



South Gloucestershire Council

Longwell Green Primary School

"Inspiring learning."

Risk Assessment: School operation from September 2021: response to Coronavirus (COVID-19). 2021 version 4.3

Completed by D Brown Headteacher with advice from our Health and Safety Provider (www.delegatedservices.org) and following DfE, Government, Public Health, Union and all other pertinent advice.

Date of Assessment: 1st September 2021.

Review date: The risk assessment will be reviewed in response to updates to government guidance including from the government *COVID-19: review of disparities and outcomes report* and any examples of shared 'best practice' that we become aware of through our joint working with the Local Authority and local schools.

This risk assessment applies to Longwell Green when we are not under additional local restrictions (as the RA would need to be tailored to that specifically depending on the type of lockdown) and incorporates control measures appropriate for the most up to date guidance.

BACKGROUND AND CONTEXT:

From September 2021, all schools will be fully open to all pupils, with reduced but not removed measures in place.

Rationale for guidance for settings from September 2021.

Government guidance has been developed on the premise that disruption to children and young people's education must be minimised. The [Evidence summary: COVID-19 - children, young people and education settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/evidence/summaries/evidence-summary-covid-19-children-young-people-and-education-settings) sets out the evidence relevant to, and in support of, the government's decision to revise the guidance on the COVID-19 safe working and protective measures that have been used within settings, colleges and early years settings in England during the pandemic. In making this decision, the government has balanced education and public health considerations – weighing the impact of these measures on teaching, educational attainment, the health and wellbeing of children, pupils, students and staff and the functioning of settings, colleges and early years settings, against the COVID-19 risks in a context that has now fundamentally changed due to the success of the vaccination programme.

This risk assessment has been developed with reference to:

- settings Covid-19 operational guidance (July 2021) [settings COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95444/settings-covid-19-operational-guidance).
- Actions for early years and childcare providers during the COVID-19 pandemic (July 2021) [Early years and childcare: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/evidence/summaries/evidence-summary-covid-19-early-years-and-childcare)
- SEND and specialist settings: additional COVID-19 operational guidance (6 July 2021) [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95444/send-and-specialist-settings-additional-covid-19-operational-guidance)

- **Contingency Framework: Education and childcare settings (August 2021)** [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94222/contingency-framework-education-and-childcare-settings-august-2021.pdf)

The risk assessment takes into account the revised list of most common symptoms (<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>). Taken from NHS guidance, they are:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature),

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual),

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

Contingency Planning

Government guidance requires settings to have an Outbreak Management Plan (sometimes called contingency plan) outlining how they would operate if any of the following circumstances applied to their setting or area.

- a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

If necessary we will reinstate relevant control measures from our 2020-21 risk assessment to address the areas set out in [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/94222/contingency-framework-education-and-childcare-settings-august-2021.pdf)

The system of controls: protective measures

This risk assessment addresses the essential control measures set out in the government guidance referred to above. They are as follows:

settings should

1. Ensure good hygiene for everyone.

2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

We have adapted this risk assessment in consultation with relevant partners including trade union representatives where available. This risk assessment will be made publicly available to those who wish to see it.

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood? See Definitions Table 1	What is the Risk Rating? See Definitions Table 1
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1: Contact with those with symptoms of coronavirus: Testing; Track and Trace; Outbreak response						
Engagement with the NHS Test and Trace Process. Access to testing	Failure to follow PHE/ NHS Test and Trace procedures increases the likelihood of exposure to coronavirus in the setting community.	Pupils and staff	Serious	<p>Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Where necessary we will direct members of the setting community with symptoms of coronavirus to Get a free PCR test to check if you have coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>Home test kits are available in our setting and will be offered in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. We note that it is for settings 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, and will therefore provide these to staff or pupils on the basis of an agreed set of criteria to be determined by the setting.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers/coronavirus-covid-19-home-test-kits-for-settings-and-fe-providers</p> <p>We will ask parents and staff to inform us immediately of the results of a test.</p>	M	M
Contact with infected persons/ exposure to the virus within the school.	Person contracts coronavirus as a result of direct contact with an infected person (or a symptomatic person) entering the premises.	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community.</p> <p>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 stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	L	L

