



V9 (01.09.21)

Risk Assessment:	COVID-19	Name of person completing the risk assessment:	H McKenna	Date and time completed:	28/05/2020 (1 st draft) 28/02/22 (V11)
Description of work area being assessed:	Work of the school during the COVID-19 Pandemic				

This risk assessment has been shared with all staff and staff are clear in knowing that they must talk to the HT/DHT if any actions cannot or have not been followed in school. Staff are reminded to feedback any issues or further questions with HT/ DHT.

Please also see the school's COVID-19 Contingency Plan (September 2021)

Risk assessment should be read and understood in conjunction with the following guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>

<https://www.gov.uk/government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>



<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

<https://www.educationsupport.org.uk/>

What is the hazard?	Who is at risk?	Current risk rating if measures are not implemented			Measures to reduce risk:	New risk rating			Responsibility for action	Action monitored by whom and when?
		L	C	R		L	C	Ri		
Risk associated following partial closure of the building and site	Staff Children visitors	3	5	15	Following any holiday or closure: All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; heating are up to date. Each room and all carpets cleaned thoroughly in summer holidays – check to make sure that all work completed. Caretaker's H&S actions completed from summer holiday. Ivor will check water standard and flushing re legionella. All systems will be before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems (and catering equipment if needed). All areas and surfaces will be cleaned and disinfected prior to reopening. Pest control for infestations if required Visual asbestos check (August 2021 and ongoing as in usual practice) Contractors and outside agency staff might have to access the site, this will be by appointment only and the school's risk assessment will be shared with them by Helen, Sarah or Ivor.	1	5	5	HT/DHT/I B	HT/DHT As and when
Changes to use of building could increase risk of death or injury from fire	Staff Children Visitors	2	5	10	Review evacuation procedures and share with staff working in school – ensure all know where children line up in evacuation – far side of the yard. Some doors have to be wedged open in order to provide ventilation. Staff will be reminded of this and doors to rooms will be shut as people exit the building. Blue tooth door-closing in place for main fire doors in corridors and main circulation areas.	1	5	5	HT/DHT/I B/Ts	HT/DHT



					Continue with evacuation practice procedures as usual.					
COVID being transmitted from home to school on surfaces/objects Or from contact with Parents	Staff Children visitors	3	5	20	<p>Water bottles will be stored on each child's table or in a central area in the classroom and must be taken home and washed every night.</p> <p>All children will sanitise or wash their hands on arrival at school.</p> <p>Children and staff will sanitise hands on entering and re entering the building during the day.</p> <p>Children will sanitise or wash hands before eating and at regular intervals during the day.</p> <p>Children who find difficulty in washing hands or are reluctant to wash hands will be supervised by staff.</p> <p>Children with allergies to the school sanitiser or who have skin conditions can bring their own sanitiser or wipes from home.</p> <p>Staff will wash hands as soon as they arrive on site and at regular intervals during the day including whenever they re-enter the staff area.</p>	2	5	10	Staff/HT and DHT	Ongoing
Covid being transmitted from school to home on surfaces/objects	Staff children visitors	4	5	20	<p>All children will sanitise or wash their hands before leaving school.</p> <p>Parents/carers will be advised to wash water bottles each night.</p>	2	5	10	Staff HT/DHT	Ongoing
Catching COVID from other people in school	Staff children	5	5	25	Frequent sanitising or handwashing.	3	5	15	Ts, TAs, SLT	Ongoing



