



# Highfield Primary School

## School Risk Assessment – COVID-19

This Risk Assessment is intended to minimise the risk of exposure to Covid-19 for all persons entering the school site. It is not an exhaustive list of possible risk areas and should be added to and amended as soon as risks become evident. Once complete, the actions on this Risk Assessment should be applied thoroughly and consistently with particular care for any vulnerable staff or pupils.

This Risk Assessment concludes that, for all areas, the probability of transmission of COVID-19 is **remote**. This is reflected in the residual risk category as 'medium' risk, due to the nature of the possible severity of consequences of infection.

<b>Service:</b> Highfield Primary School	<b>Location:</b> Highfield Road, Winchmore Hill, London, N21 3HE	<b>Assessment Completed by:</b> Mr David Wilson – Headteacher Mrs Stephanie Morton – DHT
<b>Description of Activity/Task Assessed:</b> Early Years and Primary School Educational Provision (Covid-19 Assessment)	<b>Date of Assessment:</b> 10.07.20 Reviewed 18.09.20 Reviewed 22.10.20	<b>Review Date:</b> 12.11.20

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Risk Level (See method)	Preventative and protective measures	Residual Risk Level	Possible further action
1.	Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to its full population. The Risk Assessment must be reviewed by Head Teacher point by point and where actions are implemented, they must be reworded to show how the controls have been applied. Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.						
2.	Specific groups will not be able to attend school following reopening, the advice from DfE is as follows:						

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	<p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> <li>• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a>.</li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>						
3.	Preparation of the school – Continued school maintenance	Areas of the school in least use throughout the partial opening of the school may not have had ongoing maintenance for safety.		LOW	Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none"> <li>• Usual premises checks</li> <li>• Water treatments/checks (eg Legionella)</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• Portable Appliance Testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	VERY LOW	Site Manager to complete compliance checklist to ensure coverage.

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4.	Class or Group Size	<p>Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• People can pick up the</li> </ul>	Staff, support staff, children, contractors, parents/guardians	HIGH	<p>Having assessed our individual circumstances, Highfield will be working from the Class Bubble+ model. Class Bubble + model means that the children's bubble will usually be their class however they may, for targeted interventions and catch-up provision, breakfast and after school club, or SEN provision, mix with children beyond their class but still within their year group. Only in exceptional circumstances will this not be the case. Whatever the size of the group, children should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Steps will be taken to limit interaction, sharing of rooms and social spaces between groups as much as possible. Where sharing of rooms does happen, all furniture and equipment will be wiped down after use. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that primary aged children will struggle to maintain social distancing, and it is acceptable for them not to distance <b>within their group</b>.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Although whenever possible, we will keep Staff within one year group. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p>	MEDIUM	<p>Interventions will mean chn mixing with other chn in their year group. Where possible, the adult(s) leading these interventions should remain socially distanced from the pupils.</p> <p>Where strict social distancing has not been possible, adults should add the children they have been in contact with to their Contact List.</p>

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		virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth					
5.	Curriculum practicalities or logistics of provision	Possible transmission of the virus between staff and children, and into the wider community by sharing of spaces and/or resources	Staff, support staff, children, contractors, parents/guardians	HIGH	<ul style="list-style-type: none"> <li>• PE lessons will be taught outside (weather permitting). If lessons need to be taught inside, the hall can be used but only for lessons where children can remain socially distanced, e.g. Joe Wickes, Yoga and Pilates. If done in the classroom, Cosmic Yoga is recommended</li> <li>• Wind and brass instruments will not be used in class Music lessons and singing is permitted but must be done at a low volume to ensure it poses no more risk than talking at a normal volume. If instruments are used, they must be left for 72hrs or cleaned between different children using them</li> <li>• If lessons or classroom activities could take place outdoors, this should be encouraged</li> <li>• Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>• Stagger start/finish times, break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed</li> <li>• Be clear to parents they should arrive within their ten-minute slot and to leave the premises immediately at both drop-off and pick-up. Where they have a sibling to drop-off afterwards, they can go and wait outside this child's class</li> </ul>	MEDIUM	Hall and ICT Suite will need to be timetabled. ICT Suite can be used three sessions a day as cleaning will take place at break, lunch and at the end of the school day.