				<p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p> <p>From 16 August 2021 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:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>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 PCR test. We will encourage all individuals to take a PCR test if advised to do so.</p> <p>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.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>Our procedure for those developing symptoms of the virus during the school day is set out within this document. Affected staff will be sent home and advised to obtain a PCR test (school can support with this).</p> <p>When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>Most recent guidance re: What to do if a pupil is displaying signs of coronavirus has been shared with relevant staff and is on display.</p> <p>Symptomatic children action list schools (publishing.service.gov.uk) and reinforced via Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>	L	L

				<p>If a child is awaiting collection, they will be moved, via a route involving the shortest possible internal distance (i.e. including an outside route where possible), to a room where they can be isolated behind a closed door (Mrs Darling's room), depending on the age of the child and with appropriate adult supervision if required. Ideally, windows will be opened for ventilation. If it is not possible to isolate them for some reason (which is unlikely), we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use the toilets next to Mrs Darling's room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. Both Mrs Darling's room and the toilets will be closed to everyone else (along with signs to support this and cleaned before being used again).</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). 		
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				Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant / cleaning products as per the guidance after someone with symptoms has left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
Use of face coverings	Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the setting community.	Pupils and staff	Serious	Government guidance from 19 July 2021 is as follows: <i>Government expects and recommends that people wear face coverings in crowded areas such as public transport</i> . Moving to step 4 of the roadmap - GOV.UK (www.gov.uk) Whilst face coverings are no longer mandatory in settings, we recognise that individual staff and pupils may still wish to wear these and will allow them to do this. NB: Use of face coverings could be reinstated as part of our Contingency Plan.	L	L
Lateral Flow Testing (Asymptomatic testing)	Non participation in Lateral Flow Testing means that asymptomatic cases are undetected within the setting community.	Pupils and staff	Serious	The opportunity for all adults in England to participate in lateral flow testing has been publicised amongst the setting community. Regular rapid coronavirus (COVID-19) tests if you do not have symptoms - NHS (www.nhs.uk) Our school workforce (including regular contractors and visitors) has the opportunity to participate in lateral flow testing twice a week. Confirmatory PCR tests Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff or pupil can return to setting.	L	L

<p>Management of confirmed cases of coronavirus</p>	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and upset within the school community</p>	<p>Pupils and staff</p>	<p>Serious</p>	<p>We note that close contacts of those testing positive with coronavirus will be identified via NHS Test and Trace. We note that we may be contacted in exceptional cases to identify close contacts.</p> <p>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace.</p> <p>We note 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:</p> <ul style="list-style-type: none"> • 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. <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>Identifying a group that is likely to have mixed closely will be different for each setting.</p> <p>We will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>If the above levels are met, we may have an outbreak and will work with Public Health England South West (PHE SW) and our Local Authority (Education) who will be able to advise if additional action is required.</p> <p>Alternatively, we will call the Department for Education’s existing coronavirus (COVID-19) helpline number on 0800 046 8687, and</p>	<p>L</p>	<p>L</p>
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				<p>selecting option 1. The advice service is open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</p> <p>Where applicable we will advise temporary staff of their entitlement to <u>Test and Trace Support Payments</u>, noting that this support is only for the temporary staff who settings decide not to engage in home working and who are not being paid during self-isolation. To be eligible for a Test and Trace Support Payment, the individual must be living in England, meet the eligibility criteria and be formally advised to self-isolate by NHS Test and Trace, who will provide the individual with an NHS Test and Trace Account ID.</p> <p>We will also extend this advice to parents/ carers of children who have been asked to self-isolate as they may be applicable for this payment in some cases.</p> <p>Claiming financial support under the Test and Trace Support Payment scheme - GOV.UK (www.gov.uk)</p>		
NHS COVID-19 App	<p>Inadequate response to alerts provided by use of NHS COVID-19 App</p> <p>This guidance has been withdrawn. However, the App still remains in use so content has been retained in this risk assessment.</p>	Pupils and staff	Serious	<p>We have informed all staff to inform the Head or Deputy Head if they receive a notification during the day that they had been in contact with a positive case.</p> <p>The Head / Deputy will then put in place our agreed process, including making appropriate arrangements for the member of staff to leave the setting at the earliest opportunity to begin self-isolation (if unvaccinated staff member) or recommend that a PCR test is obtained at the earliest opportunity. Where staff keep their phones in lockers etc. during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p>	L	L
Containing any local outbreak	Disruption to pupils' education	Pupils and staff	Serious	We have developed a Contingency Plan to ensure that the education of affected groups of pupils is maintained. This will include the provision of remote learning (via Teams, as per the previous lockdown).	L	L

