

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Holy Family RC Primary School	Assessment by: Alison Booth	Date: 24/05/20
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic	Approved by: Governors	Date: 26/05/20

Scope

This is a risk assessment for schools opening to students and staff during coronavirus (COVID-19) pandemic. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance 'Opening schools for more children and young people: initial planning framework for schools in England'. This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**-Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
<p>Vulnerable school staff</p> <p>Staff / vulnerable staff interactions in close proximity</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	4	5	20	<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Staff asked to declare any underlying medical conditions and/or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo employee specific risk assessment.</p> <p>Staff who are classified as clinically extremely vulnerable – as defined here, must not attend work. Adults who live with someone who is extremely vulnerable must also not come to work.</p> <p>Staff who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Individual risk assessment will be undertaken for clinically vulnerable staff.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not</p>	<p>Identify staff classified as extremely vulnerable. Follow guidelines found here</p> <p>Identify staff classified as vulnerable. Follow guidelines found here.</p> <p>Send out clear briefing notes / letters to: Staff – inform of guidance and vulnerable groups. Google form to collate information for staff to identify those needing a further risk assessment.</p> <p>Extremely clinically vulnerable of living with ECV notified that they will be working from home.</p> <p>Staff who are classified as clinically vulnerable to seek further advice from their doctor prior to an individual risk assessment with HT via Zoom.</p> <p>Guidance to staff given on training days week beginning the 1st June.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>18.05.20</p> <p>18.05.20</p> <p>26.05.20</p> <p>26.05.20</p>	

					<p>come to school and remain at home for a minimum of 7 days from when their symptoms started. Staff given sufficient time off to recover following illness in addition to the guidelines on self-isolation.</p> <p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to follow the guidance here.</p> <p>Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill</p> <p>For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Regularly remind staff of procedures, each member of staff to given their own copy of risk assessment, changes to policies, guidance.</p>	<p>Headteacher compiled by Admin.</p>	<p>01.06.20</p>	
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>School will re-open in addition to keyworker and vulnerable children to, initially, Year 6 on 8th June.</p> <p>Siblings are not included unless those siblings are in a priority group.</p> <p>Children and parents asked to declare any underlying medical conditions and/ or pregnancy. Those in a high-risk group (as</p>	<p>Identify children classified as extremely vulnerable. Follow guidelines found here</p> <p>Identify children classified as vulnerable. Follow guidelines found here</p>	<p>Headteacher</p>	<p>02.06.20</p>	