Classrooms and organisation	visitors				<p>Windows and doors will be open in all rooms, including offices, work room and staffroom where there is more than one person working.</p> <p>Regular cleaning to continue.</p> <p>use of CO2 Monitors n classrooms, office and hall (from December 21)</p> <p>Staff encouraged to wear masks in congested areas of school.</p>					
Toilets	staff and children	5	5	25	<p>Children will wash hands thoroughly after using the toilet.</p> <p>Signs in staff toilets reminding staff to wash hands.</p> <p>Signs in children's toilets to remind children to wash hands and flush toilet.</p> <p>Regular cleaning to continue.</p>	3	5	15	Ts, TAs, SLT	Ongoing
Cleaning and respiratory hygiene	staff and children	4	5	20	<p>Tissues, wipes and spray provided in each room.</p> <p>Teaching staff (incl TAs will not be asked to clean toilets and classrooms but will use generic cleaning product (antiviral wipes and spray with disposable cloth/paper) to regularly wipe touch points and surfaces/toys/ipads) if necessary and if they are happy to do so.</p> <p>Office staff will wipe telephones and surfaces if another member of staff is to use their area or phone.</p> <p>Pedal bins in each room.</p> <p>Catch it, bin it, kill it posters in each room and regular reminders to children.</p> <p>I Brown will check all sanitisers, soap dispensers and towel dispensers twice a day. Admin staff have supplies in school and know how to change units if necessary.</p>	2	5	10	Ts, TAs, SLT	Ongoing



Dealing with symptoms and cases	staff	5	5	25	<p>Staff and parents/carers have been informed of their responsibility to inform us if a child has symptoms or a positive test result.</p> <p>School will continue to inform parents and carers of the number of cases in school and which classes are affected.</p> <p>School will keep parents and carers up to date with guidance.</p> <p>HMCK/GB will keep staff up to date with guidance and expectations.</p> <p>Children with symptoms in school will be taken to the suite or the main entrance area near the main doors, window must be open if in suite and staff will wear PPE and remain distanced if possible. Remote thermometer to be used. Office and HT to be informed. Office contact parents/carers to come to school to pick up ASAP.</p> <p>Staff members leave immediately if develop symptoms at work.</p> <p>staff and children do not attend school if unwell.</p> <p>If staff or children have Covid symptoms, they book a PCR test and inform school of the result.</p> <p>Positive cases stay away from school for a minimum of five consecutive days and until they have two negative LFD tests.</p> <p>Office staff and SLT to monitor numbers so that PH and LA contacted if thresholds are met (see COVID-19 Contingency Plan).</p> <p>SPOC completed daily when new cases arise (by HMCK or GB)</p>	3	5	15	Ts, TAs, SLT	HT/DHT Ongoing
Staff medical conditions	staff and families	4	5	20	Staff who are CEV or pregnant (none currently) will follow national guidance.	2	5	10	Ts, TAs, SLT	Ongoing
Playtimes, lunchtimes and assemblies	children and staff	4	5	20	<p>Measures relating to bubbles have been suspended but will be reintroduced if bubbles are recommended (see Contingency Plan).</p> <p>Lunchtime supervisor will ensure minimum contact between classes when in the hall for lunch.</p>	2	5	10	RS	Ongoing



					Playtimes and assemblies are still in KS groups.					
Office Space and reprographics	staff	2	5	10	Staff should use own stylus to operate photocopiers/printers.	1	5	5	admin staff, SLT	Ongoing
		4	5	20		2	5	10		
Use of Staffrooms and communal circulation spaces	staff	4	5	20	Staff should be cautious to choose a seat in the staffroom with awareness of others. Only sit in every other seat. There is now space for more people in the staff room and a seated dining area/meeting space has been created in the workroom. Playtimes are still in KS groups so there should be max of 6 people in the staffroom in the mornings. Staff meetings for teachers can be held in the staffroom or classrooms.	3	5	15	Ts, TAs, SLT	Ongoing
Parents and carers catching COVID when dropping off and picking up children	Parents/carers/children				Parents/carers can choose to wear a face covering.					
Loss of learning and Education for children at home	Children	5	3	15	Children with COVID-19 will receive full online offer if they are well enough to learn from home.	3	3	9	HT/DHT	Ongoing
Catching virus when administering first aid	Staff children	4	5	20	PPE has been purchased by school (gloves, aprons, paper face mask, visors). DfE advice is that staff do not need PPE unless they are administering first aid or supervising a child with symptoms and can't social distance. Face shields are labelled with names of first aiders. All other PPE is disposable. Training link for how to put on PPE has been shared with staff. Posters displayed showing staff how to put on PPE.	2	5	10	HT/DHT first aiders	Ongoing