	Parents/carers of a child with symptoms of coronavirus refuse to keep them at home.	Pupils and staff	Serious	<p>We note government guidance:</p> <p>If a parent or carer of a pupil with coronavirus or with a suspected case of coronavirus insists on their child attending your setting, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.</p> <p>Our decision will be carefully considered in light of all the circumstances and current public health advice and we will have sought advice from the Local Authority before doing so.</p>	M	M
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2 Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced regularly with pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'bubble' of pupils hand sanitiser is available.</p>	L	L
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Pupils and staff	Serious	<p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with pupils.</p> <p>Shared spaces to be well ventilated where at all possible.</p>	L	L
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>We continually review our cleaning arrangements to ensure that we are keeping everyone safe, while adjusting to manage the change in staff, often brought on by isolation.</p> <p>Our cleaning specification has been reviewed to ensure we comply with requirements set out in</p>	L	L

				https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Where our own cleaners and/or additional staff are required to undertake cleaning duties we have ensured that they are provided with PPE, as set out in guidelines above. This also applies to other staff who may be asked to carry out cleaning duties during this period. We have identified cleaning of high-risk areas to be undertaken throughout the school day to include: Door handles, Kettles, Taps, Switches, Phones, Laptops / Printers and photocopiers, Staffroom/ food preparation amongst others as well as surfaces that pupils touch e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.	Pupils and staff	Serious	PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used. All products will be stored safely and out of reach of pupils.	L	L
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there is a specific allergy. Depending on the age of pupils, they are able to use their own / ours under supervision while for other pupils it will be dispensed so the young, or over enthusiastic do not get carried away. We have obtained the Safety Data Sheet for our products. They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc. This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and will continue to do so through standard channels or through contacting LA for emergency support our supply is interrupted.	L	L

3 Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	Although social distancing rules have been relaxed, we will continue to be sensible in the way we manage large groups, especially those from off site, such as prospective parents, where the number have in the past been nearing triple figures. Our actions will be similar to others within this guidance, testing, space, limiting numbers in a confined area etc.	L	L
Educational visits	Exposure to infection from inadequate social distancing etc.	Pupils and staff	Serious	We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will consider what control measures need to be used to reduce the risk of exposure to coronavirus and follow wider advice on visiting indoor and outdoor venues.	M	M

4 Use of Personal Protective Equipment						
Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>We take into account that Government guidance does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, 	L	L

				<p>spitting, or vomiting, then eye protection should also be worn”</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911313/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf</p>		
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5 School workforce						
Staff wellbeing	Staff anxiety re: potential exposure to the virus.	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: negative feelings sparked by events. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services. Including the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>A minimum of weekly communication continues. Staff have been reminded of their access to counselling services is provided by the LA and our insurance provider. All staff have been provided with details of this.</p> <p>HR advice is available if required.</p> <p>https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p>	L	L
Staff training	Staff are not aware or do not understand the requirements for working safely.	All staff	Serious	<p>In preparation for a full return on 1 September 2020, for the 8th March and again for September 2021, training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p>	L	L

