

Risk Assessment: School operation during June/ July 2020: response to Coronavirus (COVID-19)

The Delegated Services approach to, as simply as possible, completing our standard or routine risk assessment format is found on the **final page** on this format.

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Section 1

MAT/Establishment/Section/Team: Westbury-on-Severn CE Primary School	Date of Assessment: 01.06.20	Review date: Weekly from 1st June 2020 (Complete once the action plan section below is addressed)
Assessed by: David Crunkhurn (headteacher) Please note all those involved should sign up to this assessment. Print below: NAME: 1. David Crunkhurn 2. Leanne Roseblade-Bargh 3. Katherine Wills 4. Rachel Sim 5. Sarah Hansen 6. Carolyn Young 7. Jess Henry 8. Katie Kift 9. Michaela 10. Claire McCartney 11. Anna Cox DATE: 05.06.20		Staff signatures: Signed copy in school 1. 2. 3. 4. 5. 6. 7. 8. 9. 10 11. We have read and understood this RA and our role in its implementation.
Approved By Governing Body:		Chair of Governors:

BACKGROUND AND CONTEXT:

From Monday 1 June 2020 (at the earliest) schools are expected to reopen for pupils in the Nursery, Reception, Year 1 and Year 6 age groups. Secondary schools are asked to offer some face to face support to supplement the remote education of pupils in Years 10 and 12. Special schools will work towards a phased return of more pupils without a focus on specific year groups. This will be in addition to the existing full-time provision already in place for priority groups. Numbers accessing this provision are likely to increase as more parents and carers return to work.

This model risk assessment has been developed to support schools in:

1. Implementing government guidance for the reopening of schools first issued on 14 May:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

2. Continuing to provide provision for vulnerable children and other children who are still working at home
3. Facilitating home working for staff

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared 'best practice' that we receive. Schools must adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, we recommend that once complete, this risk assessment is made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice they should display to show people they have followed the guidance. We suggest you use it too. It should be tailored for outward and inward facing 'audiences'.

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjJRTNhHdvrR?projector=1&messagePartId=0.1>

The risk assessment associated with how we have and are currently operating is titled 'Preventing and managing sickness including outbreaks Risk Procedures and Risk Assessment'. It can be located in the HTs office.

Part 1: Reopening schools from 1 June 2020

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The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury.	Who is affected or exposed to hazards? (Staff Students	What Severity of Harm can reasonably be expected?	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring?	What is the Risk Rating ? (See Risk Rating Matrix Table 2)
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	Use a row for each one identified	Visitors Contractors Etc.)	(See Definitions Table 1)		(See Definitions Table 1)	
Preparation for reopening						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>School compliance checks have continued as school has not been closed. Water supply flushed through all taps in school weekly, heating has been running as usual.</p> <p>Fire systems have had weekly checks, see log book.</p> <p>Deep Clean of whole school during half term</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily </p>	Low	
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Serious	<p>Our communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from school and arrangements for parents to access the site • Arrangements for infection control • Pupil groupings • What school day will look like • Attendance and non-attendance • What will happen if there is a case of coronavirus at the school <p>We are using this as an opportunity to ensure that pupils' emergency contact details are up to date.</p> <p>Government guidance for parents has been shared (school newsletter 26.05.20) and is available at:</p>	Medium	

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				https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june		
Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. Care first is the school's OH contact. Signposting to other support services as required/requested. HR advice is available if required. We will work with the trade unions, as required. Training and written instruction will be provided alongside roles and responsibilities re: operating procedures to all staff ahead of school opening to more pupils. Appendix added to behaviour policy so that there is a consistent approach to rules in light of COVID-19	Medium	
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Serious	Have been advised not to return to work and will work from home. A Risk assessment has been completed for these staff.	Low	
		Clinically vulnerable	Serious	Have been advised to work from home where possible. Those working from home will be responsible to remote learning for pupils and continuing communication with parents where necessary. A Risk Assessment has been completed for these staff.	Low	
		Those living in a household with a person who	Serious	These staff will only attend if stringent social distancing can be adhered to and if we have found this is not possible the staff member is working from home.	Low	

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		is extremely clinically vulnerable.				
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These staff members are attending work.	Medium	
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and social distancing arrangements.	Pupils and staff	Serious	Daily/ weekly review of staffing Headteacher will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures. We have prepared a contingency plan to inform affected members of the school community if full or partial closure is required at short notice. This will be via phone call. (Communicated to Parents newsletter 26.05.20)	Low	
Pupil Welfare	Pupil welfare - changing in family circumstances likely to have an adverse effect of pupil's ability to reengage with school	Pupils and staff	Serious	Contact with families has been made by school staff to ensure that they are aware of any potential issues and that relevant support is made available. Staff responsible for pupil groups will be briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 6 to ensure that pupil's needs are met.	Low	
Individual pupil requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Serious	We have made clear these pupils are not expected to attend and will continue to be supported at home.	Low	

