

Health and Safety Risk Assessment – Re-opening Schools – COVID-19

Academy / School	Alexandra Primary School			Assessment No.	COVID-1
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Site	Western Road, London	Location	N22 6UH		
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Subject of Assessment	Re-opening schools to full use for the Autumn term.				
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Assessed by	Manjit Dulay, John Coggin, Katie Wetherill	Date	28 th January 2021	Review date	Weekly
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Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.	Persons Affected <i>(Who may be harmed)</i>
		Students, Employees, Contractors and Visitors.

Hazards and Risks	Existing Control Measures	Risk Level (Very High 1, High 2, Medium 3, Low 4)	Further Actions ✓/X (If ✓ See Actions)
<p>1. Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p> <p>Those who are clinically extremely vulnerable becoming ill.</p>	<ul style="list-style-type: none"> • The school will contact the DfE Coronavirus Helpline to report any positive cases on 0800 046 8684 and the schools Action Plan will be implemented. • The school has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection) or if they have tested positive for COVID-19 in the last 10 days of is they are self-isolating; • Families are advised to download the Government's Track & Trace app, which is available on all mobile platforms; • Parents receive guidance on school times for their child and protocols set out for attending the school i.e. where possible they should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • Parents issued specific school protocols for school attendance for them to explain to their children; • Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures; • Staff are briefed and consulted on school procedures and the plans for re-entry of students; • Employees have had sufficient training and briefing regarding infection control and school protocols; 	<p>3</p> <p>4</p>	

		<ul style="list-style-type: none"> • The House has been identified as an area for isolation. Full PPE is stored in that area for staff use. • Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: • https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak • In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students. This is provided by Education Support Partnership and information can be found in the staff & PPA room; • Staff can access the free helpline Education Support Partnership for school staff and targeted support for mental health and wellbeing • There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively; • Hazard reporting mechanism are in place and easily accessible via Site Support Ticketing; • Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. • Covid-19 guidelines are published on the school's website. • Parents/Carers are informed of the general arrangements being made and what is expected of them 	4	
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		<p>in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</p> <ul style="list-style-type: none"> • When possible staff will be permitted to work from home • Whenever possible, meetings will take place remotely via videoconferencing or phone, and letters are also used for communications • Individuals who are identified as Clinically Extremely Vulnerable should resume shielding, not attend school and refer to updated guidance: <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u> • Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made • The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate • Specific risk assessments for new and expectant mothers are completed • Staff that travel abroad during school closure to countries that are not on the <u>Coronavirus (COVID-19): travel corridor list</u> will self-isolate for 14 days before they are due to return to work. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home • If a member of staff is showing symptoms they will inform the Self Isolation Service Hub as part of the NHS Test and Trace and any staff identified as a close contact 		
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		<p>of a positive case (this is only staff who will be self-isolating for 14 days). It is critical that all settings inform this hub on 020 3743 6715 as soon as close contacts have been identified (and every time thereafter). Please note settings need the CTAS number from the positive case when submitting the close contact details – and the CTAS number can take 24 hours to be sent to the positive case.</p> <ul style="list-style-type: none"> • Close contact has been defined as: <ul style="list-style-type: none"> ○ Direct contact: Any face to face contact <u>for any length of time</u> including being talked to or coughed on. This will include having been within a 1 metre distance of a positive case for 1 minute or longer (regardless of having had face-to-face conversation or not). ○ Proximity contact: Having had extended close contact within 1-2 metres for more than 15 minutes with a positive case. ○ Travel contacts: Travelled in a small car with a positive case. 		
2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Drop off / entry to the school. 	<p>Drop off:</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • The path outside the school has been demarcated allowing parents to socially distance from other parents during drop off of students; • Start times have been staggered for each class in order to prevent large numbers of parents on the pavement outside the school; 	4	

		<ul style="list-style-type: none"> • Start times are designed to enable one group of parents to leave the site before the next group arrive; • Parents are reminded to leave the entrance once their children have entered the building; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • All adults to wear a face covering when bringing / collecting children at school. If no face covering is worn, the adult is asked to wait away from the school. • Staff who manage the entrance / exit points to wear a face covering. <p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will be collected at the entrance gate by their Teacher or known adult; • As the new COVID-19 variant is B117 has an increased rate of transmission a temperature check will be carried out at the entrance gate and if the child's temperature is 37.8 or above, the child will be sent home; • Parents/Guardians are NOT permitted to enter the school buildings; • Entrance doors are held open, reducing the number of occupants touching the doors; • Hand-wash stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; 	3	
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		<ul style="list-style-type: none"> • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands. • Staggered start times are in place to keep groups apart; • In order to prevent congestion parents and students have been informed of their year group start time; • The school management to keep this under review and will consult with parents or students who are not following the new procedures/start time for their group; • Students will not be permitted to gather with students outside of their group at the start and end of the day. • The school have implemented a process for removing face coverings when pupils of staff who use them arrive at school; • Students have been informed how to do this correctly (not touching the front of their face), washing hands immediately on arrival, disposing of temporary coverings appropriately and placing reusable ones in plastic bags to take home 		
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Pickup / leaving the school. 	<p>Pick up (primary):</p> <ul style="list-style-type: none"> • Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. • The area outside the school has been demarcated to enable parents to socially distance from other parents during drop off of students; • Finish times have been staggered for each class in order to prevent large numbers of parents outside the school; • Finish times are designed to enable one group of parents and students to leave the site before the next group arrive; 	4	