				<ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • Arrangements for breaktimes and lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to school procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that a child in their group is displaying coronavirus symptoms • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/ Major	<p>We have taken note of government guidance issued on 11/08/21 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</p> <p>We will continue to discuss with CEV employees how they can be supported to carry out their duties in the workplace.</p>	M	M
		Pregnant women	Serious	<p>We will follow the specific guidance for pregnant employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. We will follow the same principles for pregnant pupils, in line with our wider health and safety obligations.</p> <p>NB Further guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>	L	L
Use of supply teachers, other temporary or peripatetic staff,	Potential for the introduction of coronavirus into the school	All	Serious	We note that it is permissible for such adults to work in schools.	L	L

student teachers and volunteers.				<p>We will ensure that such adult follow our control measures for the prevention of coronavirus and advise them to take particular care in minimising contact with pupils as far as is practicable.</p> <p>This risk assessment applies to all adults who work within Longwell Green schools and it is expected that they will familiarise themselves with said risk assessment and we will endeavour to ensure it is followed. If it is not followed, we will take action via the agency to rectify this, which may include asking the adult not to return.</p>		
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6 Pupil wellbeing						
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures.	All members of the school community	Serious	<p>Our communication with parents and pupils prior to our return in September 2021 will include information about the control measures within this risk assessment.</p> <p>Government guidance for parents is available at: What parents and carers need to know about early years providers, settings and colleges - GOV.UK (www.gov.uk)</p>	L	L
Pupil wellbeing	Changing family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	<p>Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. We periodically ask the whole school community via newsletter for anything new that we may need to know, and class teachers keep an open dialogue with parents and carers, as well as ensuring that they check in with each pupil daily.</p> <p>Staff responsible for pupil groups have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met.</p> <p>We will continue this interaction as pupils return to school and beyond.</p>	L	L
Safeguarding	Safeguarding procedures are not followed thus exposing children and young people to unnecessary risk.	Pupils	Serious	<p>We will continue to have regard to the statutory safeguarding guidance, keeping children safe in education.</p> <p>As at all times, those working in school will be made aware of the process for contacting the Designated Safeguarding Lead. A DSL will be available at all times whilst the school is operating.</p>	M	M

	Ineffective reintegration of young/ vulnerable pupils who have not been attending school for a number of weeks causes anxiety and distress for parents and pupils	Pupils and staff	Serious	As parents will not be able to stay with their children to support their reintegration, we will discuss arrangements on an individual basis where we anticipate difficulties in this area. We have a contact number for parents so that we can call to ask them to collect their child or provide reassurance to the parent if required.	M	L
	Inadequate understanding or enforcement of pupil behaviour expectations.	Pupils and staff	Serious	The school Behaviour Policy has been updated to include expectations re: arrangements for social distancing and movement around school; hygiene rules. Consistent methods of communication ensure that staff, pupils and parents are aware of these.	L	L
Individual pupil medical requirements	Pupils in identified groups. Increased likelihood of serious illness resulting from exposure to coronavirus.	Extremely clinically vulnerable pupils (shielded)	Fatal/ Major	All CEV pupils should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Where a pupil is unable to attend our setting because they are complying with clinical or public health advice, we will immediately offer them access to remote education. settings should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register. Where children are not able to attend our setting as parents are following clinical and/or public health advice, absence will not be penalised.	M	L

7 Provision of first aid and the administration of medication						
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Pupils and staff	Serious	Qualified first aiders are available as required which includes Paediatric trained first aiders. Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.	M	L
Administration of medication	Illness or injury to those who are unable to access their medication	Pupils and staff	Fatal/ major	School procedures for the administration of prescription and controlled medication will continue to apply. Parents have been advised that they must return any required medication to school; we will check that medication that has	M	M

