

Risk Assessment Overview

Details

School: Krishna Avanti Primary School

Department:

Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

Low risk

What will the level of risk be after the ACTION PLAN is completed?:

Low risk

Note: if the risk is still classified as ‘High’, even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home,</p> <p>If a member of staff/pupil becomes unwell and shows symptoms of the virus they will be sent home and advised to follow the Stay at Home Guidance</p>	X		
		Schools "Sickness Policies" updated by HR	X		
		Update the school's "Contractor Policy" to ensure that it covers how requirements for contractors attending the school site are symptom free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.	X		
		Communicate the updated school Sickness Policies to Parents and Staff	X		
Poor track and trace details on visitors kept and the NHS are unable to contact visitors to the school	Spread of the virus	<p>Track and Trace (collecting customer data)</p> <p>Continued opening of the school as a public building is reliant on Test and Trace being used to minimise transmission of the virus.</p> <ul style="list-style-type: none"> Ask all staff on site to sign the register daily as per usual health and safety procedures The school will keep a record of all staff working on their premises and shift times on a given day and their contact details. The school will keep visitors names and contact info and staff for 21 days and provide data to NHS Test and Trace if requested. The school has displayed the official NHS QR code poster so that visitors can 'check in' 			



		using this option as an alternative to providing their contact details. <ul style="list-style-type: none"> Adhere to General Data Protection Regulations. 			
Contact with Individuals who are unwell with COVID 19 – General	Direct transmission of the virus to well individuals	Communicate the updated “Contractor Policy” with existing contractors and for new contractors as required.	X		
		Develop new Visitor and Contractor arrangements for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment or by good reason (delivery drivers). Otherwise they will be asked to leave the site.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		All visitors and contractors who will access the school beyond reception will be asked to complete a questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase. This document will be stored securely and disposed of at the end of each half term.	X		
		No parents will be allowed on site unless to pick up a child who is unwell or to assist with intimate care.			
		No unauthorised visitors will be allowed on site.			
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	X		
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	Staff or pupils that develop unconfirmed symptoms whilst in the school shall be placed in isolation away from staff or their cohort group as soon as practicable. The isolation area will be cleaned as soon as the child/adult leaves the site to avoid the risk of the infection spreading.	X		
		For children, normal safeguarding measures remain in force, and they should be supervised in an appropriate manner by a member of staff maintaining a distance of at least 2m.	X		
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and an appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	X		
		Parents should be contacted, and the child / young person collected as soon as practicable.	X		
		Staff who are unwell or develop symptoms will be asked to leave the site as soon as possible.			
		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	X		
		School should encourage the parents to have the child/young person tested.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 14 days from the last date of contact with the positive person. Appropriate procedures are in place to contact parents promptly Liaison with Public Health England/DFE is to be expected.	X		
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	In the event of a positive test the school should ensure that the classroom and resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	X		
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	X		
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This should be repeated frequently.	X		
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	X		
		Appropriate signage to be placed on display in all rooms, offices, corridors etc.	X		
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		<p>Pupils and staff are reminded to wash their hands using the appropriate method after sneezing. All class rooms will have sufficient soap/water and sanitizer. All offices will have sanitizer. All main entrances to the school have a sanitizer pump on the wall.</p> <p>Children and staff will clean their hands when they arrive at school, return from breaks/PE and before eating.</p> <p>Staff on duty in the lunch hall will ensure that every child entering the area will sanitize/wash their hands.</p> <p>Staff on duty by toilets to ensure pupils are not forming a crowd.</p> <p>Pupils with complex needs or very young children will be assisted by staff to wash their hands so that their hands are clean and the sanitizer/soaps are not ingested.</p>	X		
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	<p>The guidance provided by Public Health England does not recommend the use of face coverings for general use in education settings unless for specific reasons as detailed in other areas of this risk assessment. If pupils and staff wear a covering it must be removed before they enter the school site- pupils to be reminded not to touch the front of their face covering when removing and must wash their hands immediately.</p> <p>All members of staff unless exempt from wearing a covering will wear a facial covering/mask when entering the playground particularly when children are arriving on site or at dismissal times</p>	X		
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	<p>Staff are reminded to wash their hands on a frequent and regular basis using the approved “20 second” method.</p>	X		
		<p>Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved “20 second” method on a frequent basis. It is suggested at least as follows:</p> <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning to the classroom after breaks - Before lunch time <p>Any other time deemed necessary by the supervising staff.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	X		
		Books/art/ science resources can be shared but these must be cleaned regularly.			
Direct contact with virus particles from hand contact surfaces. Personal Hygiene.	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	School to undertake the assessment of the ratio of wash hand basins to number of children present to facilitate frequent handwashing. Take appropriate action to increase number of wash hand basins if required.	X		
		Supplies of hand sanitizer gel should be provided in all rooms in use to allow children and staff to use them as required to reduce the frequency of hand washing.	X		
		Consider providing all staff with their own individual supply of appropriate hand sanitizer gel.	X		
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	X		
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	School to identify the staff that are classified as extremely clinically vulnerable due to pre-existing conditions they should work from home. Staff are expected to produce their shielding letter from their GP/NHS. If this is not possible then an individual risk assessment is required. The same applies to pupils. Parents are expected to produce evidence from the NHS/GP to authorize their absence and online learning will be provided.	X		
		Staff that live with somebody who is in the clinically extremely vulnerable class, are allowed to work from home.	X		
		The staff room and facilities to be re-organised to allow 1 m social distancing or limit numbers of staff that can be present.	X		
		Staff not allowed to share resources/ materials or equipment within the staff room. Staff to be encouraged to bring in their own mugs, tea, coffee etc.	X		



Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff briefings and meetings to be suspended or conducted via an online platform to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	X		
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What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	School to identify the children within the groups of children returning to school which are classified as being clinically extremely vulnerable and continue to support them being at home- this work will be monitored by the leadership team to ensure maximum engagement.	X		
		School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to return to the school setting.	X		
		Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	X		
Social Contact on site – Children/Young people Classrooms.	Direct transmission of virus from carriers to well individuals	The school has assessed that identified classrooms for each allocated group has the space to allow adequate social distancing and has the facilities and equipment to meet the needs of the year group concerned.	X		
Social Contact on site – Children/Young people Classrooms. Cont.	Direct transmission of virus from carriers to well individuals	Children must stay within their identified class/year group for the majority of the time. Children must not be allowed to change year groups unless for exceptional reasons.	X		
		Staff must stay with their class/year group throughout the day where practicable.	X		
Social Contact on site – Children/Young people Playgrounds	Direct transmission of virus from carriers to well individuals	Stagger break / playtimes / use of outdoor spaces so that different year groups are not using the space at the same time where space is limited.	X		
		Pupils will be reminded to play in year groups and to allow 1m+ distancing where possible. between areas to allow social distancing. Staff to be on duty to supervise and remind pupils of safe play/distancing.	X		
		Outdoor play equipment, including climbing frames can be used as the equipment be cleaned effectively between groups of children using it.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		Sufficient staff should be present to supervise the children and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes.	X		
Social Contact on site – Children/Young people-playgrounds	Direct transmission of virus from carriers to well individuals	For younger children, introduce more structured play, by using games which promote social distancing instead of allowing “free” play.	X		
Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	Where possible implement staggered entry/exit systems to reduce mixing of people and children. Year 1 and 2 will have staggered entry times, playtime, and lunchtimes. Year 3 and 4 will enter via different doors and have a staggered playtime and lunchtime.	X		
		Designated eating areas will be established in the hall to ensure a clean, safe space is provided for each year group – each year group will attend the hall at a different time	X		
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a “walk on the left” protocol. Teachers and staff to remind all children and staff.	X		
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	Ensure that the drop off times for various year groups are staggered to reduce the number of people trying to access the school at one time.	X		
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	X		
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	The school will have a “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff – Reception entry and exit procedure to continue in existing form. Year 1 and 2 parents to use existing entry and exit gates and system. Year 3 to enter/exit via stairwell at the end of the building and Year 4 to enter/exit via main school entrance.	X		
		As a school there is appropriate signage and marking designating 2m social distancing to allow parents / guardians to drop off their children in a controlled manner.	X		
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Children should be collected by an identified member of their household if possible.	X		
		Collection times will be staggered to manage the collection process as much as reasonably practicable.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
		<p>Collection protocol will ensure that pupils wait in the playground at the end of the day in Yr 3, and 4 with the class teacher, social distancing until parents/carers arrive.</p> <p>Reception pupils will be dismissed from the EYFS outdoor area and Year 1 and 2 pupils will be dismissed via the classroom door, with parents waiting in the playground.</p> <p>Year 3 and 4 will be dismissed via the stairwell at the far end of the school/main school entrance.</p> <p>SLT and the Site manager will be on duty to ensure children are picked up quickly and that parents/carers leave the site as soon as possible.</p>	X		
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to if possible and that they are expected to wear masks/facial coverings when entering the site.	X		
Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	X		
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Ensure the lunch time period to allow effective staggering of the lunch timings for different year groups.	X		
		Maintain social distancing between year groups when in the dining hall.	X		
		Class groups should be brought in one at a time- each year group will have a separate eating area within the hall, which will be cleaned after they leave.	X		
		Classes will collect their food in their class bubble, which will be served on a disposable tray.	X		
		Dining tables and chairs as well as other hard surfaces will be wiped down using an appropriate sanitiser between classes/year groups. <i>COVID 19: cleaning of non-healthcare settings.</i>			