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				HIGH	<p>as long as they maintain a safe social distance from other parents who may be waiting too</p> <ul style="list-style-type: none"> <li>• If children miss their slot they must wait outside the Main Reception until a member of Staff can let them in safely, one by one</li> <li>• In addition, childcare settings or early years groups in school should: <ul style="list-style-type: none"> <li>• Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</li> <li>• Decide how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</li> <li>• Remove any unnecessary items from classrooms and other learning environments and store this in the containers in the car park</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) and store these in the containers in the car park</li> <li>• Sand should not be used until advised otherwise</li> <li>• Water can be used if trays are filled with warm water and antibacterial washing up liquid</li> <li>• In EYFS and Year 1, there are activity tables where toys and materials will be shared within small groups. It is essential children are supervised to ensure they sanitise/wash their hands between stations</li> <li>• Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses, or public transport where possible. Applying the <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul> </li> </ul>	MEDIUM	
6.	Maintaining infection control	As in Section 4	Staff, support staff, children,	HIGH	<ul style="list-style-type: none"> <li>• Ensure that children and young people are in the same classes each day, where children are taught with other groups ie. For Interventions, this must be recorded on both the child and adults Contact List</li> </ul>	MEDIUM	Cleaners have been directed to thoroughly clean

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	during the day		contractors, parents/guardians		<ul style="list-style-type: none"> <li>• Ensure that the same teacher(s) and other staff are assigned to each class and, as far as possible, these stay the same during the day and on subsequent days</li> <li>• Ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, and the rooms will be cleaned at the end of the day</li> <li>• Occupied spaces will be kept well ventilated by opening windows (in cooler weather windows should 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 (unless fire doors) will also assist with creating a throughput of air.</li> <li>• Children in Years 2 -6 will be seated in rows, at the same desk each day with Year 1 moving towards this model after half term as schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on</li> <li>• Reduce mixing within education or childcare setting by accessing rooms directly from outside where possible</li> <li>• Groups should be kept apart and the school will avoid large gatherings such as assemblies with more than one group.</li> <li>• When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</li> <li>• Planned staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</li> <li>• Plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff</li> </ul>		<p>classrooms each evening.</p> <p>Tables have been set up so that three classes can eat at one time while maintaining social distancing.</p> <p>Lunch Staff have been directed to clean tables and chairs between each group in the canteen.</p> <p>Playground has been blocked to enable year groups to remain separate at playtime and lunchtime. Phases will have separate playtimes to minimise congestion in corridors and at doorways.</p> <p>Signs need to be made to demarcate how many adults can be in any shared space at one time.</p>

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					<p>rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <ul style="list-style-type: none"> <li>• Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• Staggering lunch breaks - Children and young people should clean their hands beforehand and enter in the groups they are already in; groups should be kept apart as much as possible and tables should be cleaned between each group</li> <li>• Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities to a maximum of one child per class at a time during learning time</li> <li>• Children to be supervised in small groups when going to the toilet before lunch</li> <li>• Outdoor toilets will be split between year groups with a clean at 12:30pm between the next phase(s)</li> <li>• Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> </ul> <p>Use outside space:</p> <ul style="list-style-type: none"> <li>• For exercise and breaks</li> <li>• For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff, although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</li> <li>• Supervised hand washing should happen before and after use of outdoor playground equipment as it will be used by more than one bubble during the course of lunchtime</li> </ul>		

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					<ul style="list-style-type: none"> <li>• Follow guidance in 'COVID-19: Cleaning of non-healthcare settings'</li> </ul> <p>For shared rooms/meetings:</p> <ul style="list-style-type: none"> <li>• Stagger the use of staff rooms and offices to limit occupancy</li> <li>• In the KS1 Staff Room, which has no outside windows, Staff will not be able to occupy that room but can use it to store food, making drinks and photocopying. There is a strict limit on the number of people allowed in this room at any one time.</li> <li>• Meeting rooms will have signage with maximum number of occupants to maintain 2 metre distance.</li> <li>• Limit external visitors</li> <li>• Reduce face to face meetings where possible and use other digital/remote means</li> <li>• Staggered break and lunch breaks for pupils and staff</li> <li>• Ensuring sufficient rest breaks for staff</li> <li>• Printers - Operate on a one-in-one-out basis to keep 2 metre distance. Queues will be managed. Staff must sanitise hands before and after use</li> </ul> <ul style="list-style-type: none"> <li>• Reduce the use of shared resources:</li> <li>• Reading books will be changed once a week on a Thursday. On return, books and Home School Diaries will be quarantined for 72hrs before being put back out on the shelf.</li> <li>• Each child will have their own zippy wallet containing most frequently used resources eg. pencils, rulers, whiteboards etc. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>• Members of Staff who work across more than one classroom will have their own set of resources</li> </ul>		