		<ul style="list-style-type: none"> • Parents are reminded to leave the site once their children have been collected; • Only one parent/guardian per child is permitted on site; • If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. • All adults to wear a face covering when bringing / collecting children at school. If no face covering is worn, the adult is asked to wait away from the school. • Staff who manage the entrance / exit points to wear a face covering. <p>Leaving the school:</p> <ul style="list-style-type: none"> • Students will be collected via the school's main gates and brought out by a member of staff; • Parents/Guardians are NOT permitted to enter the school buildings; • Exit doors are held open, reducing the number of occupants touching the doors; • Students are reminded to wash hands as they leave the school building; • Hand-wash stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands; • Good hand washing signage to instruct students how to do this effectively is displayed. 	4	
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4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Classroom use / activities. 	<p>There will be no large gatherings such as assemblies with more than one group/‘bubble’.</p> <p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> In accordance with the early year’s framework class sizes for early years will adhere to the following: Children under two – one adult for every three children Children aged two – 1 adult for every 4 children Children three or over – one adult for every 13 children The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; All other classroom controls are the same as primary below. Class bubbles are grouped together by year group, current bubble sizes are: <ul style="list-style-type: none"> Nursery: 19 students Reception: 49 students <p>Primary:</p> <ul style="list-style-type: none"> Classroom sizes are restricted to a normal number of students (approximately 30), 1 teacher and TA if required (specific needs of class); Class bubbles are grouped together by year group, current bubble sizes are: <ul style="list-style-type: none"> Year 1: 56 students Year 2: 52 students Year 3: 54 students Year 4: 50 students Year 5: 48 students Year 6: 54 students Each ‘bubble’ will not interact with other ‘bubbles’ within the school; 	3	4
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		<ul style="list-style-type: none"> • TA's should minimise working across bubbles in any 24 hour period. • Hand washing is completed on entrance to the class and between specific activities, before and after lunch, after breaks, after changing rooms, after sneezing, coughing and blowing nose and after removing facial coverings; • Students are allocated resources and are not encouraged to share; • Individual student desks will be assigned where possible; • Individual student packs to be produced; • Wipe-clean folder with equipment to be provided for each pupil to keep on designated desks; • Individual and very frequently used equipment such as pencils and pens are not shared; • Staff and pupils have their own items; • Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces; • Resources shared between bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between use; • Students are regularly reminded not to touch their or other students faces; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on; • Where possible classes/activities will be completed outside; 	4	
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		<ul style="list-style-type: none"> • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • Windows and doors to remain open to allow for ventilation. Staff and children advised to wear layers if necessary. 		
5.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Breakfast club; • Dining; • Moving around the school; • Break-time / playgrounds. 	<p>Breakfast Club:</p> <ul style="list-style-type: none"> • Students attending breakfast club will be sat with their year group bubble on individual tables. • Breakfast Club has been limited to a maximum of 10 pupils per morning. • Tables will be cleaned and breakfast items to be washed thoroughly. <p>Primary (early years):</p> <ul style="list-style-type: none"> • Separate lunch breaks are designated for each teaching group (bubble). Students will stay in these groups during lunch; • Lunch area cleaned before and after each group's lunch by the Teaching Assistants on duty (not just at the end of break). Only one student will use a clean lunch space before it is cleaned again. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the school is reduced as much as possible; 	<p>3</p> <p>4</p>	

