

Risk assessment (COVID-19 – response to Government guidance updated 2.7.20, 7.8.20, 28.8.20, 10.9.20, 17.9.20)

Main guidance (with reference to legal requirements within): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_campaign=1934719_New%20guidance%20on%20getting%20all%20pupils%20back%20to%20school%20in%20September&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,15GU7,1GEWD3,42QKO,1

Previously referred to guidance in June 2020 - planning guide: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>



Additional risks faced by the re-opening of schools following national lockdown have been assessed below. Government guidance will change regularly and it is important that the table below is updated accordingly. Please note date of review in brackets next to the original date of this additional risk assessment.

Government systems of controls:

Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school *
2. Where recommended, use of face coverings in school *
3. Clean hands thoroughly more often than usual *
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach *
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach *
6. Minimise contact between individuals and maintain social distancing wherever possible
7. Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 5 must be in place in all schools, all the time

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances

Number 7 applies in specific circumstances

* Not recommended in primary schools – 'year 7 and above' – this risk assessment contains guidance for visitors to the school

Response to any infection:

8. Engage with the NHS Test and Trace process
9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
10. Contain any outbreak by following local health protection team advice

Numbers 8 to 10 must be followed in every case where they are relevant.

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What are the hazards?	Who might be harmed and how?	Do you need to do anything to control this risk?	Action by who?	Action by when?	Done
Arrival / departure from school					
<p>Increased contact with others (parents/ children) during arrival at school</p> <p>Increased contact with others (parents/ children) during collection at the end of the school day</p>	<p>Interaction between parents and children/groups of children creates higher risk of transmission</p>	<ul style="list-style-type: none"> • Clear communication with parents and staff regarding arrangements and compulsory attendance at school from September 2020 • Only one parent/guardian to accompany their child(ren) to/from the school site • Agreed entry points will be the Reception gate, the Green Room and the car park gate with clear signage • Agreed dismissal/collection points will be as arrival points, with clear signage • Staggered arrival times will be from 8.40 until 8.50 • Staggered collection times will be 3.10 until 3.20 • Children/staff who arrive at school wearing face coverings must remove them at the school gate and immediately wash their hands (remove it without touching face, dispose of in designated bin or place reusable face covering in a sealed plastic bag) • All children and staff must wash/ sanitise hands immediately on arrival 	<p>Headteacher and LT</p> <p>All parents</p>	<p>1st September</p> <p>Ongoing from March 2020</p>	
<p>Increased contact with others during journey to / from school</p>	<p>Interaction between parents and children/groups of children/members of the public during the journey to / from school creates higher risk of transmission</p>	<ul style="list-style-type: none"> • Recommend no unnecessary use of public transport to / from school • If public transport is used follow current guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 	<p>Communication with parents by HT</p>	<p>1st September</p>	

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Additional adults on site					
Parents/guardians and external visitors on site	Increased interaction creates higher risk of transmission and compromises bubbles	<ul style="list-style-type: none"> • Clear communication with parents and staff regarding arrangements • No parent/guardian to enter site without a pre-arranged appointment (unless dropping off/collecting) • Encourage parental communication by telephone • School reception area – consider distance between office staff and visitor avoiding face to face communication where possible. • Deliveries made to the Green Room • Office staff to wear gloves when handling parcels • All visitors will receive/view clear guidance on mandatory physical distancing, the wearing of optional face coverings in corridors and communal areas and hygiene relevant to the school site upon arrival. Where visits can take place outside of school hours they should • A record will be kept of all visitors to the school site • All external clubs have been cancelled for the first half term and this will be reviewed on a regular basis. 	HT Communication with parents Office staff	1 st September Ongoing from June 2020	

Staffing					
Staff that fall into the 'extremely	Insufficient staff / shortage	<ul style="list-style-type: none"> • Follow government guidance regarding these groups • Strictly Education HR scenarios provided for use by Headteacher 	Headteacher	1 st September	

