

## Risk Assessment - Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<p>The school will follow the government <a href="#">Schools Coronavirus Operational Guidance</a> where reasonably practicable:</p> <ul style="list-style-type: none"> <li>• Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>• Anyone returning from quarantined countries to self-isolate at home for 10 days</li> <li>• Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 10 days.</li> <li>• If anyone in the school has a continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell; they must be sent home and follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. Any household members of that individual also within the school should be sent home (e.g. siblings). If a pupil or member of staff tests positive without symptoms but then develops symptoms when in isolation, they should restart the 10-day isolation period from the day they develop symptoms. Other household members, including siblings, should self-isolate for 10 days from the onset of their symptoms</li> <li>• Any child awaiting collection will be moved to the parent's room with external ventilation (open window) where they can be isolated behind a closed door, with appropriate adult supervision. A separate toilet for them to use is in the main reception. The toilet will be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times.</li> <li>• Where a 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>Any staff members who have helped someone with symptoms and any pupils who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves. They should arrange a test or if the symptomatic person subsequently tests positive or have been requested to do so by NHS Test &amp; Trace.</li> <li>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with standard household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>All asymptomatic staff to self-test twice weekly at home using the LFD test kits provided by the school. Staff with symptoms will still be expected to get a PCR swap test. If a member of staff or student has a positive result, they must self-isolate immediately and continue to isolate for at least 10 days from when their symptoms started. Everyone in their household or support bubble must also isolate for 10 days from the day after contact with the individual who tested positive.</li> <li>Staff who choose to opt out are advised to self-isolate and take a PCR test if they have any symptoms.</li> <li>Parents will be asked to wear face-covering if they want to enter pass the school gate: to collect children;</li> </ul>	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>Staff and pupils must clean their hands regularly, including when they arrive at school when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> <li>Handwashing and sanitising facilities available at reception sanitising hub for all staff.</li> <li>Sanitising hubs throughout the school, foundation stage, staff room, new block, ground and first floor.</li> <li>Sanitiser dispensers to be fitted throughout the school.</li> </ul>	Medium
3	Poor respiratory hygiene spread Covid-19	Everyone	<p>To avoid ingestion of sanitiser, small children and those with complex needs should be assisted with washing their hands. Skin-friendly skin cleaning wipes can be used as an alternative.</p> <ul style="list-style-type: none"> <li>'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and bins available to support pupils and staff to follow this routine.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates.</li> </ul>	
4	Inadequate levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Awaiting further government guidance to ensure appropriate controls are put in place</li> <li>• A cleaning schedule is in place and includes: <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> <li>○ records to be kept.</li> <li>○ School has purchased large amounts of mops and extra cleaning materials.</li> <li>○ Disposable paper cloths to be used.</li> </ul> </li> <li>• Different groups do not need to be allocated their own toilet blocks, toilets will be cleaned regularly, and pupils will be encouraged to wash their hands thoroughly after using the toilet</li> </ul>	High
5	Poor use of equipment and cleaning arrangements	Everyone	<ul style="list-style-type: none"> <li>• Individual and very frequently used equipment, such as pencils and pens, are not shared. Classroom based resources, such as books and games, shared within the group are frequently cleaned, along with all commonly touched surfaces.</li> <li>• Outdoor playground equipment is cleaned more frequently. This also applies to resources used inside and outside during any wraparound provision.</li> <li>• Pupils have been advised to limit the equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>• Pupils and teachers are allowed to take books and other shared resources home, avoiding unnecessary sharing only where it contribute to pupil education and development.</li> </ul>	Low
6	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> <li>• The government guidance for <a href="#">cleaning in non-healthcare settings</a> is applied to ensure appropriate controls are put in place</li> <li>• All pupils will be kept separate (in 'bubbles'), the bubbles are the pupils' year groups, and the layout of rooms will help maintain the distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> <li>○ children's ability to distance</li> <li>○ the layout of the school</li> <li>○ the feasibility of keeping distinct groups separate while offering a broad curriculum</li> <li>○ Clear markings throughout the school to enable pupils to understand social distancing.</li> </ul> </li> <li>• For children, the emphasis will be on keeping to separate learning bubbles, and for adults, it will be on distancing.</li> </ul>	Medium