Social Contact. Dining Hall		Children in the dining hall will be reminded not to share food whilst eating.	X		
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What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
	Direct transmission of virus from carriers to well individuals	Trays, glasses, cups and cutlery shall be maintained in a hygienic manner and preferably handed to the child during service to reduce over transmission risks- these items will be disposable	X		
		Children should wash/sanitize their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.	X		
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies will occur via the use of online technology e.g. Teams whilst the children are in their classrooms.	X		
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE lessons including yoga will take place in year group sessions.	X		
		Main hall and rooftop playground will be used one year group at a time. The equipment/floor/yoga mats will be cleaned between each session using wipes and spray provided.	X		
		Children to come to school/go home dressed in their PE kit to avoid changing in class. Teachers to inform classes of their PE times.			
		Outdoor PE lessons are preferred to reduce the risk of transmission. However, the hall and mats will be used due to lack of alternate usable space.	X		
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs to promote social distancing and reduce the risk of disease transmission.	X		
		Children to be provided with individual resources where appropriate (stationary).	X		
		Teaching Staff to maintain social distancing with individuals within their classrooms where possible.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social Contact: Wrap around care	Direct transmission of virus from carriers to well individuals	Due to risks associated with virus transmission and the difficulty in keeping the different groups apart, extra-curricular clubs will not take place in school until the Spring term-this will be kept under review. Energy Kidz (after-school care provider) provision may take place as long as the company can ensure year group bubbles- this is under review.	X		
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has a copy of “COVID 19: cleaning of non-healthcare settings” guidance for reference.	X		
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	School has conducted a specific cleaning risk assessment to determine the frequency of cleaning of all areas of the school including high use / high risk areas and low risk areas.	X		
Contact with virus particles on surfaces: Effective cleaning.	indirect transmission of virus from carriers to well individuals	If contract cleaners are employed discuss the requirements for a new cleaning regime at the school based on the guidance. A new service level agreement will be required.	X		
Effective cleaning.	Indirect transmission of virus from carriers to well individuals	All school cleaning staff have received appropriate instruction and training with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	The school's cleaning regime shall be at least as follows: <ul style="list-style-type: none"> Each room that is in use shall receive a deep clean once per day. Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use Each room in use shall have its high-use hard surfaces cleaned frequently. Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis e.g. after each break. 	X		
		School has identified high risk areas of the school buildings which may require higher frequencies of cleaning.	X		
		School has identified the staff responsible to conduct the cleaning in certain situations.	X		
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Complete a cleaning schedule specific to each area of the school to detail: <ul style="list-style-type: none"> What is to be cleaned, What chemicals are to be used, The frequency of cleaning, Who is to undertake the cleaning, Method of cleaning, Safety precautions to be taken. 	X		
		Ensure that each room in use at the school is provided with the correct identified cleaning materials and there is a system to identify shortages and replace them.	X		
		Ensure that up to date MSDS sheets are present for the chemicals in use at the school.	X		
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	X		
		Cleaning staff are required to wear disposable aprons and gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health Protection team on this matter if required.			N/A
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mop heads or paper towels using a suitable method: <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.	X		
		Used equipment shall be double bagged and then disposed of in general waste.	X		
Contact with virus particles on surfaces: Effective cleaning.	In Direct transmission of virus from carriers to well individuals	Assess there is sufficient waste storage space to securely store any increase in waste generated. Increase the frequency of the waste disposal service if necessary.	X		
Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above. Toilets to be checked by the site team regularly.	X		
Contact with virus particles on surfaces:	In Direct transmission of virus from carriers to well individuals	Ensure that there are measures in place to restrict numbers of pupils using toilet facilities at any one time- toilets to be supervised by staff during break and lunch times.	X		
		Provisions in place to monitor younger children using the toilet facilities/hand washing to ensure social distancing.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Toilet facilities / handwashing.		<p>Ensure that all hand basins within the school are checked frequently (daily) to ensure they are provided with warm water, soap, hygienic method to dry hands and appropriate sanitizer gel. Replace as frequently as necessary.</p> <p>Hand dryers to be disabled and replaced with paper towels throughout the school.</p>	X		
Minimising contact with those who are unwell	Transmission of the virus	Everyone in the community has been sent the flow chart from the trust which inform them of the procedure of not coming into school if they have Covid symptoms or have tested positive in the last 7 days.	X		
Minimising the spread of particles in the air	Transmission of the virus	<p>Windows are to remain open for as long as the weather allows the school to do this.</p> <p>Site keeper to open all windows and classroom doors across the school.</p> <p>Doors can be kept open inside the building to allow for more air flow.</p>	X		
Contact with virus through bodily fluids	Transmission of the virus	Those members of staff who may be at risk from pupils who cannot control their behaviour such as spitting, coughing or sneezing or whose learning needs/disability will be given the necessary PPE. A risk assessment is in place for these members of staff/pupils.	X		
Contact with virus through particles-wearing a mask	Transmission of the virus	The DFE has stated that there is no need for staff and pupils to wear a face covering whilst on site. Should this change the school will review this risk assessment. Staff are expected to wear a face covering at pupil arrival and dismissal times.	X		
The community/staff are not aware of Track and Trace or do not understand what they need to do	Transmission of the virus	<p>The arrangements for all pupils, staff and the community to comply with the Track and Trace system has been communicated to all.</p> <ol style="list-style-type: none"> if you test positive for coronavirus, you must share information promptly and accurately about your recent contacts through NHS Test and Trace to help us alert other people who may need to self-isolate if you have had close recent contact with someone who has coronavirus, you must self-isolate if NHS Test and Trace advises you to do so if you are returning from travel abroad it is important to check whether you need to self-isolate <p>or someone with symptoms of coronavirus</p> <ol style="list-style-type: none"> isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 10 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms test: get a free NHS test immediately to check if you have coronavirus/call 119 results: if your test is positive, you must complete the remainder of your 10-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is 	X		

