



RISK ASSESSMENT FORM

Workplace	Barcombe CE School; Hamsey Primary School; Plumpton Primary School	Likelihood (L)	X	Severity (S)
Department	Education	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Caitlin Yapp-Advisory Head Teacher (Reviews to the risk assessment are shown in purple font).	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 opening during the Covid-19 pandemic (National Lockdown)	Likely	4	Major (death or serious injury)
Date	16/1/21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	To ensure the safety of all stakeholders during the Covid-19 pandemic	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 16/1/21, following the LA's updates on 8/1/21.

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 DfE Restricting attendance during the national lockdown: schools	All members of school community	1a. Pupils: Where a critical worker parent or carer notifies the school that their child requires full-time, on-site provision, the school will strive to make this available. The school should not limit attendance of these groups.	1	3	3				

			<p>vulnerable can attend the workplace.</p> <ul style="list-style-type: none"> Appropriate PPE should be worn where it is appropriate to do so. The school will provide this. 							
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<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><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <ul style="list-style-type: none"> (i) Movement around the School site, (ii) General classroom activities, (iii) Playground activities, (iv) Play equipment (v) Educational Visits <p><i>DFE advises against educational visits at this time. All residential visits are prohibited until Easter 2021 when a review will be undertaken.</i></p> <ul style="list-style-type: none"> vi) Wraparound provision and extra-curricular activity <p>Schools should continue to offer wraparound provision, where possible, to support the children of critical workers and vulnerable pupils.</p>	1	3	3	<ul style="list-style-type: none"> PE lessons can continue in consistent groups. Competitions against other schools, as fixtures, are prohibited. Use of staffrooms should be minimized, although staff must still have a break of a reasonable length during the day. Review the school's first aid risk assessment and follow HSE Guidance. Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. 			

			<p>Breakfast Club numbers are restricted and attendees/providers are consistent. LA/Government guidance followed (see below)</p> <p><i>Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.</i></p> <p><i>Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.</i></p> <p><i>Extracurricular provision, breakfast clubs and after school clubs can operate. Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</i></p> <p><i>Providers are advised to keep children in small groups, with the same children each time whenever possible. Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as</i></p>				<ul style="list-style-type: none"> • To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' at Part 8 of the Restricting Attendance during the National Lockdown: Schools should be used as appropriate to avoid build-up of viral load. • Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic • Unnecessary furniture to be moved out of rooms to create more space when possible • PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. • Keep risk assessments under regular review in line with government guidance. 			
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			<p>Face Coverings</p> <ul style="list-style-type: none">● Follow the government guidance on Restricting Attendance during the National Lockdown: Schools, and Face Coverings in Education guidance.● Staff will be required to wear face coverings in communal areas.● The school will have a small contingency supply available.● Safe wearing of face coverings requires cleaning of hands before and after touching-including to remove or put them on-and the safe storage of them in individual, sealable plastic bags between use.● Adult visitors must wear face coverings (this will relate to the very limited number of visiting adults).● Any updates about changes to face covering requirements will							
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			<p>distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible.</p> <ul style="list-style-type: none"> • Timetabling will prioritise keeping bubbles (children and adults therein) consistent. • Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine • DFE recommends all pupils have access to a quality arts education in line with guidance on page 42 of Restricting Attendance during the National Lockdown. • Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. • Staff asked to keep an informal record of any close contact that they do have with colleagues in order to support the Track and Trace system (if required). • Groups are appropriately-sized and social distancing is encouraged in line with DfE guidance. 				<p>There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. Page 42 of Restricting Attendance during the National Lockdown: Schools outlines that pupils should continue to have access to a quality arts education. As well as careful social distancing, music lessons should take place in small groups outdoors or in large, well ventilated rooms.</p> <p>Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.</p>			
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			<ul style="list-style-type: none"> • Outdoor learning/activities are encouraged. • For sports lessons, pupils are in consistent groups, sports equipment is cleaned thoroughly between each use by different individual groups. • Competitions against other schools, such as fixtures, are prohibited. • Children attend school in their PE kit on sports days. • Numbers in the staff room are limited; staff to maintain social distancing during lunch and break times. • Ongoing leadership support for any emerging anxiety and/or wellbeing issues. • Classroom furniture is organised to maximise social/safe distancing; pupils facing forwards where possible. • School hall used as dining area in line with the latest guidance. • Movement in communal areas is reduced. • Sufficient and proportionate handwashing supplies and cleaning materials are available throughout the school 				<p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p>			
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[illegible]