	vulnerable groups may become infected and suffer ill health from exposure COVID-19			<p>defined below) will be assessed for suitability to attend school.</p> <p>Children who are classified as clinically extremely vulnerable – as defined here, must not attend school. Children who live with someone who is extremely vulnerable must only attend an education or childcare setting if stringent social distancing can be adhered to.</p> <p>Children who are classified as clinically vulnerable – as defined here, must take extra care in observing social distancing. Any child developing coronavirus symptoms, however mild, are advised to not come to school and remain at home for a minimum of 7 days from when their symptoms started. Any child should be given sufficient time off to recover following illness in addition to the guidelines on self-isolation</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to follow guidelines found here.</p> <p>Any siblings living in the same household will also be sent home.</p> <p>Where a child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. See ‘what happens if there is a confirmed case of coronavirus is a setting found here.</p> <p>School will maintain current contact details for all children in attendance including a secondary contact. This could be through use of an emergency care registration form for all children</p>	<p>Information given to parents about people at risk; extremely clinically vulnerable and clinically vulnerable. Google form for Year 6 parents initially to complete. Ask parents to notify school of any vulnerable pupils or if living with extremely clinically vulnerable.</p> <p>Home/School agreement in place to state what school will do and what parents must do.</p> <p>Advice printed out and stored in the office ready to be given to a parent should their child become unwell.</p> <p>Each bubble to have a radio, so parents can be called immediately.</p> <p>The quarantine room will be the front music room. Windows will be kept open and cleaning materials available. The room will also have tissues and a pedal</p>	<p>Headteacher</p> <p>Headteacher and Admin</p> <p>Admin</p> <p>Headteacher and Admin</p>	<p>04.06.20</p> <p>05.06.20</p> <p>02.06.20</p> <p>04.06.20</p>	
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				<p>from any other school accessing provision. All staff to be aware of where to locate the list.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate quarantine room and allowed to use an identified room and follow guidelines found here. The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	<p>bin/yellow bin for disposing of PPE should it be needed. Identify toilet arrangements – KS1 larger toilet. Notice to be placed on the door when occupied by a poorly child/adult.</p> <p>PPE to be stored in the room opposite the front meeting room.</p> <p>Staff to be made aware of this prior to opening. To be included in the guidance.</p>	<p>Headteacher/ Deputy Headteacher</p> <p>Headteacher</p>	<p>27.05.20</p> <p>01.06.20</p>	
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<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Sufficient handwashing facilities are available throughout school. Hand santiser available in all classrooms. Year 6 to use KS2 toilets only 2 children to use the sink at any one time (opposite ends). Year 1 children to use KS1 toilets only 2 children at a time again opposite end to socially distance. Hand sanitisers to kept in all rooms.</p> <p>Hand sanitiser only used where sinks are not available. Remind staff/ pupils hand sanitiser it is not a substitute for regular hand washing.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers.</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals <p>All children will wash their hands on entry into school, before playtimes, after playtimes, before lunch and before going home.</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Tissues available in each classroom with a pedal</p>	<p>Ensure all sinks have necessary stock & restock as required. Additional towel dispenser to be bought and added to KS2 and KS1 toilets.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals. Laminated cleaning rota to completed when cleaned and kept outside the toilets. Cleaning products readily available. Staff aware of where they are stored.</p> <p>Ensure all attending understand how to wash hands correctly – refresh guidance found here Lesson to given on return to school. One member of staff will supervise hand washing.</p>	<p>Headteacher and Site Manager</p> <p>Headteacher to arrange with Cleaner.</p> <p>Headteacher and staff.</p>	<p>26.05.20</p> <p>27.05.20</p> <p>01.06.20</p>	
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					<p>bin for disposal. Disposal cloths for cleaning also available.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and bins for tissues are emptied midway through the day at dinnertime.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged</p>	<p>Poster around the school as appropriate. Lesson given to the children on first their first day to explain the importance.</p> <p>Home school agreement to include washing of clothes.</p>	<p>Headteacher and Admin</p> <p>Headteacher</p>	<p>01.06.20</p> <p>04.06.20</p>	
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	4	5	20	<p>Government cleaning advice found here. implemented throughout school premises. Should a child fall ill whilst at school they will be taken to the front meeting room. Once the child has gone home the room will be thoroughly cleaned in line the guidance above.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. All frequently touched surfaces are to be cleaned at playtime, dinner time and afternoon play including:</p> <ul style="list-style-type: none"> – door handles – door plates – desks – chairs – taps and sinks – telephones – keyboards – light switches – electronic entry systems – toys <p>Staff will be allocated specific areas within communal areas to clean.</p>	<p>Check with TC Bibby's guidance and training they have given staff. Additional cleaning hours may be required for the front meeting room. Arrange this.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p>	<p>Headteacher</p> <p>Site Manager</p>	<p>26.05.20</p> <p>Weekly</p>	