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<p>clinically vulnerable' and 'clinically vulnerable' groups are most at risk following infection</p> <p>Staff capacity / shortage will compromise ability to run educational provision</p>	<p>Staff to child ratio – adherence to current national guidelines for class size and safeguarding requirements</p>	<ul style="list-style-type: none"> • All staff to return to work at the school from the start of the autumn term. Headteacher to make all staff aware that should they be travelling to countries that require quarantine upon return, they should allow sufficient time for this guidance to be implemented prior to the return to school on 1st September, 2020. Any staff with concerns relating to this need to discuss the matter with the Headteacher. • Adherence to this risk assessment will ensure that the risk to all staff will be mitigated significantly, including extremely clinically vulnerable groups • Headteacher to continue to audit staff – extremely clinically vulnerable, clinically vulnerable (and the measures put in place to protect these staff on site are communicated) • Extremely clinically vulnerable staff on-site to maintain social distancing and adhere to school risk assessment. Follow guidance: 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 • In event of staff/facility shortages the Headteacher should discuss alternative deployment of staff / site provision with the CEO • Additional precautions to be put in place for any staff who are extremely vulnerable. These precautions will be discussed with relevant staff members if needed and agreed based upon any individual need. • The Education Support Partnership (http://www.educationsupport.org.uk/) provides a free helpline for school staff and targeted support for mental health and wellbeing. <p>Shielding measures paused from 1st August. In all respects the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population and can return to school (DfE guidance p21)</p>	<p>Headteacher</p>	<p>1st September</p>	
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Hygiene and cleaning					
Direct and indirect transmission combined with poor hygiene (not washing hands adequately or adhering to respiratory hygiene guidance) will result in a higher infection rate	Children and staff to adhere to increased hygiene (hand-washing, sanitiser, tissues..) to reduce risk of transmission	<ul style="list-style-type: none"> • Ensure sufficient tissues, handwashing supplies and facilities are available with hand sanitiser available in every room and at the school entrance(s) • All children and staff to wash or sanitise their hands thoroughly upon arrival, before/after eating, after sneezing/coughing, when they return from breaks, when changing rooms and at regular points during the day. Further guidance on handwashing can be found here: https://www.gov.uk/coronavirus • Supervision of younger children, especially children in Early Years, to ensure safe use of hand-sanitiser and correct method for washing hands • Use hand dryers or disposable paper towels to dry hands • Encourage children and staff not to touch their faces • All staff and children to use a tissue or elbow to cough/sneeze and use bins for waste (emptied regularly) • Engage children in resources such as e-bug (https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus) and display posters in all rooms and entrances to reinforce expectations for good hygiene and hand-washing. DfE have suggested this series of helpful coronavirus posters: <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene • Microbe mania • Follow guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings 	Headteacher Caretaker	1 st September	
			Class teachers Class teachers	Ongoing since June 2020	

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<p>The virus can be transmitted by touching contaminated surfaces</p>	<p>Children and staff at school – touching contaminated surfaces</p>	<ul style="list-style-type: none"> • Requirements discussed and confirmed with cleaning contractors • School cleaned at end of each school day • Caretaker to ensure door handles, bannisters, light switches and public areas are disinfected regularly throughout the day • Staff responsible for disinfecting resources used within their own classroom during the day as necessary–unnecessary resources should be stored away • Ensure adequate stock of cleaning materials • Supply cleaning materials to each classroom under the supervision of the caretaker 	<p>Caretaker</p>	<p>1st September</p> <p>Ongoing since June 2020</p>	
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Activity during the school day

