

RISK ASSESSMENT FORM

| Workplace | Hamsey Primary School | Likelihood (L) | X | Severity (S) |
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| Department | Skylark Federation | 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 rooms and areas on the school site | Possible | 3 | Moderate (injury causing more than 7 days off) |
| Activity/Task | Preparing for the full reopening of school in September 2020 | Likely | 4 | Major (death or serious injury) |
| Date | 24/8/20 | Almost Certain | 5 | Catastrophic (multiple deaths) |
| Benefit of activity | To ensure the safety of all members of the school's community | Low = 1-8 | Medium = 9-14 | High = 15-25 |

This model document was updated on 30 July 2020.

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).

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.
- Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

| 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 | | |
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| | | | | L | S | R | | L | S | R |
| 1. | Potential contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school | All members of staff and the limited numbers of pupils currently attending school | <ul style="list-style-type: none"> • Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term | 1 | 3 | 3 | <ul style="list-style-type: none"> • Ensure HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See Guidance for full opening – schools • Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school | 1 | 3 | 3 |

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| | | | <ul style="list-style-type: none"> Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely. Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) Stick to school opening times and encourage staff to go home immediately to reduce risk. Follow the Government's updated COVID-19 cleaning of non-healthcare settings guidance Maintain new staff and visitor signing-in arrangements to ensure social distancing and hygiene <i>e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</i> Review H&S compliance checks as appropriate - Managing school premises | | | | <ul style="list-style-type: none"> Provide regular updates for governors. See Guidance for full opening – schools Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices. Consider travel and parking arrangements for staff in line with social distancing guidelines | | | |
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| | | | during the coronavirus outbreak | | | | | | | |
| 2. | <p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p> | All members of school community | <p>2a. Pupils:</p> <ul style="list-style-type: none"> Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. <p>2b. Staff:</p> <ul style="list-style-type: none"> Employer health and safety and equalities duties – consider how to meet equalities duties in the usual way and follow steps in DfE Guidance for full opening – schools Section 2 Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process Review systems to support the well-being of staff who may be anxious about returning. Information about the extra | 1 | 3 | 3 | <p>2a. Pupils:</p> <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <ul style="list-style-type: none"> pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding reassure parents and pupils by communicating the additional risk assessments and control measures that are being taken from September Confirm that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. <p>Pupils who are under the care of a specialist health professional:</p> | 1 | 3 | 3 |

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| | | | <p>mental health support for pupils and teachers is available.</p> <ul style="list-style-type: none"> • Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible • Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. See DfE Guidance for full opening – schools Section 2 Risk assessments should be conducted as they are for staff | | | | <ul style="list-style-type: none"> • Request parents discuss their child's care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health. • Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September <p>2b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance. <i>Guidance on completing an individual risk assessment and templates are currently being developed and will be issued shortly and published via the message board.</i></p> <ul style="list-style-type: none"> • Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school. | | | |
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| | | | | | | | <ul style="list-style-type: none"> ● Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women, ● Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Leaders should be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible to maintain social distancing. ● Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources | | | |
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| | | | | | | | <ul style="list-style-type: none"> People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace | | | |
| 3. | <p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <p>Useful planning resources:</p> <ul style="list-style-type: none"> DfE Guidance for full opening of schools – section 1 <i>The LA model recovery plan will be updated for full reopening in September shortly and published via the message board</i> | 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 Assessments for:</i></p> <ul style="list-style-type: none"> <i>(i) Movement around the School site,</i> <i>(ii) General classroom activities,</i> <i>(iii) Playground activities,</i> <i>(iv) Play equipment</i> <p>Context: <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p>3a – Pupils</p> <ul style="list-style-type: none"> Create and staff your September teaching groups in line with guidance (<i>some schools may need to liaise with the LA or their trust to seek solutions to the numbers of groups required</i>). | 1 | 3 | 3 | <p>3a – Pupils</p> <ul style="list-style-type: none"> Clear communication with pupils, parents and wider community about the full return to school procedures and new arrangements. Think about new school rules needed - DfE Guidance for full opening – schools Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children's social care Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups | 1 | 3 | 3 |