			<ul style="list-style-type: none"> <li>• Pupils will be in year group bubbles, except for years 5 and 6.</li> <li>Members' of staff are on duty at the school's gates for pick up and drop off, to ensure social distancing <ul style="list-style-type: none"> <li>• Staff have been given the training to ensure that they do not gather in communal areas; maximum numbers for each room have been given to all staff.</li> <li>• Protocols for are in place for accepting deliveries or signing in contractors/visitors.</li> <li>• In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when outside away from building, as it is more important to have a quick clearing of the building(s) for life safety.</li> </ul> </li> </ul>	
7	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> <li>• The majority of staff will not require PPE beyond what they would typically need for their work. PPE is required only where:</li> <li>• an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• a child already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used</li> <li>• The guidance on <a href="#">safe working in education, childcare and children's social care</a> will be followed for when, how PPE should be used, what type of PPE to use, and how to source it.</li> <li>• The office staff at reception meeting visitors</li> <li>• Staff on gate duty at drop off and collection</li> <li>• Staff on lunch duty</li> <li>• PPE is available for all staff. No swapping of workstations for staff and remaining in their bubbles.</li> <li>• All staff/pupils to remove outside PPE before they come onto the school premises.</li> <li>• staff are encouraged to wear face coverings at all times, unless for operational or exemption reasons. Visors and masks are advised to be worn if social distancing cannot be maintained.</li> <li>• Coverings should be worn in communal areas e.g. corridors and whilst in the playground.</li> </ul>	Low
8	Spread of Covid-19 through the ventilation system	Everyone	Rooms are aired as much as possible by keeping windows open to the outside at least 10 minutes per hour; where practicable windows are kept cracked open when the school is open. Windows and doors to the outside are opened at breaktimes and lunchtimes. Where this impacts on	Low

			<p>thermal comfort staff and students will be reminded to wear warm clothing; schools will be flexible with uniform requirements</p> <p>To maintain a comfortable temperature:</p> <ul style="list-style-type: none"> <li>• high level windows will be opened in preference to low level to reduce draughts</li> <li>• where reasonably practicable ventilation will be increased when spaces are unoccupied, e.g. between classes, during break and lunch, and when a room is unused</li> <li>• furniture has been rearranged, where possible, to avoid direct drafts;</li> <li>• the heating has been adjusted to maintain comfort levels in occupied spaces</li> <li>• The ventilation system has been checked against the <a href="#">CIBSE guidance</a>. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system.</li> </ul>	
9	The spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> <li>• The school will engage fully with the local authority's public health team's <a href="#">Local Outbreak Control Plan</a> and the NHS Test and Trace system</li> <li>• Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>○ <a href="#">self-isolate</a> if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace</li> </ul> </li> <li>• Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet, or through a walk-in centre. Staff, as essential workers, have priority access to testing.</li> <li>• The business continuity plan has been updated on actions to take to cover the four tiers of restriction identified in the government guidance listed at the end of this risk assessment</li> </ul>	Low/Med
10	Staff or students are asymptomatic carriers of the Covid-19 virus	Everyone	<p>Lateral Flow Rapid testing in schools</p> <p>Staff will be encouraged to use home testing kits twice per week</p> <p>These controls are in addition to all the other controls already put in place to protect staff and pupils from potential infection.</p>	Low

