

RISK ASSESSMENT FORM

Workplace	Chiddingly Primary School	Likelihood (L)	X	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kayleigh Vile	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole school site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	05.02.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Opening to allow for vulnerable and key worker pupils' provision	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 5th February 2021.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Updated info is in orange

School specific info is highlighted yellow

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the DfE Guidance for full opening – schools	All members of school community	1a. Pupils: Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school should make this available. It should remain a priority for primary educational providers and local authorities to support vulnerable	2	4	8				

			<ul style="list-style-type: none"> Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/ 						
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <ul style="list-style-type: none"> Lateral flow testing is not mandatory for staff and they do not need to provide proof of a negative test result to attend school or college in person, although participation in testing is strongly encouraged. Primary schools participating in the rapid asymptomatic testing programme should follow the Rapid asymptomatic coronavirus (COVID-19) testing for staff in primary schools, school-based nurseries and maintained nursery schools guidance. the ESCC model risk assessment for Asymptomatic COVID-19 testing at home (primary schools, school-based nurseries and maintained nurseries) is in place <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) Movement around the School site,</p>	3	4	12			

			<ul style="list-style-type: none"> Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. Arrange revised fire evacuation drills / lockdown drills regularly see <u>Restricting attendance during the national lockdown: schools</u> Fire drill for bubbles in school in week 2. Reconsider e-safety policies and procedures in light of lessons learned during home learning 						
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</i></p> <ul style="list-style-type: none"> Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule. Face masks to be worn by staff and parents. Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). A member of staff supervise the drop off and collection of pupils and any issues are reported to SLT and addressed. Review and revise drop off and pick up protocols as necessary to minimise social contact 	2	4	8			
5.	Risks of possible transmission to pupils	Pupils	All pupils walk to school or come in parent cars	0	0	0			

	<p>who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>										
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<p>Face coverings:</p> <ul style="list-style-type: none"> • (refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the local tier restrictions.) • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details. 	2	4	8					




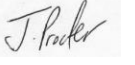
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance. • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. • Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. 	3	4	12				
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			These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.							
9.	Contingency planning	All pupils and staff	<ul style="list-style-type: none"> Ensure that contingency plans are in place, being reviewed and updated Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. See LA model Contingency Plan (available via the Message Board). In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans. Temporary Continuity Direction 	2	4	8	Review contingency plan			

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review contingency plan	JP and KV	11.1.2021	
	JP and KV – alongside the newest guidance		

Signature and review

Name of Manager:	James Procter and Alan Brundle	Signature of Manager:	 	Date:	06.01.2021
1 st review undertaken on:	11 th January 2021 James Procter and Alan Brundle	Signature of Manager:	 	Date:	11.01.2021

2 nd review undertaken on:	5 th February 2021 James Procter and Alan Brundle	Signature of Manager:	 	Date:	05.02.2021
3 rd review undertaken on:		Signature of Manager:		Date:	