles' do not come into contact. During break and lunchtimes children will play non-contact games. A small amount of equipment will be available each day and will only be used if it is easily cleaned which will happen after use and before used by another 'bubble'. The expectation is that children must still social distance. 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. A bum bag will be taken outside along with a supply of accident forms and bumped head stickers.
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	 If medical room is used first aid incident or illness it will be thoroughly cleaned after each use. If wet play children will either watch something on the IWB or do a 'play' activity on their own or an activity that does not involve touching any other child. This should be at their allocated desk. Maintain consistency of staffing for each group 'bubble' as much as possible. Staff will only be asked to work in more than one bubble with their agreement. Pupils stay in the same 'bubble. Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings. As the children will be outside as much as possible, parents are advised to send their children in with a named sunhat and to apply sun cream before they attend school. Remove unnecessary items from classrooms where there is space to store it elsewhere Remove soft furnishings and toys/equipment that is hard to clean Parents and staff advised that clothes
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(staff/children) first arrive home and to wash them daily. • Work completed in books in school should not be marked to reduce contact with the child and prevent possible spread of the virus from touching the workbook. • Children's work/workbooks should be kept in the individual child's zip wallet/resource pack. • If a child hurts themselves staff should reassure them by talking to them calmly. Physical contact should be avoided unless it is a life/death situation. PPE will be at hand to enable staff to provide necessary first aid as soon as possible. • Single use icepacks will be used should one be required. • Limits for numbers of staff in staffroom and offices. Staff to lunch separately. Outdoor area set up for staff to use. • Ongoing support from SLT for any emerging anxiety and/or wellbeing issues • High risk members of the community working from home. Early Years • Follow the government's guidance: Planning guide for early years and childcare settings	
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https://www.gov.uk/government/publications/preparing-for-the-wider-opening-ofearly-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings • Depending on the size and the layout of individual settings, consider how floor space, rooms and outdoor space can be organised to ensure physical distancing between staff and between groups of children, considering the early years foundation stage (EYFS) age-based space requirements. Providers must meet the following indoor space requirements: children aged 3 to 5 years need 2.3 metres squared per child. Therefore, the maximum number of children in the Reception classroom (Pearl classroom) is 6. • Visual markers used to show children where to place themselves, helping them to socially distance. • Only use play equipment that is easily cleaned. • No sand or water play and playdough only allowed in EYFS if children have their own supply which will not be shared with other children. • Children to be encouraged to social distance although it is recognised this is extremely difficult with children in Early Years.	
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	Children regularly reminded of the 'no touch' expectation.
	2c – Buildings and resources
	Activity trail cordoned off and out of bounds to children. 2 5 10
	Add to posters/signs already in school to remind children/staff of what is needed to keep safe.
	Hand sanitiser available to staff in areas where there is no direct access to a sink.
	In classrooms, staffroom and offices there will be a constant supply of disposable gloves and sanitising wipes for adults to clean 'as you go'.
	Classrooms and other areas deep cleaned before reopening.
	Engage children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u>
	Organise classrooms and other learning environments maintaining space for social distancing between seats and desks.
	Use one-way systems and each bubble to access playground by different doors

to reduce chances of bubbles coming in to contact. • All furniture will be removed from the corridor to allow as much space for passing as possible. Floor will be divided with tape and arrows out down to ensure everyone stays to the correct side and walks the right direction therefore minimising possible contact. • Children will eat lunch outside where possible on allocated spots or at their allocated desk in the classroom. • Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (bear in mind fire safety & safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted) • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Paper towels to be for drying hands. Fabric hand towels removed. • Thorough cleaning of rooms at the end of each day. • Tissues will be available in classrooms, offices and staffroom at all times to implement the 'catch it, bin it, kill it' approach.	
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			Children to be introduced in to school in groups of up to 10 in any one day. A review will be carried out to establish when to introduce another group based on the safety and well-being of staff and children already in school.					
3.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	 Arrange SLT supervision of drop off and collection. Put posters near all entrances to remind parents of social distancing. Mark the ground at each entrance to indicating to parents they should not go past the line. Review and revise drop off and pick up protocols as necessary to minimise social contact. Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain social distancing rule Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) 	2	5	10		

