

## **RISK ASSESSMENT FORM**

Workplace	Chiddingly Primary School	Likelihood (L)	Х	Severity (S)
Department	Whole Site	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 Site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Managing Covid-19 in a school setting	Likely	4	Major (death or serious injury)
Date	31 <sup>st</sup> August 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe opening of school	Low = 1-8	Medium =	9-14 High = 15-25

## This model document was updated on 28 July 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.

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

	nat are the significant, preseeable, hazards?	Who is at	Control measures		isk Ra	ting	What additional control measures can be put in place to reduce the risk further?		Revised Risl Rating		
(the	dangers that can cause	Risk?		L	S	R			S	R	
	harm)										
	Potential	All	Communicate with parents of clinically vulnerable pupils to								
	transmission to	members	inform them:								
	clinically	of school	All CEV pupils should attend their school unless they are one of								
	vulnerable staff	community	the very small number of pupils under paediatric or other								
1.	and pupils		specialist care and have been advised by their GP or clinician	1	5	5					
	Guidance is		not to attend. Pupils who live with someone who is CEV should								
	available in the		continue to attend school as normal.								
	Actions for schools		Clinically extremely vulnerable (CEV) people are advised, as a								
	during the		minimum, to follow the same guidance as everyone else. It is								

	<u>Coronavirus</u> <u>Outbreak</u>		important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.  Conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff  Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups  The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.  Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.  Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process  Unless they are CEV, encourage parents/carers and staff to follow the guidance that applies to everyone.  While members of these groups are no longer required to shield, the school should appreciate arrangements being made for them to reduce their face-to-face contact during periods of high viral prevalence.  There are currently no pupils or staff who are CEV						
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	It is no longer necessary to keep pupils in consistent groups. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at lunch. All pupils and staff will thoroughly wash hands on entering and exiting the hall. Tables will be cleaned thoroughly between sittings.	4	8	Positive cases and symptoms Communicate to parents that children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a	2	4	8

Music and PE lessons can continue as normal. However, schools close contact of a positive COVID-19 should ensure that control measures are in place and well case. Instead. children will be contacted by NHS Test and Trace, communicated: Singing will resume in assemblies and the school will resume informed they have been in close contact with a positive case and whole school assemblies in the hall. All pupils and staff will thoroughly wash/sanitise hands on entering and exiting. advised to take a PCR test. Letter Whole school choir practice will resume. The room used will be drafted to go out on 2<sup>nd</sup> September. fully ventilated. Hand hygiene: Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser. Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments. Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be adhered to in school. Cleaning: Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces The school follows the government guidance on cleaning of non-healthcare settings. Ventilation: The school will be well ventilated with windows and doors opened to create air flow. CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out. Any poorly ventilated spaces will be identified in the risk

assessment and steps taken to improve fresh air low in these

areas, giving particular consideration to when holding events		
where visitors such as parents are on site.		
Adjust any mechanical ventilation systems to increase the		
ventilation rate where possible.		
The Health and Safety Executive guidance on air conditioning		
and ventilation during the COVID-19 pandemic and CIBSE		
COVID-19 advice provides more information.		
Contingency plans are in place outlining how the school would		
operate if there were an outbreak within school or local area.		
The school will call the dedicated advice service who will		
escalate the issue to the local health protection team, where		
necessary and advise if any additional action is required, such as		
implementing elements of your contingency plan.		
Communicate to parents that pupils should not come into		
school if they have symptoms or have had a positive test		
result.		I
Anyone who develops COVID-19 symptoms, will be sent home		
and told to follow public health advice.		
If a pupil is awaiting collection, they should be left in a room on		
their own if possible and safe to do so. A window should be		
opened for fresh air ventilation if possible. This will be the		
Rainbow Room. There are external windows that can be		
opened. The room will be cleaned once the pupil has been		I
collected.		
Appropriate PPE should also be used if close contact is		
necessary.		
Further information on this can be found in the use of PPE in		
education, childcare and children's social care settings		
guidance.		
Testing		I
Staff should undertake twice weekly home tests whenever		I
they are on site until the end of September, when this will also		
be reviewed.		
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Communicate to parents that staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. Additional information on PCR test kits for schools and further education providers is available. The school will maintain its capacity to deliver high-quality remote education for the next academic year for pupils who are of compulsory school age and pupils who are below compulsory school age but who would usually be taught in a class with compulsory school aged children (most commonly in a reception class), including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school will access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. Educational visits can resume with risk assessments in place which include systems of controls at the destination. Check the provider has assessed the risk and implemented appropriate control measures. Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should