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| | | | <ul style="list-style-type: none"> • Ensure parents are aware that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Also they appreciate what limited equipment that they are expected to bring in to school. • Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ol style="list-style-type: none"> 1. arrival to school 2. returning from breaktime 3. before & after eating 4. when they change rooms • Review Behaviour Policy in line with DfE Guidance for full opening – schools Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided. • Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce | | | <ul style="list-style-type: none"> • Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) • Toilet arrangements in line with guidance for each group • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups <p>3b – Staff</p> <ul style="list-style-type: none"> • Organise appropriately sized groups and encourage social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings | | | |
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| | | | <p>routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <ul style="list-style-type: none"> Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistants Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. <p>3b – Staff</p> <ul style="list-style-type: none"> Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 | | | | <ul style="list-style-type: none"> Limits for numbers of staff in staffroom and offices. Staff to maintain social distancing during lunch and break times Ongoing leadership support for any emerging anxiety and/or wellbeing issues <p>3c – Buildings & resources</p> <ul style="list-style-type: none"> Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange systems to reduce congestion in corridors and access via external doors where possible. Arrange furniture to allow for seating pupils side by side and facing forwards where possible. Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Plan with site staff to ensure they are regularly cleaned along with all touched surfaces. Plan to use halls, dining areas and internal and external sports facilities for | | | |
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| | | | <ul style="list-style-type: none"> • When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. • Plan to support pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September • Ensure staff understand that from September they can now operate across different classes and year groups in order to facilitate the delivery of the school timetable. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) • 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. • Reinforcing learning and practice of good hygiene habits through games, songs and repetition • Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so | | | | <p>lunch and exercise in line with latest guidance</p> <ul style="list-style-type: none"> • Ensure kitchens are fully open from the start of the autumn term and 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. • Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (<i>Ensure fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted</i>) • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Thorough cleaning of rooms and equipment at the end of each day and between use by different groups | | | |
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| | | | <p>and accessing outside equipment and areas.</p> <ul style="list-style-type: none"> • 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. • 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 | | | | <ul style="list-style-type: none"> • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. • Review site safety in the light of windows and doors being open to aid good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. • Arrange revised fire evacuation drills / lockdown drills regularly • Reconsider e-safety policies and procedures in light of lessons learned during home learning | | | |
| 5. | 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"> • Communicate to parents and carers that if children need | 1 | 3 | 3 | <ul style="list-style-type: none"> • Review and revise drop off and pick up protocols as necessary to minimise social contact | | | |

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| | | | <p>accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule</p> <ul style="list-style-type: none">• Inform parents/carers and pupils 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)• 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).• Arrange SLT supervision of drop off and collection | | | | | | | |
| 6. | <p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p> | Pupils | <p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none">• Ensure staff, pupils and parents are aware that social distancing will not apply on dedicated transport from September• Contact the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream- | 1 | 3 | 3 | <p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none">• Review and take reasonable actions to ensure:<ul style="list-style-type: none">○ pupils are grouped together on transport in the bubbles that are adopted within school○ hand sanitiser is used upon boarding and/or disembarking○ appropriate additional cleaning of vehicles○ queuing and boarding where possible is organised | | | |

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| | | | transport.cts@eastsussex.gov.uk <ul style="list-style-type: none"> Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See DfE Guidance for full opening – Section 2 <p>Wider public transport</p> <ul style="list-style-type: none"> Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible Where possible encourage parents, staff and pupils to walk or cycle to school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes. Refer any families using public transport to the safer travel guidance for passengers. | | | | <ul style="list-style-type: none"> distancing within vehicles wherever possible the use of face coverings for children over the age of 11, where appropriate. <ul style="list-style-type: none"> Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance | | | |
| 7. | Risk of ongoing contamination from people | | <ul style="list-style-type: none"> Current government guidance states, "Wearing a face covering or face mask in | 1 | 3 | 3 | <ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for recognised | 1 | 3 | 3 |

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| | (staff, parents/carers, visitors, contractors and/or deliveries) coming into school | All members of the school community | <p><i>schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus."</i></p> <ul style="list-style-type: none"> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Contractors aware of any changes to school day – e.g. staggered lunchtimes • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details. • 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 • Consider existing Reception layout and whether it is compliant with social | | | | <p><u>symptoms of COVID-19.</u> Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Isolate and send children and staff home immediately if they display symptoms <i>(See section 7 below)</i> • Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. • Vulnerable staff (who have individual risk assessments) will have their own PPE pack. Packs will be available to other members of staff on request. | | | |
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| | | | | | | | <p>equipment by wrap-around care providers.</p> <ul style="list-style-type: none"> Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance; cleaning of 'touch points' to be timetabled and consistently undertaken. | | | |
| 9. | <p>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)</p> | <p>All members of the school community</p> | <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 guidance Revise plans and source suitable PPE supplies 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. Revise plans and PPE supplies in the light of experience or any updated guidance. | 1 | 3 | 3 |

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

| Action | By Whom? | Deadline | Date Completed |
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Signature and review

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| Name of Manager: | Caitlin Yapp | Signature of Manager: | Caitlin Yapp | Date: | 24/8/20 |
| 1st review undertaken on: | | Signature of Manager: | | Date: | |
| 2nd review undertaken on: | | Signature of Manager: | | Date: | |
| 3rd review undertaken on: | | Signature of Manager: | | Date: | |