			<ul style="list-style-type: none"> <li>Staff not undertaking the regular testing, will need to have higher levels of management supervision to monitor they are following the controls in this risk assessment, due to up to one third of infectious people being asymptomatic</li> </ul>	
11	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> <li>As set out in the <a href="#">Local Outbreak Control Plan</a>, if made aware of a positive case in a staff or pupil, the SBM/Head will follow the London Coronavirus Response Centre (LCRC) <a href="#">resource pack</a> guidance and the DfE on 0800 046 8687 selecting option 1 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the <a href="#">Public Health Team</a>.</li> <li>The LCRC/DfE will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community.</li> <li>Ongoing infection control advice and support will be made available to schools via the Public Health team</li> </ul> <p>The school follow Government guidance on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>	Low
12	Pupils and staff use public transport to get to and leave school	Everyone	<ul style="list-style-type: none"> <li>Pupils and staff have been advised to cycle or walk to school</li> <li>Extra secure cycle parking has been installed</li> <li>Start and finish times have been amended for groups of pupils to reduce the travel risk.</li> <li>Families using public transport should refer to <a href="#">safer travel guidance for passengers</a></li> <li>Breakfast Club and Afterschool Club will continue, this has enabled the school to provide full wrap-around care. This provision will be reviewed weekly for attendance. If attendance is low, both the clubs will temporarily close for that week. Pupils at these clubs will remain in their bubbles, and all food will be taken to the pupils to stop unnecessary mixing of bubbles.</li> <li>Face coverings are required on public transport at all times, except for children under the age of 11 and exempted persons. Further information can be found in the <a href="#">face coverings</a> guidance</li> </ul> <p><b>The school has implemented staggered start and finish times from 07/09/2020</b></p> <ul style="list-style-type: none"> <li>Nursery Pupils 9:00am – 3:30pm</li> <li>Reception pupils 9:15am – 3:15pm</li> <li>Year 1 Pupils 9:00am - 3:30pm</li> <li>Year 2 Pupils 8:45am – 3:15pm</li> <li>Year 3 pupils 9:00am – 3:30pm</li> <li>Year 4 pupils 8:45am – 3:15pm</li> <li>Year 5 pupils 8:30am – 3:00pm</li> </ul>	Medium

- Year 6 pupils 8:30am – 3:00pm

**Breaktimes**

AM Breaktimes

- Year 1 10:30 – 10:40
- Year 2 10:00 - 10:20
- Year 3 10:40 - 11:00
- Year 4 10:20 - 10:40
- Year 5/6 10:00 – 10:20

Key Stage 1 Breaktimes

- Year 1 2:00 - 2:15
- Year 2 2:15 - 2:30

**Lunchtime Service**

Nursery/ Reception

Pupils will be served in a designated lunch area in the foundation stage, and this enables early years to remain in their bubbles at all times.

- Nursery 12:00 - 12:30 Lunch to be served in the 2 year olds classroom
- Reception 12:00 – 12:30 Lunch to be served in Nursery Classroom
- Year 1 12:00 – 1:00 Lunch to be served in school hall
- Year 2 12:30 - 1:30 Lunch to be served in lower hall
- Year 3 12:00 - 1:00 Lunch to be served in the lower hall
- Year 4 12:30 - 1:30 Lunch to be served in the school hall
- Year 5 12:00 - 1:00 Lunch to be served in the school hall
- Year 6 12:00 - 1:00 Lunch to be served in the school hall

13	Member of the school community is clinically vulnerable / extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> <li>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, will be followed. A separate Individual Health Assessment has been carried out for those members of staff at higher risk.</li> <li>Individuals considered clinically extremely vulnerable and received a letter advising them to shield now advised to stay at home. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>, along with following the guidance on <a href="#">attendance</a></li> <li>The school will carry out individual risk assessments for Pregnant women in line with the guidance from the <a href="#">Royal College of Gynaecologists</a>.</li> <li>A separate Individual Health Risk Assessment has been carried out for members of staff in the above groups and for those identifying themselves as at higher risk.</li> </ul>	Low
14	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> <li>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>The schools have an employee assistance provider with the following free phone number 0800 328 1437, and this has been promoted to all staff</li> <li>Teachers may wish to access the free MindEd learning platform for professionals, including a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>The school has a mental health lead that provides support and training.</li> <li>Teachers have received training on mental health.</li> </ul>	Low
15	Lack of staff resources increases the risk from Covid-19	Everyone	<ul style="list-style-type: none"> <li>Staff have been asked to work as flexibly as possible. The SLT have discussed and agreed with any changes before they have been put in place.</li> <li>The school has reviewed existing practices and have used the DfE's <a href="#">workload reduction toolkit</a>.</li> <li>Staff have received training on remote learning</li> <li>Google Classroom established; for pupils from missing education if there is a need to self-isolate or in the event of school closure.</li> </ul>	Low
16	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their typical sense of taste or smell) before arriving on site.</li> <li>Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes.</li> </ul>	Low