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					<ul style="list-style-type: none"> <li>Practical lessons can go ahead if equipment can be cleaned thoroughly or left for at least 72hrs before another group of children use it</li> </ul> <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible</li> <li>Families using public transport should refer to <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</li> <li>No external trips are currently being undertaken unless these are outside and can be walked to eg. Wetlands. Woodcroft</li> <li>Parent Helpers can be used in a Covid safe way for accompanying outdoor trips</li> </ul>		
7.	Hygiene	As in Section 4	Staff, support staff, children, contractors, parents/guardians	HIGH	<ul style="list-style-type: none"> <li>Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>Normal detergents and bleach will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available to maintain good infection control</li> </ul>	MEDIUM	If infection rates continue to rise, consider the use of masks in the outdoor areas.

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					<ul style="list-style-type: none"> <li>• Ensure that all adults and children:</li> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly</li> <li>• Clean/sanitise their hands upon arrival at the school, before and after eating, after sneezing or coughing and before leaving school at the end of the day</li> <li>• Are encouraged not to touch their mouth, eyes, and nose</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Consider how to encourage young children to learn and practise these habits through games, songs, and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows)</li> <li>• Prop doors open, where safe to do so, bearing in mind fire safety and safeguarding, to limit use of door handles and aid ventilation</li> <li>• Ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population</li> <li>• Member of Cleaning Staff on site four hours a day <i>during the school day</i> to plan a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms / shared areas that are used by different groups</li> <li>- Frequently touched surfaces being cleaned more often than normal</li> <li>- Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly (after break, during <u>and</u> after lunch, and at the end of the day) and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul> </li> </ul>		

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8.	Exposure to Corona Virus - Use of PPE	As in Section 4	Staff, support staff. children, contractors, parents/guardians	HIGH	<ul style="list-style-type: none"> <li>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: <ul style="list-style-type: none"> <li>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</li> <li>PPE must be worn by staff caring for any child with symptoms of Covid-19 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). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>If an adult is covering a class and is not part of their bubble, as well as maintaining 2m social distance from all children and adults in each class, they will need to wear a new pair of gloves in each room</li> </ul> </li> </ul>	MEDIUM	
9.	If staff or a child becomes unwell with Covid-19 symptoms	As in Section 4	Staff, support staff. children, contractors, parents/guardians	HIGH	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). If you still have a temperature at the end of the 10 days, you must continue to self-isolate. However, if you still have a cough or have not regained your sense of taste/smell, you no longer need to self-isolate. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	MEDIUM	

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					<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people – Library</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else (This toilet (next to Medical Room) would then be marked as 'Out of Use' for all until thoroughly disinfected).</p> <p>PPE must 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). More information on PPE use can be found in the <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance</a>.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of</p>		

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					passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .		
10.	Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)		SEN Staff	HIGH	<p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p> <ul style="list-style-type: none"> <li>Any children exhibiting behaviours historically are individually assessed and parents are aware of the seriousness of consequences for anti-social behaviour that endangers others such as spitting.</li> <li>Children refusing to follow hygiene procedures will have parents spoken to about their eligibility to continue in school</li> <li>Antisocial or dangerous behaviour such as spitting and biting will face the highest consequences on the behaviour system and may lead to temporary exclusion</li> <li>All of the above are detailed in the Home School Agreement</li> </ul>	MEDIUM	
11.	Potential transmission of virus from Welfare Room			HIGH	<ul style="list-style-type: none"> <li>Staff to adhere to infection control policy</li> <li>Regular medication protocols to be followed</li> <li>Washing facility and sanitisers available in the welfare room</li> <li>Staff to frequently wash their hands</li> <li>Avoid/reduce close contact with pupils where possible</li> <li>Use face mask/gloves where appropriate or close contact is unavoidable</li> </ul>	MEDIUM	
12.	Staff who are pregnant or may otherwise be at increased risk from Covid-19	Potentially worse outcome of infection for vulnerable staff members		HIGH	<p><b>Staff who are pregnant</b></p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a>.</p>	LOW	•