				<p>The rooms will be then be cleaned by the cleaners at the end of the day. The cleaner will clean the toilets and sinks thoroughly at dinner time. (External organisations providing FM/cleaning services should be sure to define these responsibilities)</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Bins for tissues are lined and emptied at dinnertime. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Trim trails and outdoor gym taken out of use.</p> <p>Normal personal hygiene and washing of clothes following a day in school setting encouraged.</p>	<p>Staff to inform school business manager when stocks are required. School business manager to order – keeping a log of additional costs.</p> <p>Arrange with cleaner</p> <p>Inform staff</p> <p>Inform staff</p> <p>Make adjustment to fire risk assessment inlight of COVID 19. Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.</p> <p>Inform children and staff</p> <p>Home School Agreement</p>	<p>All staff and Business Manager</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher/ Govs</p> <p>Headteacher and staff</p> <p>Headteacher</p>	<p>Ongoing</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p> <p>04.06.20</p>	
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<p>Social Distancing</p> <p>Inappropriate pupil / staff mixing and movement around school premises</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p><u>General</u></p> <p>Part time / limited numbers of pupils in attendance to reduce overall number of pupils in school. Where possible, non-essential staff work from home to reduce staff numbers.</p> <p>Physical contact such as handshakes and hugs should be avoided between educational staff</p> <p>Staff, pupils and adults on site should endeavour to stay 2m apart.</p> <p>Strict adherence to this policy will be monitored.</p> <p><u>Traffic and Circulation Routes</u></p> <p>There will be minimal movement around the school. Children will have their dinner in their classrooms then have a staggered playtime.</p> <p>School building layout assessed for specific pinch points. Corridor in KS2 for toilets – to be supervised when routine hand washing. Children will go in 2's when they return another child will be sent form class. Again times for the different bubbles will be staggered. Children instructed to keep to the left when on the corridor. 2m distance indicators marked out on floor, on corridors and outside classrooms. Classrooms accessed directly from outside in KS2 and the Year 1 classroom through Yr 1 door. Year 1 children in the Year 2 classroom will enter through KS1 door.</p> <p>KS1 Keyworker children will enter through Nursery door. Play area will be the EYFS outside area – direct access. The Orchard will be set up as provision for SEN child with sensory tent.</p> <p><u>Classrooms</u></p> <p>Classes will be cohorting (maintaining the same groups together in classrooms and/or on the same rotation of attendance). Children will be split into 2 groups. Yr 6 groups of 14 and 13 with</p>	<p>All staff who are able to work in week beginning 1st June to complete training and familiarise with new routine and procedures. Where possible staff will work from home.</p> <p>Children, parents and staff given clear instructions about movement around school. Video to children to prepare them for the return to school.</p> <p>Arrange for floor markings to be installed where possible.</p> <p>Rota's to ensure break times and lunch times can be covered.</p>	<p>Headteacher all staff</p> <p>Headteacher Teachers to children</p> <p>Site Manager</p>	<p>01.06.20</p> <p>02.06.20</p> <p>28.05.20</p>	
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				<p>2 staff. Year 1 will be split into 2 groups of 9 and 8. Each group will have 2 staff. Staff and groups will remain the same.</p> <p>Teachers and other staff are assigned to a group and, as far as possible, these stay the same during the day</p> <p>Only subjects that can be safely taught will be delivered - Physical education team sports will not be played. Dance will be taught in the hall which will be accessed from the playground not through the school. Year 1 will use the corridor markings will help children to socially distance.</p> <p>Classrooms assessed and where possible, arranged to maintain 2m distance between pupils/teachers. Where the 2 m distance cannot be maintained, pupils will be sat side by side or back to back rather than directly facing for as short a time period as possible.</p> <p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p><u>Breaks and Lunch Breaks</u> Pupils will not mix with children from other Bubbles. Breaks and lunch breaks are staggered. Children access playground directly from the classroom. Yr 1 children in Year 1 classroom will access the playground through the Orchard which will be</p>	<p>Daily sanitising as appropriate. Organise enhanced clean. Cleaning equipment stored safely in the classroom. Staffing to stay the same where possible. Year 6 children to be grouped according to Secondary they are attending to support transition work.</p> <p>PE will consist of exercise, yoga and dance.</p> <p>Need to check distance from teachers and TA.</p> <p>Door stops need ordering.</p> <p>Fire risk assessment to be adjusted and shared with staff. Fire evacuation procedures to be made clear.</p> <p>Times for playtime to be staggered. Timetable to be worked out to incorporate hand washing before playtime. One bubble on the playground at</p>	<p>Site Manager and cleaning staff.</p> <p>Yr 6 teacher</p> <p>PE Coordinator</p> <p>Headteacher</p> <p>School business manager</p> <p>Headteacher</p> <p>Headteacher</p>	<p>28.05.20</p> <p>01.06.20</p> <p>03.06.20</p> <p>27.06.20</p> <p>26.05.20</p> <p>01.06.20</p> <p>02.06.20</p>	