			<ul style="list-style-type: none"> <li>• <a href="#">DfE guidance</a> will be followed.</li> <li>• The Education Endowment Foundation (EEF) has published guidance on <a href="#">making the best use of teaching assistants</a> to help primary and secondary schools. Employers should follow part 3 of <a href="#">keeping children safe in education</a></li> <li>• Speech and Language Therapist/ Educational Psychologist to run therapy in the library</li> <li>• Children to use the toilet outside the library to wash hands for 20 seconds with soap and running water before and after a therapy session.</li> <li>• Speech and Language Therapist/ Educational Psychologist uses toilet outside the library to wash hands for 20 seconds with soap and running water before and after a therapy session.</li> <li>• Speech and Language/ Educational Psychologist must clean the table and chair with a standard household disinfectant after each therapy session</li> <li>• Outside agencies must only work with children in a group if they are in the same learning bubble</li> <li>• Where possible meetings with outside agencies will be conducted through a video platform, e.g. Microsoft Teams, Zoom</li> </ul>	
17	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>• Behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term</li> <li>• Additional resources for SEND pupils are here: <a href="#">successful returns following a period of absence</a>; <a href="#">COVID-19 SEND review guide</a>; <a href="#">handbook</a>; <a href="#">Whole School SEND Resource page</a></li> </ul>	Low
18	Exposure to Covid-19 during educational visits	Staff and pupils on a visit	<ul style="list-style-type: none"> <li>• The <a href="#">DfE guidance</a> on trips is being followed.</li> <li>• Only non-residential day trips are currently allowed to Covid-19 secure locations</li> </ul>	Low
19	Exposure to Covid-19 during PE	PE Staff and pupils	The school will follow in the government <a href="#">Schools Coronavirus Operational Guidance</a> for safe the provision of PE and any team sports.	Low
20	Exposure to Covid-19 during music	Music staff and pupils	Musical instruments lessons have been planned for the summer term.	Med
21	Extracurricular activities increase risk of Covid-19		<ul style="list-style-type: none"> <li>• <a href="#">DfE guidance</a> will be followed.</li> <li>• Guidance followed includes <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a></li> <li>• As far as possible, children should be kept in a group with other children from the same bubble they are in during the school day, or if impractical, within small, consistent groups.</li> </ul>	Low

26	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The catering provider has confirmed they are working to the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> as a minimum standard.</li> <li>The Catering Contractors (Harrison) have updated cleaning schedules for Covid 19 and have their Risk Assessments that are attached below</li> <li>Catering staff wear face-covering/masks</li> <li>Weekly testing made available</li> </ul>	Low
27	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> <li>all the usual pre-term building checks have been undertaken to make the school safe, including managing Legionnaires' disease risks. The following guidance has been followed - <a href="#">Legionella risks during the coronavirus outbreak</a>.</li> <li>The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> has also been followed.</li> </ul>	Low
28	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>The Headteacher/SBM will contact the <a href="#">Public Health Team</a> and follow their advice, including the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents.</li> <li>Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>Infection control support and training will be made available to staff via Public Health</li> </ul>	Low
29	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> <li>The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown</li> <li>The SBM/Head will contact the <a href="#">Public Health Team</a> and follow their advice, including what is in the <a href="#">Local Outbreak Control Plan</a>, and share with staff and parents.</li> <li>Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre)</li> <li>Infection control support and training will be made available to staff via Public Health</li> </ul>	Low

**Risk Rating : if High or Medium use Action Plan**

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date