		<p>negative you will no longer be required to self-isolate, though you may wish to do so if you still feel unwell and have symptoms similar to coronavirus. If your test is negative, other household members no longer need to self-isolate.</p> <p>7. share contacts: if you test positive for coronavirus, NHS Test and Trace will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited.</p>			
Staff member/parent/pupil does not understand what to do if they are contacted by NHS Test and Trace	Transmission of the virus	<p>If you are contacted by NHS Test and Trace because you have been in close contact with someone who has tested positive for coronavirus</p> <ol style="list-style-type: none"> 1. alert: you will be alerted by NHS Test and Trace if you have been in close contact with someone who has tested positive for coronavirus. You should then log on to the NHS Test and Trace website. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue 2. isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home 3. test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must get a test to check if you have coronavirus or call 119. If your test is positive, you must continue to stay at home for at least 10 days and the NHS will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet – this is crucial to avoid unknowingly spreading the virus. 			
Managing a confirmed case of the virus in the school	Transmission of the virus	<p>The school will undertake the DFE and PHE advice in terms of sending a child home with symptoms. It will be explained to the pupil/parent/staff member that they cannot return until the isolation period has passed or a negative result has been provided.</p> <p>The Headteacher/Senior member of staff will liaise with the health protection team in the event of confirmed case/s. The Head/Senior Teacher will seek the advice of the local health protection team on the sharing of information of confirmed cases.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Containing outbreaks	Transmission of the virus	Assurance will be given to staff whether a child or adult goes home with Covid symptoms- the necessary information after discussing with the Health protection team will always be treated as urgent and shared with staff at an early stage.	X		
Social distancing	Transmission of the virus	In the EYFS given that children cannot socially distance - within the class group smaller bubbles will operate where possible.			
Staff moving between bubbles	Transmission of the virus	Staff advised to try to keep a 1m+ distance between themselves and the children/others. Staff moving from one class to the other e.g. SENDCO/PPA teachers to ensure they use their own resources. They wipe the computer keyboard before and after using and phones Support staff who support children on a 1:1 will support the same children on a daily basis where possible.	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social distancing in corridors/lift	Transmission of the virus	<p>In the morning staff will meet their children in the playground/carpark at their allocated entrances and go into the building staggered.</p> <p>Reception, Year 1 and Year 2 to use their own dedicated entrance which will be supervised by staff at their staggered entrance and exit times.</p> <p>Year 3 will use the fire exit door at the far end of the building to enter and exit the building.</p> <p>Year 4 class to enter via the main school entrance</p> <p>Children will be staggered when dismissed to avoid overcrowding and contact between pupils.</p> <p>Parents will be reminded to contact the class teacher/office via email if they need to speak to the class teacher rather than face to face meetings.</p> <p>Children and staff to remember to keep to the left in the building.</p> <p>Pupils who need support will have an adult to assist them when moving around the building.</p> <p>The Site Manager and staff will be on site team and SLT will be on duty in the morning and after school to ensure the safe arrival and departure of pupils.</p> <p>Those pupils with severe anxiety or with SEND needs will be escorted to their class line/teacher/TA by the parent</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Social distancing in the playground/ breaks	Spread if infection	<p>Playground time to be staggered so that only one year-group is out in a specific area at a time.</p> <p>Class Teachers and TAs to be on duty throughout playtime to ensure there is no overcrowding and there is safe movement around the site.</p> <p>SLT, TAs and Midday supervisor to be on duty at lunch to ensure there is no overcrowding and there is safe movement around the site.</p> <p>Staff are able to use the staffroom/ PPA room/ library/ or their own classroom for their break. Staff to observe social distancing and not to overcrowd the staffroom.</p> <p>Messages regarding social distancing will take place regularly and Covid will be an agenda item at weekly briefing and teacher/TA training sessions</p>	X		
Marking of books	Spread if infection	<p>Staff informed to mark books on site and not to take them home to avoid the spread of infection. Staff to wash their hands regularly before and after marking books and avoid touching the face, lips, nose, eyes.</p>	X		
Staff well being	Stress/illness	<p>Meetings are kept to a minimum with a clear start and finish time.</p> <p>Staff advised to take part in daily meditation to support their wellbeing.</p> <p>Staff advised to take their breaks and not to work through them.</p> <p>The Senior team operate an open-door policy and staff are advised that they can speak to them about their work load at any time.</p> <p>Staff aware of the staff help line should they need support: Health Assured 0800 030 5182</p> <p>Staff have been emailed a health app from HR which they can use to monitor their own well being</p>	X		