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				<p>empty. Year 6 children will eat their lunch in the classroom. Year 1 and KS1 keyworker children will eat their lunch in the hall sitting at opposite ends of the table. Chairs will be used rather than benches. Tables for lunch kept apart as much as possible and tables cleaned between each group.</p> <p>Pupils directed to walk in single file around school and additional supervision. Where practicable 2m social distancing to be maintained.</p> <p>Toilet numbers will be limited to prevent crowding at toilet facilities at any one time. 2 children at a time. Member of staff to supervise.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas</u> Halls, dining areas and internal and external sports facilities will be used for lunch and exercise at half capacity. This will be less given the size of the bubbles.</p> <p>Class groups will take staggered breaks between lessons, where these areas can be shared as long as different groups do not mix (no sports or games played together)</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found here.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy</p> <p><u>Outside Space / Playgrounds</u> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission.</p>	<p>any one time.</p> <p>Year 1 children to be given set places in the hall.</p> <p>2m markings on the KS1 corridor.</p> <p>Signs up stating number allowed in the toilets at a given time. Markings on the floor outside the toilets for if a queue does arise.</p> <p>Yr 1 children given set places.</p> <p>Hall marked out for 15 children 2m apart for dance lesson.</p> <p>Front meeting room will be organised for additional space for staff to have their lunch and break.</p> <p>Organise timetables to prevent mixing.</p>	<p>Year 1 teacher and DHT</p> <p>Site Manager</p> <p>Admin</p> <p>Year 1 teacher and DHT</p> <p>Site manager</p> <p>Headteacher</p> <p>Headteacher</p>	<p>04.06.20</p> <p>27.05.20</p> <p>27.05.20</p> <p>04.06.20</p> <p>27.05.20</p> <p>29.06.20</p> <p>01.06.20</p>	
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				<p>Use of outdoor areas will be staggered as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor play equipment will not be used and taken out of use unless it can be cleaned between usage.</p> <p><u>Shared Resources</u> Shared resources that are taken home will be limited between pupils and staff.</p> <p>Sharing of stationery and other equipment will also be limited where possible.</p> <p><u>Communication / Meetings</u> All staff communication will be done electronically, where possible or in the hall where it is possible to socially distance.</p> <p><u>Start and End Times</u> Parents informed that only one adult to attend for drop-off/pick-up – one parent policy. Parents and pupils will also be encouraged to walk or cycle to school where possible</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils</p>	<p>Staff to think of games which do not involve equipment or contact.</p> <p>No books will be taken home for marking. Self marking will be encouraged and use of ipads and google docs for writing in Yr6. Children will have their own resources in their tray on their table.</p> <p>Carry out inventory check of resources (stationery, books etc) and stock at regular intervals, restocking as necessary.</p> <p>Markings on the hall floor 2ms apart.</p> <p>Daily Briefings to be given electronically. Questions to emailed to the head. If necessary daily briefing to be held in the hall.</p> <p>Inform parents of drop off and pick up routine and times. Guidance regarding travel will be sent to parents but also summarised.</p>	<p>All staff</p> <p>DHT Class teachers Business Manager</p> <p>Site Manager Headteacher</p> <p>Headteacher</p>	<p>03.06.20</p> <p>26.05.20</p> <p>27.05.20</p> <p>04.06.20</p>	
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					Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school Staff asked to arrive before pupils and pupil staggered start times implemented.	Gate entrances will be supervised by HT and DHT. High Visibility Jackets to be worn. Order high visibility jackets. Start times shared with staff.	Business Manager	26.05.20	
Behaviour Inappropriate behaviour and refusal to stay safe may lead to Physical Intervention – close proximity for staff and children.	All staff and children	4	5	20	Information will be given to parents to share with their child before returning to school around social distancing. A lesson will be given around social distancing on the first day. A child who does not follow the strict rules around social distancing will receive a warning. Should there be a re-occurrence the child will go to immediate reflect and repair with the teacher or TA who will revisit the behaviour and explain the possible consequences of the behaviour to ensure it is fully understood. Should they continue the parents will be phoned and may be sent home. As in lines with the Behaviour Policy all possible steps will be taken to de-escalate a situation. If this is looking unlikely to happen the parent will be phoned. Should these strategies fail to resolve and calm the child's behaviour and the child is at risk of hurting someone or themselves staff will have to intervene. Staff will be called via radio to assist wearing PPE to protect the child and themselves. They will then exchange to relieve staff. The child will then be sent home.	Information around social distancing to be shared with parents and child. Review and add appendix to Behaviour Policy and PI policy Share with parents Check whether this would count as an exclusion. Appendix to behaviour policy and PI policy required. Inform staff of changes.	Headteacher Headteacher Headteacher Headteacher	04.06.20 01.06.20 05.06.20 01.06.20	
Children bringing belongings in from home. Risk of virus spread.	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable	3	5	15	No bags are to be brought into school. School will provide the necessary stationary. Packed lunches will be provided for those children entitled to FSM which will be eaten in their classroom. Children on packed lunches are asked to bring in their lunch in a disposable bag. All children should bring in their own water bottle which they will keep on their desk.	Information given to parents.	Headteacher	02.06.20	

