



RISK ASSESSMENT FORM

Workplace	Plumpton Primary School; Hamsey Primary School; Barcombe CE School	Likelihood (L)	X	Severity (S)
Department	Education	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Caitlin Yapp-Advisory Head Teacher	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	All external and internal areas of the school site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School re-opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	3/3/21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure the safety of all stakeholders	Low = 1-8	Medium = 9-14	High = 15-25

This model document was updated on 24th February 2021.

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

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

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

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the Schools coronavirus (COVID-19) operational guidance	All members of school community	1a. Pupils: School attendance will be mandatory for all pupils from 8 March. Communicate with parents of clinically vulnerable pupils to	1	3	3				

			<p>possible</p> <ul style="list-style-type: none">Schools are being strongly encouraged by the DfE to continue to host ITT trainees.							
2.	<p>Risk of ongoing contamination from pupils and staff</p>	<p>All members of the school community</p>	<p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Testing remains voluntary but strongly encouraged. Test kits available from each school’s Controller.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p><i>The following control measures should</i></p>	1	3	3	<p>Use the ESCC model risk assessment for Asymptomatic COVID-19 testing at home (primary schools, school-based nurseries and maintained nurseries) which is available on the health and safety webshop pages.</p>			

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			<p>enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> • Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene; no pens in Reception areas. 						
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<ul style="list-style-type: none"> • SLT lead identified • Continue taking the attendance register and following up any absences in line with statutory guidance. • School to follow risk assessments for premises and accessing outside equipment and areas. • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning • Ensure pupils, parents and staff are aware that DfE guidance states that different 	1	3	3			

			<p>groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <ul style="list-style-type: none"> • Share updated fire evacuation information with all staff during daily briefing. • Share updated fire evacuation information with children • Follow revised lunch and break rotas to ensure safe movement around school • Children to seek permission to use toilets to ensure staff know where children are at all times • High expectations of how children move around school upheld by all members of staff 						
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</i></p> <ul style="list-style-type: none"> • Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Review and revise drop off and pick up protocols as necessary 	1	3	3			

			<p>to minimise social contact</p> <ul style="list-style-type: none"> Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). SLT supervise the drop off and collection of pupils and any issues are addressed. 						
5.	<p>Risks of possible transmission to pupils who travel to school by wider public transport</p> <p>The schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools</p>	Pupils	<p>Wider public transport</p> <ul style="list-style-type: none"> Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the <u>safer travel guidance</u> Leaders to liaise with partners 	1	3	3			

			<p>to consider staggered start times to enable more journeys to take place outside of peak hours where feasible</p> <ul style="list-style-type: none"> Consider using 'walking buses' or working with their local authority to promote safe cycling routes. Refer any families using public transport to the <u>safer travel</u> guidance for passengers. 						
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p>Face coverings:</p> <ul style="list-style-type: none"> <i>(refer to the government guidance on face coverings included in section 2 above and detail the local policy for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment. Details should also be given as to how any updates to school policy on face coverings will be communicated in the event of any changes to the restrictions.)</i> As DfE guidance advises limiting the number of visitors, we recommend schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where 	1	3	3			

			Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is followed.							
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • Site staff follow schools coronavirus (COVID-19) operational guidance and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Any books that go between home and school are quarantined for 72 hours • Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between 	1	3	3				

			<p>its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</p> <ul style="list-style-type: none">• Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.• Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.• With all children in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.• All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate• Inspect daily to ensure good/effective hygiene levels						
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high	All members of the school community	Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u> . (see <i>contact details on the first page of this document</i>)	1	3	3			

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			<ul style="list-style-type: none"> 3 (or more) bubbles within your school/setting contain at least one confirmed case 							
9.	Contingency planning	All pupils and staff	<ul style="list-style-type: none"> Ensure that contingency plans are in place, being reviewed and updated Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. <p>See LA model Contingency Plan (available via the Message Board).</p> <ul style="list-style-type: none"> <u>Temporary Continuity Direction</u> 	1	3	3				

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

Action	By Whom?	Deadline	Date Completed
Check risk assessment regarding lateral flow tests (only being undertaken by staff at home)	SLT	7/3/21	

Signature and review

Name of Manager:	Caitlin Yapp	Signature of Manager:	Caitlin Yapp	Date:	3/3/21
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	