		<p>and seek support if needed</p> <p>All staff have completed an individual risk assessment in light of Covid and the school has completed personal risk assessments for individual staff if needed in light of Covid</p>			
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What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Public transport	Spread of the virus	<p>Parents and pupils made aware of the benefits of walking/ cycling to school rather than using public transport if this is an option depending on where they live.</p> <p>School currently in discussions with the LBC in relation to implementing a parking controlled zone outside of the school.</p>	X		
Attendance	Disruption to education	<p>As published by the DFE, attendance is mandatory from September 2020 for all pupils. Parents have been informed.</p> <p>The Senior Team are on site and readily available to discuss any issues the parents/ children may have in returning to school and will seek further advice from the EWO if needed.</p> <p>If a pupil has been identified by the hospital as being unable to return the school would ensure online learning is available and that the necessary support in place for the pupil.</p>	X		
School educational visits	Spread of the virus	<p>There are no trips planned involving the use of public transport in the Autumn term. Only local trips within walking distance will be allowed once the risk assessment has been reviewed by the headteacher.</p> <p>No overnight trips are permitted.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Curriculum expectations	Staff wellbeing	<p>Staff have been consulted on the relevant changes to the curriculum as a result of the needs of the children and community.</p> <p>Time will be given during the induction days in September to allow for any adjustments that need to be made, however the school will not know what these adjustments are until the children are assessed when they arrive in September.</p> <p>Timetables will be evaluated at the end of the induction days to ensure breadth of curriculum and a balance between core and foundation subjects as well as the pastoral need.</p> <p>The school is currently in the process of appointing a Catch Up Funded HLTA for the rest of the academic year to support pupils to recover learning</p> <p>Pupils in reception/year 1 should be given as much opportunity as possible to learn outdoors.</p>	X		
School uniform	Spread of the virus	<p>All children will be expected to wear school uniform in September 2020.</p> <p>All staff are expected to dress professionally.</p>	X		
Social distancing in classes when pupils are working at tables	Spread of the virus	<p>Ensure pupils are sitting side by side facing forwards by adjusting the layout of classrooms in Yr 1-6</p> <p>Each class Yr 1-4 have seating plans in place to determine who may need to go home in light of a positive case of Covid</p>	X		
Behaviour	Spread of the virus/anxiety	<p>All staff to ensure they share behaviour expectations with all children at the appropriate level-see behaviour policy so that the expectations are understood and followed.</p> <p>School to support those pupils who may struggle to reengage to ensure barriers are overcome.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
Outbreak planning	Spread of the virus/anxiety/educational gaps in learning	<p>Where a class or group of pupils needs to isolate or there is a local lockdown the school using Google Classrooms will be able to immediately provide remote education to pupils from reception to year 4.</p> <p>Printed resources will also be available to support those pupils without internet access.</p> <p>Logs will be in place to monitor vulnerable children whilst learning from home.</p> <p>Risk assessments for Vulnerable children will be in place to ensure they receive the same offer at home as at school.</p>	X		
Violence and aggression	Injury, stress, anxiety	Provision in place-the school will not tolerate violence and aggression towards staff and will take the necessary actions should any persons refuse to adhere to arrangements of social distancing or deliberately expose the school's occupants to risk	X		
BAME	Stress, illness,	<p>Measures in place for staff to keep themselves safe such as social distancing</p> <p>Clinically vulnerable members of staff have a risk assessment is in place</p> <p>Ensure that Senior Leaders and staff are able to have clear and informed conversations about the risks to teams and the risks to any specific individual. The Headteacher and HR will use these conversations to identify any particular risks for an individual staff member.</p> <p>Where there may be particular risks for a staff member, develop a plan for work that fits their risk situation.</p>	X		