	groups may become infected and suffer ill health from exposure COVID-19								
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Personal Protective Equipment (PPE) Inadequate PPE provision in school	All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19	3	4	12	School implement government guidance on PPE in schools, found here and here – NOTE: <i>Schools should not require staff, children and learners to wear face coverings.</i>	Purchase pedal bins for each class room. Bin bags to be kept in the front room for disposal of PPE should it be required.	Business Manager	26.05.20	
					Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:- <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. 	Check enough PPE resources. Ensure staff know where it is kept – first aid cupboard opposite front meeting room.	Headteacher	26.05.20	
					Rubber gloves should be washed and dried properly before reuse.	Speak to TC Bibby's about their supply for cleaning staff. Protocol to be sent to school.	Headteacher	26.05.20	
					Waste to be disposed of in line with government guidelines found here 'how should PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:- <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours 	Set out procedures for children who fall ill. All staff to have training on the use of PPE.	Headteacher	29.05.20	
	Such waste will be stored safely and securely kept away from children. Waste will not be put in	Signage as appropriate. Ensure the meeting room is stocked with adequate equipment plus colouring materials for if a parent is delayed picking up their child. Equipment to be disinfected after use.	Deputy Headteacher	29.05.20					

					communal waste area until after 72 hours. To be stored in the cabin.				
Stress Stress and anxiety about Coronavirus COVID-19	Staff may suffer ill health from stress due to COVID-19 related anxiety, stress, bereavement	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc. Risk Assessment shared with staff. Clear routines and procedures in place. Staff well being chart to allow support for each other. Red amber green RA to be carried out weekly for staff to ensure their mental and physical health is taken into account.</p> <p>Staffing rota to ensure that only vital staff are present in school. Home working where possible.</p> <p>Business manager to move into the leadership room. One person in the office/ reception.</p> <p>Guidance available from Public Health England here - shared with all staff.</p> <p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis</p> <p>Access to one off support through Responsive School Programme. Supervision available on request from HT and LM.</p> <p>Staff reassure children and young people on regular basis Video sent out to parents explaining the changes before they return to school to prepare them and allow parents to make an informed decision. Clear guidance sent out to parents and a letter to children.</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP details – to be included in information given to staff.</p> <p>Weekly meetings online – wellbeing check. Small groups to allow to talk.</p> <p>Need a bereavement policy.</p> <p>Remind staff about support available.</p> <p>Resources for staff to reassure children. Each class teacher to do a video for their class.</p> <p>Letter sent out to parents.</p>	<p>Headteacher</p> <p>Business manager</p> <p>Headteacher and DHT</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher/DHT</p> <p>Headteacher</p>	<p>01.06.20</p> <p>01.06.20</p> <p>Weekly</p> <p>01.06.20</p> <p>01.06.20</p> <p>01.06.20</p>	