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					<p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</b></p> <p>Some people with particular characteristics may be at comparatively increased risk from Coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Identified staff meet with SLT to ensure strict protocols and procedures keep them safe and that they can access further layers of adjustments to working conditions if necessary.</p>		
13.	Home Visits			HIGH	<ul style="list-style-type: none"> <li>Home visits to be ceased for now. Information about the pupils to be obtained over the phone or other digital/remote means.</li> </ul>	VERY LOW	
14.	Handling deliveries			HIGH	<ul style="list-style-type: none"> <li>Methods to reduce the frequency of deliveries are considered and used wherever possible e.g. office ordering in bulk, arranging deliveries to come on specific days.</li> <li>Delivery drivers are asked to maintain social distancing and follow hygiene protocols</li> <li>Externally allocated delivery point for orders, where possible</li> </ul>	LOW	
15.	Lack of adequate	Infection control procedures		HIGH	<ul style="list-style-type: none"> <li>Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus</li> </ul>	MEDIUM	<ul style="list-style-type: none"> <li>Also think about engaging parents and children in</li> </ul>

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	communication	and protocols are not observed.			<p>(following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>• Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child</li> <li>• Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>• Regular Phase Meetings and Weekly Business Meetings to ensure concerns are addressed and actions, if necessary, are put in place</li> <li>• Cleaning/Incident Log also saved on Staff Shared (GC) to enable Staff to report issues remotely – DHT to review daily</li> <li>• Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</li> <li>• Consistent monitoring of staff absence because of Covid-19 contact / symptoms to ensure prompt return to work</li> <li>• Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying</li> <li>• Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</li> <li>• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the Public Health advice - <a href="https://www.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a></li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discuss with cleaning contractors and staff the additional cleaning requirements and agree additional hours to allow</li> </ul>		education resources such as e-bug and PHE schools resources

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Risk Level (See method)	Preventative and protective measures	Residual Risk Level	Possible further action
					for this – Cleaner to be present on site four hours during the school day		
16.	Kitchen operations/ food			HIGH	<ul style="list-style-type: none"> <li>• Some children will continue to bring in their own packed lunch from home. This will be kept in their own allocated area and not shared with other children</li> <li>• School kitchens can continue to operate, but must comply with the below guidance: <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></li> <li>• Other children will have access to full hot food catering:</li> <li>• Catering staff to wear their usual PPE</li> <li>• Food service over the counter to enable safe separation between kitchen staff and pupils</li> <li>• Food hygiene practices in place as per Better Food Guidance and accurate records maintained</li> <li>• No delivery staff are to enter the kitchen. All deliveries and collections of food products are to be over the counter</li> <li>• All packaging to be wiped down using approved methods before storage</li> <li>• All cooking items eg. plates and cutlery to be washed at 60 degrees</li> <li>• Trolleys/other surfaces to be regularly cleaned</li> <li>• Staff to wash hands frequently</li> <li>• Staff need to take responsibility for following Health &amp; Safety guidance and for reporting any issues or concerns as they arise</li> </ul> <p>When dining hall is operational:</p> <ul style="list-style-type: none"> <li>• Separate entry and exits to the dining hall where possible with one way in and out.</li> <li>• Dining hall seating to arranged in line with governments guidance on social distancing</li> <li>• Staggered lunch breaks for pupils and limiting the number if pupils at any one time in the dining hall</li> </ul>	LOW	<ul style="list-style-type: none"> <li>• Hertford catering to provide own risk assessment for kitchen area.</li> </ul>