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<p>Direct and indirect transmission within communal areas (classrooms / corridors...) could result in a higher infection rate.</p>	<p>Children and staff at school.</p> <p>Social distancing in school guidance to be followed. Social interaction/ distancing in classrooms and other learning environments.</p> <p>The overriding principle of the school is to reduce the number of contacts between children and staff by the creation of consistent 'bubbles'.</p>	<ul style="list-style-type: none"> • Defined groups ('bubbles') to be created and clearly communicated to children, staff and parents. These will be whole year group bubbles from September, with the children taught in classes and intervention groups as needed. • Minimise contact between groups throughout the day. Latest guidance states teachers and other staff can work across different groups where necessary. • The same room/area should be used by each group every day wherever possible • Staff and primary aged children will not be required to wear PPE. Guidelines will be adhered to when administering first aid or intimate care (see appropriate section below) • Children will be seated at the same desk each day with their own supply of essential stationery. Avoid face to face seating arrangements and where possible adopt a forward facing desk arrangement. • Staff to maintain social distancing wherever possible during learning time. This may include avoiding close face-to-face contact, minimising time spent within 1m of a learner/colleague . Adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. • Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Mixing of volunteers across groups should be kept to a minimum and they should remain 2 metres from pupils and staff where possible. • Rooms to be well ventilated with windows open (and doors if safe to do so – consideration of fire safety) • Resources cleaned between use by different groups of children or left for a period of 48 hours (72 hours for plastics) between the use by different groups • Limit use of resources between groups and limit resources available. Each child to bring their own pencil case with adequate equipment. The pencil case should remain in school to limit home-school transfer. Minimise movement of resources between school and home and unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources (as above). For example, the child's own pencil case needs to stay at school. • Consider which resources/furniture can be put away to aid cleaning. Particular attention to soft furnishings as these cannot easily be cleaned 	<p>All staff</p> <p>Headteacher/ LT</p>	<p>1st September</p>	
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		<ul style="list-style-type: none"> • No assemblies will take place where this requires multiple groups to congregate (permissible for defined groups to meet, e.g. year group assemblies, one weekly for each year group from 2 - 6, from September) • Use of shared spaces is limited to essential activity and the area/resources are cleaned before/after a new group uses it. Antibacterial wipes will be available for shared resources such as musical instruments and computer keyboards and mice. These wipes must be used after each use of the equipment and this process is to be overseen by the staff in each class. • PE lessons should be non-contact and limited to the children in one year group • Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximizing natural ventilation, distancing between pupils and paying attention to cleaning and hygiene. • Schools must only provide team sports on the list available at return to recreational team sport framework • Schools should note that there may be an additional risk of infection in environments where teachers or children are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Pupils will play instruments and sing in small groups, for example by physical distancing and playing outside wherever possible, limiting group sizes to no more than 15 when indoors, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments and microphones, keep volume controlled to reduce unnecessary use of raised voices and observe social distancing. A large room with as much space as possible is recommended. Keep school bubbles consistent and separate. • Additional government guidance regarding the performing arts: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • Ensure good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Take particular care in music, dance and drama activities to observe social distancing where possible • 			
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	<p>Children and staff at school.</p> <p>High traffic areas such as corridors, changing rooms and shared facilities create an increased risk of transmission.</p>	<ul style="list-style-type: none"> • Access classrooms from an external door where possible • One-way circulation in place where possible • Stagger breaks, lunchtime, entry/exit times and toilet breaks to avoid overcrowding in corridors at these times 	All staff and children	1 st September	
	<p>Staff – offices and use of the staffroom. Interaction, shared surfaces and equipment increases chance of transmission. Social distancing guidance to be followed.</p>	<ul style="list-style-type: none"> • Staff room and office usage staggered/arranged to limit occupancy – staff will not congregate without adherence to social distancing measures • Optional use of face coverings for staff in staff room and in larger meetings • Frequent cleaning of shared areas (including frequently touched surfaces, kettles, fridge doors...) • Office space arranged to reduce face to face working / interaction where possible and to ensure sufficient space between colleagues (support staff to work within defined bubble) 	All staff	1 st September	
Increased interaction creates higher risk of transmission. The virus can be transmitted by touching contaminated surfaces	<p>Children and staff – touching contaminated surfaces or coming into close contact with others when using shared toilet facilities</p>	<ul style="list-style-type: none"> • Stagger toilet breaks to ensure facilities do not get overcrowded and encourage staggered toilet use throughout the day • Staff to remain sensitive to toilet needs of individual children and ensure that children are allowed to use the toilet when needed • Regular cleaning of door handles/chains during the day • Handwashing facilities and supplies available and use encouraged • Thorough cleaning at the end of the school day by contractor 	Headteacher LT Children	1 st September	
Direct and indirect transmission will result in a higher infection rate.	<p>Break and lunchtime activity increases the possibility of interaction and risk of transmission. Social distancing in schools guidance to be followed</p>	<ul style="list-style-type: none"> • Assign a zone to each group and ensure these are adhered to during break and lunchtime (avoid contact between groups) • Staggered break-times will be from 10.05 until 11.05 • Staggered lunch-times will be 11.40 until 1.10 • Kitchens must comply with guidance for food business on COVID-19 (https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) • Catering arrangements agreed with contractor and kitchen staff to adhere to both the school risk assessment and the contractor risk assessment • Cold meal offer initially at lunchtime to aid social distancing 	Headteacher LT Catering contractors	1 st September	