				<p>remained in school is still in date. Parents have been advised where this is not the case.</p> <p>Staff may choose to wear PPE whilst administering medication. Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) will be known to all staff and their requirements identified on class lists for each teaching group. EHC Plans or other relevant Healthcare Plans to be shared with staff responsible for each teaching group.</p> <p>Adrenaline Auto-injectors (AAI) and asthma inhalers to be easily accessible and their whereabouts known by staff and pupils. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack. Staff accept that in an emergency the importance of immediate action to save life takes precedence over social distancing. We will provide refresher training for all staff re: the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination. Tables will be cleaned after lunch, rubbish disposed of and bin emptied to avoid allergens remaining in the classroom for longer than necessary</p>		
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8 Premises						
Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed. Staff need to be vigilant – see below.	L	L
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Here, for high risk areas such as kitchens and boiler rooms fire doors will be kept in the closed position. Lower risk rooms such</p>	L	L

				<p>as classrooms and offices may be propped open with removeable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc, will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p>		
Use of temporary heaters (cooler months).	Unguarded devices increase potential for fire and injury to staff and pupils	All premises occupants	Serious	<p>Unless there are no other options, we will not use portable heaters.</p> <p>If for some reason this is the only way to keep a bubble open (perhaps the individual class heater has malfunctioned), then where temporary devices are deployed, we will ensure that</p> <ul style="list-style-type: none"> • the device is appropriate for use and PAT tested • electrical sockets are not overloaded • Heaters are suitably guarded so as not to cause injury to staff and pupils • Cables etc. do not form trip hazards • That the adult in charge ensures that all devices are switched off when not in use and that this is checked at the end of the day by our maintenance team. 	L	L
	Inadequate ventilation contributes towards the spread of coronavirus. Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	<p>We will ensure that our building is heated to a temperature whereby staff and pupils can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation.</p> <p>This will be achieved using natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</p> <p>We note the following advice from HSE: https://www.hse.gov.uk/temperature/thermal/managers.htm https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p>	L	L

School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	Door entry systems do not allow visitors to enter the area where there is not a physical barrier between office staff and visitors. Signage has been erected to advise visitors of social distancing protocols. Payments to be online/ contactless where possible. Office staff to wear gloves if they have to handle cash, this is unlikely. Hand sanitiser are provided to all persons entering premises along with signage to explain control measures etc. Shared spaces to be well ventilated where at all possible.	L	L
	Exposure to infection from deliveries arriving at the school.	Staff	Serious	Clear guidance for delivery drivers has been placed at the school entrance.	M	L
	Violence and aggression towards school staff causes injury and distress	Pupils and staff	Serious	We will maintain transparency and regular contact with all members of the school community. Regular briefings/updates for all staff so that they are aware of school response to the COVID 19 virus and can communicate consistently to those who ask. Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.	M	L
Contractors working on the premises.	Exposure to infection from inadequate social distancing/ hygiene arrangements	All	Serious	All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after school hours. For areas where there are larger scale building projects in place, contractors will remain entirely separate from the school community where at all possible.	L	L

10 Afterschool and breakfast clubs						
Afterschool and Breakfast Clubs	Arrangements for infection control, social distancing etc are not practised at Breakfast and Afterschool Club thus increasing the risk of infection within the school community.	All members of the school community	Serious	Updated guidance for operating may be found as follows: Protective measures for holiday or after-setting clubs and other out-of-setting settings for children during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) Control measures re: hygiene, cleaning etc. set out above and also throughout this document will be followed. We will retain records of attendance and groupings.	M	L

				<p>Here protective measures set out within this risk assessment will be in place. Shared spaces to be well ventilated where at all possible.</p> <p>If an external provider is used on setting premises: We will liaise with the external provider to ensure that they are aware of the control measures set out in our risk assessment and guidance above. We will support them in matching or exceeding the expectations set out within it.</p>		
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Section 2 – ACTION PLAN

All actions rated as Medium continue to be so and will need vigilance from staff and the school community. Other items are instances that will always be a high concern, such as safeguarding.

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	<i>High (frequent)</i>	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	<i>Medium (possible)</i>	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	<i>Low (unlikely)</i>	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an

	agreed frequency.
LOW Risk	Monitor and review your rolling programme.