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Risk Level (See method)	Preventative and protective measures	Residual Risk Level	Possible further action
					<ul style="list-style-type: none"> <li>• Pupils encouraged to dispose of their left- over food in the bins</li> <li>• Bins provided at various location in the dining hall</li> <li>• Pupils will be supervised as normal</li> <li>• Staggered play/break times</li> </ul>		
17.	Potential transmission of virus from visitors/ parents			HIGH	<ul style="list-style-type: none"> <li>• Parents to observe social distancing when dropping and picking children from school and follow the guidance given in the site zoning information – Sent via video before school opened</li> <li>• Only one parent to pick up/drop off all children, unless exceptional circumstances ie. SEND needs</li> <li>• Staggered school start and finish times to avoid crowding by the school gates</li> <li>• Parents will not be able to visit reception office without an email to pre-arrange</li> <li>• When queues occur, parents to maintain 2 metre distance</li> <li>• Social distancing arrangements put in place with good signage, floor markings etc.</li> <li>• Only one parent will be allowed in the reception area at any one time</li> <li>• Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points</li> <li>• Parents to stay behind yellow line when communicating with staff in the office</li> <li>• Staff are to regularly wash hands or use hand gel frequently i.e. when arriving at work, after handling parcels/post/books, moving from room to room</li> <li>• Reduce intake of any paper documentation from parents</li> <li>• Advise parents to email any documentation</li> <li>• Where the sharing of paperwork/documentation is unavoidable, staff to ensure wash and sanitise hands regularly</li> <li>• Those visiting the school must confirm that they have not experienced symptoms and nor is anybody in their household. They should also confirm they have not had contact with anyone who has tested positive in the last 48hrs</li> </ul>	MEDIUM	<p>Where parents wish to discuss any concerns with the teacher, this should be done by emailing the School Office and booking a telephone apt. Only if no alternative should face to face meetings take place and then these should be done in the Conference Room (if available) where social distancing can be maintained and only after arranging via email.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in the household have symptoms</p>

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Risk Level (See method)	Preventative and protective measures	Residual Risk Level	Possible further action
					<ul style="list-style-type: none"> <li>Unless they are exempt from wearing a mask, a mask should be worn in all transitory areas eg. Corridors and Staff Rooms</li> </ul>		and to remind the public to practice social distancing when on school site.
18.	Potential transmission of virus from contractors attending the school site			HIGH	<ul style="list-style-type: none"> <li>Contractors to be notified in advance not to attend the premises if they have symptoms</li> <li>Office staff informed of any contractors attending the site advance</li> <li>Contractors to sign in at reception desk and declare they do not have symptoms</li> <li>Site manager to ensure area of the work is clear beforehand. Any pupils and staff to leave that area</li> <li>Site Manager to liaise with, and monitor, the contractor maintaining social distancing where possible</li> <li>Sanitising stations set up at various locations, including entry and exit points</li> <li>Supervised and limited access to other parts of the building</li> <li>Regular cleaning regime of public/communal areas</li> </ul>	MEDIUM	Staff to observe and ask any contractors to leave the building if they have symptoms
18.	Potential stress/anxiety caused by COVID-19			MEDIUM	<ul style="list-style-type: none"> <li>Reassurance to staff of measures taken seriously to protect their safety</li> <li>Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more</li> <li>Regular communications from Headteacher</li> </ul> <p>Mental Health</p> <ul style="list-style-type: none"> <li>Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p>Reference –</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-</a></p>	LOW	

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Risk Level (See method)	Preventative and protective measures	Residual Risk Level	Possible further action
					<p><a href="https://www.gov.uk/government/collections/wellbeing-guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p> <p>Teachers may wish to access the free MindEd learning platform for professionals, which includes a Coronavirus (COVID-19) Staff Resilience Hub with materials on peer support, stress, fear and trauma and bereavement. See link:</p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <ul style="list-style-type: none"> <li>• Individual risk assessments for vulnerable staff</li> <li>• Occupational health service assessments available for staff in need of them</li> </ul> <p>The Education Support Partnership provides mental health &amp; wellbeing support to the Education sector:</p> <p><a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></p>		

## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - The possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability Major injury or long-term absence 3-day injury or temporary disability Minor injury
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ii - The likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b> <b>Probable</b> <b>Possible</b> <b>Remote</b> <b>Improbable</b>	A repetitive occurrence should be expected Foreseeable Could occur sometime Unlikely, though conceivable Almost negligible
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Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

## Risk Assessment Method

### Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

### Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required

## Associated Guidance

NHS 111

<https://111.nhs.uk/covid-19>

Government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/organisations/public-health-england>

[www.gov.uk/government/publications/coronavirus-outbreak-faqs](http://www.gov.uk/government/publications/coronavirus-outbreak-faqs)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/](http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/)

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Handwashing/Hygiene Guidance:

- See hand washing guidance:  
[www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/](http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/)
- Drying of hands with disposable paper towels is recommended.  
<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
- The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>