					<p>Staff have been updated on the safe use of the defibrillator (full PPE for staff operating defib, mask for patient) Training for staff is due Autumn 2021.</p> <p>Several members of staff have completed the training for several years and feel confident about using the AED. Also, there are fewer adults in school (no events and visitors) so the likelihood of needing to use the AED is smaller.</p>					
Decline in Mental Health and well being	Children and staff	5	4	20	<p>Resources have been provided and signposted for families through well-being section on the website.</p> <p>Resources supplied and signposted for teaching staff to use with children in school.</p> <p>School will signpost staff to the Education Network and other agencies to support well-being and mental Health.</p> <p>Weekly emails to update staff and share concerns and successes.</p> <p>Staff all encouraged to talk to SLT and each other.</p> <p>Resuming pupil voice through School Council and other opportunities where possible.</p>	2	4	8	HT/DHT/PSHE Lead	Ongoing
Financial Loss and budget deficit	Current and future staff, governors and children	3	4	12	<p>Continue to use VFM principles when purchasing equipment.</p> <p>Admin staff and HT to continue to monitor the budget and expenditure.</p>	2	4	8	HT/CoG/AFO	Ongoing
Catching virus as a result of children or parents/carers not following rules	Staff and children	2	5	15	<p>Staff will talk to children about safe practices and reward and reinforce positive behaviour in line with school policy.</p> <p>Children with communication and interaction difficulties will be given additional support to stay safe.</p>	1	5	5	HT/DHT	Ongoing



Vulnerable pupils could become more vulnerable & Safeguarding	Children and families	4	4	16	<p>Teachers know who their vulnerable children are and will monitor and assess their return to school following the summer holiday and after any closure or absence.</p> <p>Continue to liaise with agencies and attend reviews and care meetings remotely.</p> <p>In the event of closure or absence, there will always be a DSL on site or on call (and within 10 minute journey) if not available on site. See Contingency Plan.</p> <p>RAs completed for children with an allocated social worker, these will be reviewed on return to school. Views of parents/carers/children have been assessed and all agencies informed. RAs will stay under review.</p> <p>Safeguarding advice from CES followed.</p> <p>Safeguarding policy has been updated with necessary information and procedures – new SG training in second week of term.</p>	2	4	8	Ts/DHT/HT/SENCO	Ongoing
Reputational risk	School	3	5	12	<p>Headteacher to regularly check the latest government and LA advice for schools and to ensure the advice is shared and followed.</p> <p>Headteacher continues to work with LA, Promise Board, other HTs and Public Health to ensure we are following best practice and in line with local schools.</p> <p>SLT to respond to all parent/carers complaints and enquiries.</p> <p>HT to stay in close communication with FGB and CoGs re actions.</p> <p>H&S of staff and pupils to determine all decisions.</p> <p>Communications with school community are open, honest and transparent.</p>	2	4	8	HT/CoG	Ongoing

Review date:

Reviewed and edited on 28/02/22

Signature of person completing the risk assessment:



Risk rating calculator

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury, no reputational damage
2	Minor – Minor injuries requiring first aid, some individual parents/staff upset
3	Moderate – Up to three days absence, many parents/staff/stakeholders upset with school
4	Major – More than seven days absence, Local negative headlines
5	Catastrophic – Death, significant national negative headlines

Risk Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
Consequence						

Action level table

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
10-16	ACTION – Improve within specified timescales
4-9	MONITOR – Look to improve at the next review or if there is a significant change



1-3	NO ACTION – No further action but ensure controls are maintained and reviewed
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