4.	Risk of possible transmission to pupils who travel to school by bus/coach/taxi or public transport	Pupils	Ensure parents and carers do not gather at entrance gates or doors, or enter the site. Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See Coronavirus (COVID-19): safer travel guidance for passengers Contact 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. mainstreamtransport.cts@eastsussex.gov.uk To be the site of the sit			
5.	Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school	All members of the school community	 Strict handwashing procedures in place as soon as pupils/staff arrive in school. For any staff member or pupil who feels unwell, check their temperature and for other recognised symptoms of COVID-19. Isolate and send children and staff home immediately if they display symptoms (See section 7 below) Follow Government guidance implementing protective measures in education and childcare settings High-risk / shielding pupils and staff to continue to work from home 	2	5	10

Temperature checks carried out on arrival at school and anyone displaying a temperature (above 37.5) isolated and sent home immediately. Anyone sent home will be expected to isolate in accordance with Government guidance on Covid-19 symptoms. Contractors aware of any changes to school day – eg staggered lunchtimes. Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen. Ensure contractors, school meal providers can fulfil all risk assessment requirements. Visitors not permitted on the school site apart from in exceptional circumstances and by prior arrangement ie. Emergency works. Review effectiveness of revised site management systems – eg one-way systems and hand washing routines etc to ensure appropriate social distancing for any visitors. Procedures are in place for handwashing when visitors/contractors are in the building Parents and carers bringing or collecting	
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			 arrange to drop/collect safely and not enter the site Adapt existing entrance lobby layout so it is compliant with social distancing guidance. It is the responsibility of staff/parents/carers etc. to inform school and remain at home if they themselves or child/family have any Covid-19 symptoms. This expectation is communicated to all. 			
ex en inc	isk that contamination xists within the school nvironment due to neffective hygiene neasures.	All members of the school community	 Inspect daily to ensure good/effective hygiene levels Rooms cleaned thoroughly at the end of each school day. Clean surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, thoroughly each day When in classroom EYFS children to either sit in chairs or wipe clean PE mats which will be cleaned at the end of the day. All handwashing sinks, soap dispensers, paper towels, etc are checked 3 times a day to ensure stock levels are adequate. All frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned 	2	5	10

			thoroughly twice during the school day and thoroughly after school each day. Staff to wash their hands and surfaces, before and after handing pupils' books and other items. Check unnecessary items are removed from classrooms and stored elsewhere	
7.	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	Check the temperature of any pupil who feels unwell or shows any symptoms. If anyone becomes unwell with signs of COVID-19 they must be sent home immediately and households advised to follow the COVID-19; guidance for households with possible coronavirus infection guidance. Arrange for deep clean of medical room and other facilities as necessary before they are used again. Prepare plans and source suitable PPE supplies to be used by the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite or there is a need identified in individual risk assessments. Revise plans and PPE supplies in the light of experience or any updated guidance Isolate the pupil /member of staff immediately to the medical room and only keep door ajar. If appropriate arrange adult supervision in line with guidelines	

8. Building Safety risks • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches	of the school community	during the coronavirus outbreak https://www.gov.uk/government/public ations/managing-school-premises- during-the-coronavirus-outbreak Any incidences are logged and the risk assessment is evaluated and changes made as a result of lessons learned. Reviews of site safety in the light of windows and doors being open to aid good ventilation. Reconsider online safety policies and procedures in light of offsite learning and staff access to any sensitive data from home Share updated fire evacuation information with all staff, as needed. Share updated fire evacuation information with children, as needed. Follow revised lunch and break rotas to ensure safe movement around school. Children to seek permission to use toilets to ensure staff know where children are at all times. High expectations of how children move	3	5	15	School to follow (adapted) risk assessment for premises and accessing outside equipment and areas.	2	5	10	
		around school upheld by all members of staff.								

Take the attendance register and complete the daily data returns using the DfE portal							
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