go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits. You MUST ensure there is adequate financial protection in place in the event of a COVID-19 cancellation. You MUST consult with your insurers to find out if there are any COVID-19 exceptions. Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers. Bubbles in wraparound provision are not required but the measures around cleaning, hand washing, and ventilation should be in place. **Face Coverings** Schools should have a small contingency supply of face masks available These are stored in the school office and Rainbow Room. Children of primary school age and early years children should not be advised to wear face coverings. Schools should have a process for managing face coverings in school that is clearly communicated. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste. Ensure all the usual building checks are undertaken to make the school safe. Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.

Keep risk assessments under regular review in line with		
government guidance		
Ensure the contingency plan outlines extra action to take		
if the number of positive cases substantially increases.		
This is because it could indicate transmission is happening		
in the setting. The thresholds, detailed below, can be		
used by settings as an indication for when to seek public health advice if they are concerned. For most education		
and childcare settings, whichever of these thresholds is		
reached first:		
• 5 children, pupils, students or staff, who are likely		
to have mixed closely, test positive for COVID-19		
within a 10-day period; or		
• 10% of children, pupils, students or staff who are		
likely to have mixed closely test positive for		
COVID-19 within a 10-day period		
At the point of reaching a threshold (outlined at the top		
of the document), review and reinforce the testing,		
hygiene and ventilation measures already in place and consider:		
<ul><li>whether any activities could take place outdoors,</li></ul>		
including exercise, assemblies, or classes		
ways to improve ventilation indoors, where this would		
not significantly impact thermal comfort		
one-off enhanced cleaning focussing on touch points		
and any shared equipment		
and any shared equipment		
Face Coverings		
Although face coverings are no longer required in classrooms		
or communal areas in schools for pupils, staff and visitors, the		

3.	Site Safety risks  Fire procedures  Lockdown  Movement for lunch / transitions  Toilets  Security including risk of theft  Data breaches	All members of the school community	contingency plan will acknowledge that, if there is an outbreak a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms  SLT lead identified Kayleigh Vile— Head of School Continue taking the attendance register and following up any absences in line with statutory guidance.  School to follow risk assessments for premises and accessing outside equipment and areas.  Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.  Share any updated fire evacuation information with all staff during daily briefing and with children.  Arrange emergency drills as normal upon the return to school to ensure pupils are familiar with any changes  Termly Fire drills planned in for the year.  High expectations of how children move around school upheld by all members of staff  Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.  Reconsider e-safety policies and procedures in light of lessons learned during home learning online safety policy updated.	2	3	6				
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	Any parents who have had a positive test or who are displaying symptoms of COVDI-19 should not be attending the school	2	4	8	Schools might consider issuing their own guidelines for Covid-safe behaviour on the premises. Any such guidance should be written up in consultation and collaboration with parents and pupils. Letter drafted to go out on 2 <sup>nd</sup> September.	2	4	8
5.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors	All members of the school community	Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements	2	4	8				

	and/or deliveries) coming into school		Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible  Make arrangements for strict handwashing/sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school					
			Volunteers and visitors are welcome to visit schools but should be made aware of the control measures.  Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19).  These are:  • a high temperature  • a new, continuous cough  • a loss of, or change to, your sense of smell or taste  This will be communicated to visitors prior to arrival/events.					
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	Regular cleaning should take place of equipment and areas. Risk assessment to identify any areas where cleaning should be more frequent. Enhanced cleaning schedule in place to ensure effective hygiene standards comply with latest guidance - cleaning of non-healthcare settings. All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate School leaders to inspect daily to ensure good/effective hygiene levels	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	All members of the school community	The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.	2	4	8		