What are the hazards	What might happen?	Controls	Control in Place?		
			Yes	No	N/A
First Aid-Staff catch the virus through close contact with pupils when administering first aid	Stress, illness,	<p>Children not showing Covid symptoms will be seen by a first aider outside of the medical room to allow for more space when treating children</p> <p>First aiders to wear gloves when treating children and to be reminded to wash their hands after treating a child, even after wearing gloves.</p> <p>Adequate numbers of first aiders trained to administer first aid.</p> <p>Eye protection is available for use if needed by first aiders for pupils who may need to be treated where there is a risk of fluids going on the face of the first aider or into their eyes</p>	X		
School bags/personal stationary	Spread of the virus	<p>Only stationary provided by the school is to be used by pupils.</p> <p>No pencil cases to be brought in from home to school.</p> <p>Items in school book bags to be kept to a minimum e.g. reading record, reading book and water bottle.</p>	X		
Late children at the start/ end of the day	Contaminating other bubbles	<p>Parents reminded to be punctual at the start and end of the day to ensure that bubbles are not contaminated.</p> <p>At the end of the day the class teacher will escort late pupils to the main hall, social distancing. When their parent/carer arrives they will be directed to the fire door entrance of the hall to collect their child. Pupils in the hall will sit in their allocated area in their year group.</p>	X		
Celebratory food is brought in from home and shared between the class	Spread of the virus	Parents/carers to be reminded not to send in food to celebrate birthdays.	X		
Sharing fruit brought in from home to eat in the playground Years 2,3, and 4	Spread of the virus	Pupils reminded not to share the fruit brought in from home to eat at break times. Parents encouraged not to use plastic tupperware but to place fruit in a bag which can be disposed of.	X		