		<ul style="list-style-type: none"> • External doors are used to move students from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible; • Times are allocated for each group to reduce the need to pass one another in open spaces; • Where possible students will move with their group only and will not mix with other groups; • Staff will generally manage student movement but keep a suitable social distance from students and other staff. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. • The water fountains will not be in use. Named water bottles will be provided for each child and refilled in the morning and afternoon. • All bottles will be cleaned at the end of the day. • The exception to the school providing named water bottles are families with medical consent to bring bottled water. The bottle of water is brought in from home, remains on the child's desk and thrown away at the end of the school day. These bottles are not refilled by the school. 	<p>4</p> <p>3</p> <p>3</p>	
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		Primary (early years): <ul style="list-style-type: none"> • Students are only permitted to complete suitable activities with their class group; • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; • Daily inspection and enhanced cleaning programs in place for external areas and equipment. Two additional cleaners work on rotation to clean each class and high touch point areas; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group (teacher or TA), using either Milton spray or anti-bacterial wipes; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	Primary (early years): <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools resources; • Hand washing stations are positioned at each student, staff and visitor entrance to the school; • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom and on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; 	3	

		<ul style="list-style-type: none"> • Students and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ On entry to the dining hall; ➢ Before and after eating; ➢ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have single use paper towel for drying hands. 	3	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> ➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls; ➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. ➢ Two additional cleaners work on rotation to clean each class and high touch point areas; • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; 	4	

		<ul style="list-style-type: none"> • All internal meetings to be carried out on-line via Google Meets. • School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; • Communal areas will be cleaned throughout the day, but staff are reminded to wash hands before and after using items in the communal area; • As the new COVID-19 variant is B117 has an increased rate of transmission face coverings to be worn in communal areas or when entering an area outside of your bubble; • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • The staff room has a maximum of 4 persons at any one-time; • Staff are encouraged to bring a packed lunch and use the larger dining areas, keeping a suitable distance from other occupants; • Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment; • Employees will be provided with and wear PPE should a child or adult display COVID-19 symptoms and in accordance with government guidance. • Single use chair coverings are to be used for covering the chairs in the PPA Room. Coverings are on a 		
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		<p>perforated roll and must be disposed of when leaving the room.</p> <ul style="list-style-type: none"> Staff to use cleaning equipment to wipe down the desk, keyboard, mouse and screen in the PPA Room. 		
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures. This includes:</p> <ul style="list-style-type: none"> Dealing with general First aid; Lack of trained first aiders; Dealing with a suspected case of Covid-19; Inappropriate handling / removal of clinical waste Intimate care procedures. 	<ul style="list-style-type: none"> A specific First aid needs assessment has been completed – see other 'First Aid Needs assessment – COVID-19; The FA assessment takes into account numbers and ages of students, number and training of employees; This information forms the decision on what activities and groups can safely be managed within the school; This includes sufficient first aiders for the school to the number of students with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); The school has a specific room/area dedicated for suspected cases of COVID-19 (the House); Where an individual exhibits symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; Staff escorting the individual will be provided with disposable gloves and apron if the 2 meter social distancing rule cannot be maintained Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided 	3	

		<ul style="list-style-type: none"> • The classroom area or workspace the individual leaves will be subject to a hard surface clean by the school cleaners with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided. • All building users advised re monitoring their own health, reporting of symptoms and self-isolating • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice • https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • The first aid area will be cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication • Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc. <p>Waste disposal measures</p>	3	
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		<p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 		
10.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for students, they should be left at the school's main entrance for staff to collect; • The SLT are able to meet via video link parents if face to face meetings are required; • For those who enter the school reception, screens/counter-top Perspex shields have been installed, 	4	

		<p>to reduce the risk to office staff facemasks may be worn when speaking to visitors;</p> <ul style="list-style-type: none"> • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Touch screen sign in equipment in Reception to be wiped after use • Visitors will only be permitted into the school if they have an appointment; • A record of all visitors, including contractors, to site will be kept and maintained for 21 days in accordance with GDPR; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect; • The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent 	<p>4</p> <p>4</p>	
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		<p>infection risks in the school, when pertinent, relevant training is also provided.</p> <ul style="list-style-type: none"> • Peripatetic teachers will complete a risk assessment for the lessons they deliver, the school will review these to ensure distancing requirements are maintained where appropriate and efforts are made to reduce the number of groups taught and locations worked in. <p>National Lockdown Restrictions:</p> <ul style="list-style-type: none"> • Outdoor sports venues, including tennis courts, and swimming pools, cannot be hired to external users. • Early Years settings (including nurseries and childminders) remain open • Vulnerable children and children of critical workers will continue to use registered childcare, childminders and other childcare activities (including wraparound care) • Indoor gyms and sports facilities will remain closed • Organised outdoor sport for disabled people is allowed to continue • Sports, leisure and community facilities can remain open for schools to use where that is part of their normal provision but facilities cannot be used by members of the public 		
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> • One child to enter the toilet from each bubble at any one time. Staff to monitor from outside toilet, not the lobby, to maintain supervision. • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Student use of toilets outside of early years' is managed by staff and communicated to students; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. 	4	