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	Peripatetic teachers/ temporary staff (i.e.SEND) who have permission to enter the site increases the risk of transmission. Social distancing in schools guidance to be followed	<ul style="list-style-type: none"> Specialist therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual and should maintain distance and minimise contact from all children and staff during their visit Peripatetic staff should maintain distance and minimise contact from all children and staff during their visit Dedicated space for instrumental lessons will require cleaning following each lesson and space to enable 2m distance and appropriate ventilation 	SENDCo Peripatetic staff	1 st September	
Compromising groups ('bubbles')	Increased interaction between individuals from different groups (bubbles) during breakfast/after school care and extra-curricular activities – higher risk for these children/staff	<ul style="list-style-type: none"> Earlybirds breakfast club provision will be suspended at this time due to requirements to maintain year group bubbles and therefore we are unable to staff this provision. This will be kept under review. The school will resume after school club in September. This will be staffed by regular Shipmates staff. Food will not be provided due to lack of catering provision, in line with government guidelines. The school will keep children within year groups or bubbles during these activities. Contact sports should not take place and Shipmates will offer a much-reduced range of activities, which the children can complete independently. Advise parents to limit the number of different out of school setting providers they access (i.e. extra-curricular activities outside of school) or to seek assurance that protective measures are in place. All external and teacher-led clubs have been cancelled for the first half of the autumn term and this will be kept under regular review. The option to cycle to school will be gradually reintroduced. In order to avoid compromising year group bubbles through children congregating at the bike racks, initially only Year 6 will be allowed to cycle to and from school. This will be kept under regular review. The government continues to advise against domestic (UK) overnight and overseas educational visits at this stage. The school can consider re-implementing domestic day trips and visits to the local area, subject to a further risk assessment and appropriate protective measures. 	All staff	1 st September	

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COVID-19 symptoms					
Risk of direct transmission and high infection rate	Children or staff presenting symptoms will pose a significant risk of transmission	<ul style="list-style-type: none"> • Ensure that all children or staff who have coronavirus symptoms (or who have someone in their household who does) or who have tested positive in the last 10 days must not attend the school (follow government guidelines for self-isolation) • Staff are informed of / kept up-to-date with the symptoms of possible coronavirus infection • Any child presenting symptoms during the day will immediately be referred to the green room office and isolated behind the closed door where possible, with adequate supervision. Windows to be opened for ventilation. Staff act in line with infection control policy and ensure that any unwell children wait in an area that can maintain a 2m distance from others whilst they wait to be collected. Minimise contact with other children or staff. If they need to the toilet whilst waiting to be collected, schools should allocate a separate toilet if possible. Area must be cleaned thoroughly and disinfected immediately after departure from the site and before being used by anyone else • Staff must wear appropriate level of PPE when dealing with care of a symptomatic child / adult if a distance of 2m cannot be maintained (see current government guidelines regarding gloves, face mask and apron) • Staff must wash their hands for 20 seconds with soap and running water after contact with anyone who is unwell • Parents contacted immediately by an appropriate member of staff • Self-isolation guidance will be adhered to following display of symptoms – if an individual tests positive whilst not experiencing symptoms but goes on to develop symptoms during the 10 day isolation period, then they should restart the 10 day isolation period from the day that symptoms develop. • Self-isolation of those in contact with a confirmed case (following testing) to be adhered to (other members of the symptomatic person's household, including siblings, should self-isolate for 14 days from when the symptomatic person first had symptoms) • Headteacher informed and guidelines adhered to regarding reporting • Any members of staff 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. 	Headteacher	1 st September	
			Office staff		
			All staff and children		