What are the hazards	What might happen ?	Controls	Control in Place?		
			Yes	No	N/A
Singing and the sharing of musical resources (recorders)	Spread of the virus	Controlled singing (prayers) will be allowed in school during the autumn term in line with government guidelines.	X		
		No instruments which involve blowing will be used throughout the autumn term			
		In case of an evacuation pupils and staff will evacuate as soon as they hear the alarm and leave the building.			
		Support staff and teachers to evacuate with their classes to the sign posted evacuation point for their class.			
		Staff to take their class register and inform a fire marshal if a pupil is missing.			
Fire Evacuation: potential spread of the virus due to the lack of social distancing	Death, injury, spread of the virus	Fire marshals to sweep the building if safe to do so (adequate number of staff to safely evacuate all personnel)	X		
		In the playground, once evacuated, if safe to do so, adhere to social distancing.			
		Fire drill to take place termly			
		Staff to be informed of evacuation points during induction on the 3 rd and 4 th September			
		Fire risk assessment and evacuation plans revised in light of Covid			
		Personal Emergency Evacuation Plans in place			
Pupil's Emotional well being	Pupils become anxious in light of	Worry boxes in all classes and regularly checked by class teachers/ staff			



	<p>their emotional needs not being met</p>	<p>Feelings regularly discussed in the EYFS</p> <p>ELSA's in place to support pupils identified as needed emotional support</p> <p>Pupils given the opportunity to self-reflect</p> <p>Pupils have access to daily meditation sessions</p> <p>Pupils have access to yoga sessions weekly and daily prayers</p> <p>Staff aware of how to refer a pupil who needs support in terms of their emotional well being</p>			
<p>Pupils who are isolating-learning</p>	<p>Gaps in learning grow due to home learning work not being provided</p>	<p>All pupils who are isolating are given access to live lessons daily or work on google classroom</p> <p>Staff to ensure parents are contacted and informed of when their child needs to be online and that the family has the necessary resources for online learning-parents are to receive a weekly phone call.</p> <p>Pupils are given a user name and password to upload learning which will be marked in line with the school's expectations.</p> <p>Online learning will only be provided for children isolating and not for pupils absent for minor colds etc. or where a parent chooses not to bring their child to school because of the risk of catching Covid.</p> <p>All aspects of the curriculum will be met online apart from PE/yoga for health and safety reasons.</p>			

NB. The above risk assessment has been devised using the following guidance

Coronavirus (COVID -19): implementing protective measures in education and childcare settings. Supporting vulnerable children and young people during the coronavirus (COVID – 19) ou

COVID-19: cleaning of non-healthcare settings

COVID-19: guidance for households with possible coronavirus infection

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable

COVID 19: Staying Alert and safe (social distancing)

The latest DfE guidance can be found here: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#oos

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Lalita Joshi & Deborah Walters	<i>Lalita Joshi & Deborah Walters</i>	02/10/2020

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Nathan Barrett	<i>Nathan Barrett</i>	23/07/2020

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:



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