12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Children are suitably supervised at all times; 	3	
13.	Lack of suitable premises management	<ul style="list-style-type: none"> The school adheres to the government guidance on managing buildings that are partially open; The school has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time; Premises staff levels are maintained and suitable for the use of the building; Appropriate cleaning and premises staffing levels are in place; Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; Contingency in place for sudden premises staff absence; The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six part series of guidance documents (in the form of newsletters) and a 'Managing Premises Functions' separate risk assessment has been completed. Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air. 	3	
14.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> Suitable storage and management of flammable hand sanitizer is in place; All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 	4	

		<ul style="list-style-type: none"> • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 		
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> ➢ Safe assembly of occupants following social distancing requirements; ➢ Safe exit via the nearest final exit; ➢ Training occupants of any changes to evacuation; ➢ Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; ➢ Use of the school has been reduced to enable safe sweeping and evacuation; ➢ Due to reduced numbers use of the school is kept to ground floors or specific areas where possible. • All other fire system testing and maintenance has continued as normal. 	3	
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> • Pabulum, catering contractor has reviewed and implemented the <u>Guidance for food businesses on coronavirus (COVID-19)</u> • Catering Contractor has reviewed and implemented <u>FSA guidance on good hygiene practices</u> in food preparation and <u>PHE guidance</u> 		

		<ul style="list-style-type: none"> The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus 		
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> In line with Government advice, overnight and overseas educational visits will not be carried out during the autumn term A risk assessment – in line with the school’s policy will be carried out for non-overnight domestic educational visits. 		
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u> Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT The school keeps informed of Government and Department for Education guidance and updates To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable 		

		children and the children of critical workers only, and providing remote education for all other pupils.		
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ACTION PLAN (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks		Recommended Actions		

Please note:

All controls are subject to change should government guidance change due to changes to the 'R' rate. This could change on a daily basis. Government and DfE guidance MUST be regularly reviewed. Risk assessment must be reviewed if there is a significant change.

In order to calculate the risk level please use the Judicium Education 'Guide to risk assessment'. This document is available on our template site and includes a risk matrix. If required, you have unlimited access to the Judicium e-learning library including 'Risk Assessment Training for Schools – General'.

*Following assessment if no further actions are assessed to be required please mark an **X** in the "Further Actions" box. If however additional controls or actions are assessed to be required please place a ✓ in the box and note the action in the action plan.*

Any further actions identified should be completed before the assessed task is carried out.

This Policy was agreed by the Chair of Governors during the full Governing Body Meeting on 3rd June 2020.

Review Plan

This Risk Assessment is a working document and will be reviewed on a weekly basis. Please record recommended amendments below and this will be incorporated into the main document and an updated version will be issued.

On the 9th July a revised Risk Assessment (V9) has been issued to show changes for full opening in September 2020. Any changes to this version (V9) will be shown below.

REVIEW PLAN				
Hazards and Risks		Review	Date	Added to Version number
Section 10	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	Face masks for visitors entering school	14 th September	10.0
Section 1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	Updated with DfE Helpline number	23 September	11.0
Section 5	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:	Medical reason for providing bottled water	12 October 2020	12.0

	<ul style="list-style-type: none"> • Breakfast club; • Dining; • Moving around the school; • Break-time / playgrounds. 			
Section 1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	Details of Self Isolation Service hub	15 October 2020	13.0
Section 2	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Drop off / entry to the school. 	Face coverings to be worn by adults at drop off & collection time	10 th November 2020	14.0
Section 4	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> • Classroom use / activities. 	Windows & Doors to remain open for ventilation	10 th November 2020	14.0
General Update	Update following review by Haringey H&S	Update across all sections following Haringey H&S Review	16 th November 2020	15.0
Section 5	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	Update on covering of fabric chairs with single use cover and cleaning area before use.	27 th November 2020	16.0
Section 1	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	Between the 19 th to 23 rd December the school will continue to support track and trace with any cases that are reported as positive from pupils / staff.	18 th December 2020	17.0

		The school will contact the helpline to discuss contact tracing.		
Section 2	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> Drop off / entry to the school. 	A temperature check will be carried out at the entrance gate and if the child's temperature is 37.8 or above, the child will be sent home;	4 th January 2021	18.0
Section 5	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	All employees will have their temperature checked as they arrive in school and if the employee's temperature is 37.8 or above; All internal meetings to be carried out on-line via Google Meets; Face coverings to be worn in communal areas or when entering an area outside of your bubble;	4 th January 2021	18.0
Section 8	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	Non mandatory self-testing available to all staff.	29 th January 2021	20.0