			<ul style="list-style-type: none"> • Rotation of shared equipment to ensure out of reach and unused for 48 hours (72 for plastics) between use by different bubbles. • Where possible, pupils and staff to have their own equipment that is not shared. • Pupils and teachers can take books and other shared resources home although unnecessary sharing must be avoided, especially where this does not contribute to pupil education and development. • There will be a trained DSL (or deputy) available on site; the timetable has been organised to facilitate this. If this is not possible, in exceptional circumstances, a trained DSL will be available via telephone or Microsoft Teams to ensure safeguarding provision. <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> • Ensure all the usual building checks are undertaken to make the school safe. In the event that buildings have been closed or had reduced occupancy; water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella 				<p>Arrange revised fire evacuation drills/lockdown drills regularly (see Restricting Attendance during the National Lockdown: Schools).</p>			
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3.	Site Safety risks <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 incidents are logged and the risk assessment is evaluated; changes are made as a result of lessons learned • Ensure pupils, parents and staff are aware that DfE guidance states that different 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. • Share updated fire evacuation information with all staff during daily briefing. • Arrange revised fire evacuation drills/lockdown drills regularly • E-Safety policies and procedures have been updated 	1	2	2				

			<p>to reflect home learning needs identified</p> <ul style="list-style-type: none"> • Share updated fire evacuation information with children • Share lockdown procedures with all staff • 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.</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 • Drop off and pick up protocols revised as necessary to minimise social contact • Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult 	1	3	3			

			<p>to adult contact (for example, which entrance to use)</p> <ul style="list-style-type: none">• 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 Restricting Attendance during the National Lockdown: Schools details a new 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.• Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible.• Refer any families using public transport to the safer travel guidance for passengers.	1	3	3			
6.	<p>Risk of ongoing contamination from people</p>		<ul style="list-style-type: none">• Face coverings:	1	3	3	<ul style="list-style-type: none">• For any staff member or pupil who feels unwell,		

	(staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<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 local tier restrictions.)</i> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • A copy of the COVID-19 specific risk assessment for catering contractors is kept by the school • Opportunities for adults to share stationery and cutlery are minimised • Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure 				<p>check for recognised symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Isolate and send children and staff home immediately if they display symptoms (See section 7 below) 			
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			<p>record are kept of all visitors; names, dates, and contact details.</p> <ul style="list-style-type: none"> • Ensure that the school engages with local immunisation services and programmes as normal • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school • Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc. • Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to. 							
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 Restricting Attendance during the National Lockdown: Schools and are aware of the COVID-19: cleaning of non-healthcare 	1	4	4				

			<ul style="list-style-type: none">Equipment used by wrap around providers to be cleaned and reviewed regularly.							
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 temperature)	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p> <ul style="list-style-type: none">Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidanceRevise plans and PPE supplies in the light of experience or any updated guidance.Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by:<ul style="list-style-type: none">the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.	1	3	3	<ul style="list-style-type: none">Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.These kits can be given directly to staff or parents and carers collecting a child			

			<ul style="list-style-type: none"> ○ staff caring for pupils with routine intimate care needs that involve the use of PPE <p>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <ul style="list-style-type: none"> ● If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance ● Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else. ● Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if 				who has developed symptoms at school.			
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			include recommending a larger number of pupil's self-isolate as a precautionary measure.							
9.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). <p>Ensure that contingency plans are in place, being reviewed and updated.</p>	1	3	3	<ul style="list-style-type: none"> 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). In addition the Restricting Attendance during the National Lockdown outlines the scope required and provides links to resources to support these plans.</p> <p>Temporary Continuity Direction</p>			

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

Action	By Whom?	Deadline	Date Completed
This will be monitored daily. The timetabling will help to evaluate needs and availability of staff.	SLT	During the National Lockdown this will be on-going. The risk assessment will be reviewed during weekly SLT meetings held (via Teams) every Tuesday.	

Signature and review

Name of Manager:	Caitlin Yapp	Signature of Manager:	Caitlin Yapp	Date:	16/1/21
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	