First aid

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Medical and intimate care requires close proximity to a child, increasing risk of transmission	Staff treating children for first aid or dealing with intimate care needs	<ul style="list-style-type: none"> • Staff must wear appropriate level of PPE when dealing with first aid or intimate care of a child if a distance of 2m cannot be maintained (see current government guidelines regarding gloves, face mask and apron) • Minimum of one pediatric first aid trained member of staff and DSL on site 	Office staff	1 st September	
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Fire and evacuation of the school building					
Fire / need to evacuate the school building – immediate risk from fire hazard and increased risk of transmission at muster point	Children and staff on site (all will operate in new areas / zones and will need to be reminded of our process, procedure and routes to be used when evacuating the building)	<ul style="list-style-type: none"> • Clear communication with all staff • Agree zone/muster point and social distancing arrangements • Fire drill to be held during the first full week of the children’s return to school, week commencing 7th September 2020. 	Headteacher	1 st September	
Response to any infection					

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<p>High risk of infection</p>	<p>Any one in close contact with a confirmed case will have been at high risk of infection and will need to follow government guidelines immediately:</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p><i>Numbers 7 to 9 must be followed in every case where they are relevant.</i></p>	<ul style="list-style-type: none"> • Clear communication of NHS Test & Trace process with staff and parents • Pupils, staff and other adults must not come into school if they have symptoms or have tested positive in at least the last 10 days • Parents and staff to understand the need to be ready and willing to book a test if they are displaying symptoms. They must not enter the school site with symptoms and children/staff will be sent home immediately if symptomatic at school • Tests can be booked online through the NHS website or by calling 119 (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/) • Parents and staff must inform the Headteacher immediately of a test result <ul style="list-style-type: none"> ○ If negative, they feel well and no longer have COVID related symptoms they can stop self-isolating and they can return to school and members of their household can stop self-isolating (once government guidance adhered to) ○ If positive follow government guidance and contact school as soon as possible to advise (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) • All staff to provide details of any party they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test & Trace • Government guidance regarding self-isolation must be adhered to following close contact • Headteacher to immediately contact DfE helpline following awareness of a positive test – Call 0800 046 8687 (Mon-Fri 8am to 6pm and Sat-Sun 10am to 4pm) • Follow DfE protection team guidance and risk assessment from this point (definitive advice will be given by this team on who must be sent home and a template letter will be provided for staff/parents if required). • Names and details of children/staff with COVID-19 must not be shared unless essential to protect others 	<p>Headteacher</p> <p>All staff</p>	<p>1st September</p>	
<p>Wellbeing</p>					
<p>Mental health and academic impact of previous period of school closure</p>	<p>Children due to impact of being away from school, in some cases since March</p>	<ul style="list-style-type: none"> • Additional DSL (CT) has been trained in order to help address any mental wellbeing issues when children return to school • Catch-up programmes being put in place to address to address academic impact of closure for those most affected • Revisit behaviour policy and safeguarding annex with children and staff to ensure clarity for all 	<p>DSLs</p> <p>LT</p>	<p>September 2020</p>	

Risk assessment completed by: Fiona O'Neill (Headteacher)

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