<p>Contractors / Visitors</p> <p>Visitors and spread of Coronavirus</p>	<p>All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>Contractors only used on site for essential maintenance tasks. Non-essential works to be postponed / rearranged / cancelled. Where possible work must be completed outside of the school hours.</p> <p>Contractors and visitors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building.</p> <p>Meeting with contractors to be held electronically where possible (Teams/Zoom etc).</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled / postponed. Parent meetings etc to be held electronically where possible (Teams/Zoom etc)</p> <p>One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.</p> <p>Staff stationed at entrance points to restrict access and prevent overcrowding where possible.</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.</p> <p>Seek advice on screening form for contractors.</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines. Some exceptions may be necessary to support SEN children. These children will have their own individual time but will only be brought to the school door.</p> <p>Provide signage where appropriate.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>	<p>01.06.20</p> <p>04.06.20</p> <p>05.06.20</p>	
<p>Medication and First Aid</p> <p>Inadequate procedures for managing medical needs</p>	<p>Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments should be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury,</p>	<p>Undertake individual risk assessment where required.</p> <p>Ensure adequate First Aid equipment is available.</p>	<p>Headteacher</p> <p>PFA</p>	<p>26.05.20</p> <p>26.05.20</p>	

				<p>fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>	<p>Ensure first aiders are familiar with enhanced cleaning and procedures.</p>	<p>PFA Lead and Headteacher</p>	<p>01.06.20</p>	
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<p>Lone working</p>	<p>Staff unable to summon help in event of emergency</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>Member of staff keeps in contact with line manager mainly Site Manager and Headteacher. Headteacher to inform family members when lone working and site managers number shared. Site manager to inform Headteacher when lone working. Family members to have first response number in case of emergency.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available</p> <p>Follow school procedures for lone working</p>	<p>Make sure staff contact information is up to date.</p> <p>Ensure Lone Working Policy is updated. Lone working only permitted with consultation with the head.</p>	<p>Business Manager</p> <p>Headteacher</p>	<p>01.06.20</p> <p>01.06.20</p>	
<p>Emergency Procedures</p> <p>Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures</p>	<p>All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>General Procedures</p> <p>Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation.</p> <p>All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures.</p> <p>Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available.</p> <p>24-hour monitoring system in place for alarms (fire &/or security). Monitoring centre made aware of any new emergency out of hours contact details.</p>	<p>Appendix for Fire Risk Assessment and Fire Evacuation Plan.</p> <p>Hold a fire and 'invacuation' (lockdown) drill at earliest convenience. Brief staff and children on First Aid procedures of the school. Brief rota staff on operation of fire and intruder alarms.</p> <p>Make available the codes on and off site and ensure all know how to access should it be required. Pete to inform HT and DHT.</p> <p>Update First response with DHT details.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Site Manager</p> <p>Business Manager</p>	<p>01.06.20</p> <p>09.06.20</p> <p>27.05.20</p> <p>27.05.20</p>	

					<p>Social Distancing All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.</p>	<p>Change location of some Assembly points to ensure social distancing of Bubbles.</p> <p>Signage</p>	Site manager/ Headteacher	28.05.20	
<p>Building Maintenance</p> <p>Lack of building/ property maintenance Faulty equipment services leading to injury or death</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors may be injured from defective equipment / property due to lack of maintenance.</p>	3	5	15	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc)</p>	<p>Headteacher to check with Site Manager and Bradbury's</p>	Site Manager	26.05.20	
					<p>Where possible checks take place before or after school or away from other staff / pupils.</p>	<p>Site manager to contact Bradbury's to get any checks needed completed before re-opening. Site Manager – keep HT informed</p>	Site Manager	26.05.20	
					<p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p>	<p>Complete risk assessment for Site Manager. To continue to open up and do daily checks – but leave before children arrive .</p>	Headteacher	27.05.20	
					<p>Assurances have been sought from external organisations providing FM services that checks are in date.</p>	<p>Site manager/ Bradbury's</p>	Site Manager	26.05.20	
					<p>Parts of the building still unused are 'moth balled' to reduce the level of checks necessary</p>	<p>Site manager to allocate areas for storage.</p>	Site Manager	26.05.20	

Accidents / Incidents Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)	All children, staff and visitors to school.	2	5	10	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. eg. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	Revisit First Aid Policy with staff.	Headteacher	01.06.20	
						Ensure rota includes staff who have First Aid at Work.	Headteacher and DHT	01.06.20	
						No staff to be working at height.	Headteacher	01.06.20	

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training
The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health