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having the virus (a	These kits can be given directly to staff or parents and carers		1		
new, continuous	collecting a child who has developed symptoms at school.		l		
cough or a high			l		
temperature)	If anyone in the school becomes unwell with a new and				
	persistent cough or a high temperature, or has a loss of or		l		
	change in, their normal sense of taste or smell (anosmia), they		l		
	must be sent home and advised to follow guidance for		l		
	households with possible or confirmed coronavirus (COVID-19)		l		
	infection,				
	If a pupil is awaiting collection, they should be left in a room on				
	their own if possible and safe to do so. A window should be		l		ı
	opened for fresh air ventilation if possible. The Rainbow Room		l		
	will be used for this.		1		
	Appropriate PPE should also be used if close contact is		1		
	necessary. Further information on this can be found in the use		l		
	of PPE in education, childcare and children's social care		l		
	settings guidance. Any rooms they use should be cleaned after		l		
	they have left.		1		
	they have left.		l		
	The household (including any siblings) should follow		l		
	the PHE stay at home guidance for households with possible or		l		
	confirmed coronavirus (COVID-19) infection.		1		
	Headteachers should communicate to staff that if they are		1		
	displaying symptoms they should be tested 'as soon as				ı
	practicably possible.'		l		
	practicably possible.		l		
	Settings only needed to do contact tracing up to and including				I
	18 July. Close contacts will now be identified via NHS Test and				
	Trace and education settings will no longer be expected to				
	undertake contact tracing.				
	From 16 August 2021, children under the age of 18 years old				
	will no longer be required to self-isolate if they are contacted				I

by NHS Test and Trace as a close contact of a positive COVID-		
19 case.		
Instead, children will be contacted by NHS Test and Trace,		
informed they have been in close contact with a positive case		
and advised to take a PCR test. Schools to encourage all		
individuals to take a PCR test if advised to do so.		
If the school has several confirmed cases within 14 days, there		
may be an outbreak. In this case, a director of public health		
might advise you that face coverings should temporarily be		
worn in communal areas or classrooms (by pupils staff and		
visitors, unless exempt). Check the contingency plans cover		
this possibility. Positive cases and symptoms  Communicate to parents that contacts from a school setting will only		
be traced by NHS Test and Trace where the positive case and/or their		
parent specifically identifies the individual as being a close contact.		
This is likely to be a small number of individuals who would be most		
at risk of contracting COVID-19 due to the nature of the close		
contact.		
Individuals are not required to self-isolate if they live in the same		
household as someone with COVID-19, or are a close contact of		
someone with COVID-19, and any of the following apply:		
they are fully vaccinated		
they are below the age of 18 years and 6 months		
<ul> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> </ul>		
they are not able to get vaccinated for medical reasons		
Instead, they will be contacted by NHS Test and Trace, informed they		
have been in close contact with a positive case and advised to take		
a <u>PCR test</u> . We would encourage all individuals to take a PCR test if advised to do so.		
4454 50 40 50.		
Staff who do not need to isolate, and children and young people		
aged under 18 years 6 months who usually attend school, and have		
been identified as a close contact, should continue to attend school		

			as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.				
			Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.				
			Be clear about the thresholds for contacting PHE (listed above and at the top of the contingency plan)				
			Information shared with staff at INSET on 1.9.21 and with parents and carers via letter on 2.9.21				
9.	Contingency planning	All pupils and staff	Contingency plans are in place and reviewed regularly. See LA model contingency plan (available via the Message Board).	2	4	8	

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

Action	By Whom?	Deadline	Date Completed
Schools might consider issuing their own guidelines for Covid-safe behaviour on the premises. Any such guidance should be written up in consultation and collaboration with parents and pupils. Letter drafted to go out on 2 <sup>nd</sup> September.	KV/JP	2.9.21	

Signature and review

Name of Manager:	James Procter – Executive Headteacher Alan Brundle – Chair of Governors	Signature of Manager:	Har Donale J. Profer	Date:	31 <sup>st</sup> August 2021
1 <sup>st</sup> review undertaken on:		Signature of Manager:		Date:	

2 <sup>nd</sup> review undertaken on:	Signature of Manager:	Date:	
3 <sup>rd</sup> review undertaken on:	Signature of Manager:	Date:	