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		Clinically vulnerable pupils	Serious	Parents have been advised to follow medical advice before sending their children to school.	Low	
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	We will only invite these children to attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.	Low	
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	These pupil have been invited to attend school.	Low	
Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p>	Low	
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. However, where PFA qualification is out-of-date, a 3 month extension has been granted by the Government	Low	

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				<p>We also note the requirement is modified where children aged 2-5 are on site to a 'best endeavours duty' to have someone with a full PFA certificate on site. If we cannot meet the steps set out in the guidance at: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>We will carry out a written risk assessment (content specified in link above) and ensure that someone with a current First Aid at Work (3 day) or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that the validity of certificates expiring on or after 16 March 2020 can be extended by up to three months.</p> <p>An additional 2 members of staff have undergone PFA and obtained certification.</p>		
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>We are taking into account that Government guidance (14/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>"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:</p> <ul style="list-style-type: none"> • 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 • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the 	Low	

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				<p>supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn"</p> <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>We will ensure that, regardless of the 2m social distancing guidance staff who are likely to have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf </p> <p>A copy of GCC PPE booklet is available for staff to view in the staffroom. All staff are aware when to wear PPE.</p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff	Serious	Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.	Low	

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				<p>Staff training will make staff aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>		
Contact with those with symptoms of coronavirus (including testing)						
Contact with infected persons/ exposure to the virus within the school building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community as follows:</p> <ol style="list-style-type: none"> 1. If a child presents symptoms, they will be moved to the Learning Zone where they can be isolated behind a closed door, supervision by adult looking through window of door. All windows open in room for ventilation. Child can be collected via door from the playground avoiding contact with reception area and other children and adults. 2. Member of staff – inform HT and go home. <p>Child/adult to book a test, school remains open as normal, if test positive bubble is sent home for 7 days isolation.</p> <p>(Cleaners to double bag rubbish from classroom and retain for 72 hours before disposing)</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infections </p> <p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p>	Medium	

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				Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.		
				<p>When we reopen to the wider cohort of children, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national Test and Trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.</p> <p>NB: This area of the government guidance can be found at: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p> <p>We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</p> <p>We will book tests for staff requiring them under the category of essential workers.</p>	Medium	
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p>	Medium	

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				<p>If a child is awaiting collection, they will be moved to the Learning Zone where they can be isolated behind a closed door, supervision by adult looking through window of door. All windows open in room for ventilation. Child can be collected via door from the playground avoiding contact with reception area and other children and adults.</p> <p>If they need to go to the toilet while waiting to be collected, the staff toilet will be used and isolated. The staff toilet and Learning Zone will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will 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).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to</p>		
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				other people. See the COVID-19: cleaning of non-healthcare settings guidance .		
Cleaning and hygiene						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>Avolution: Contract Cleaner. We have reviewed the cleaning specification with our cleaning contractor https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door/drawer handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops</p> <p>Photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>	Low	
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change increasing potential for unauthorised 'use' by pupils.</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE (disposable apron and gloves are available) will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available on request. Located in the cleaner's cupboard</p> <p>Only recommended cleaning products will be used suitable for schools.</p>	Low	

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	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it in every room in school.</p>	Low	
	Hand hygiene	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>Covered bins available for disposal of paper towels will be emptied at the end of each day as a minimum.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display in toilets and reinforced with pupils.</p> <p>Catch it, Kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the pupils.</p>	Low	

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				Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.		
Measures to reduce contamination	Use of shared resources	Pupils and staff	Serious	<p>Staff are limiting or stopping the amount of shared resources that are taken home:</p> <p>Reading Books – 5 books home every Friday for Reception and Year 1 and returned following Friday in separate box, left for 72 hours and then wiped with antibac and returned to book box from Tuesday.</p> <p>Year 6 to bring own books in and keep them in their own drawers, not used by anyone else.</p> <p>Library Books – to be returned, left for 72 hours, wiped with antibac and returned to shelves. No books to be borrowed.</p> <p>Shared use of stationery and other equipment has been stopped where possible – All children to be provided with A5 ziplock pack of equipment,</p> <p>Shared equipment and surfaces are disinfected more frequently – daily cleaning rota to be shared.</p>	Low	
	Harder to clean items	Pupils and staff	Serious	<p>Remove soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice, where this is not possible they will be made inaccessible to the children.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection, if and when possible.</p>	Low	
Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>Staggering opening and departure times for each group with one way system into and out of school site signed. (see Newsletter 26.05.20)</p>	Medium	

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				<p>Advising parents that only one person should attend to deliver/pick up their child. This should happen from the bottom of the school lane. Children will be escorted to their parents at the end of the day.</p> <p>Erected signage to remind those visiting the site of social distancing requirements.</p>		
Social distancing and curriculum delivery	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>Early Years staff to child ratios have been used to determine group size.</p> <p>Classes have been halved and there are no more than 15 pupils per group with one teacher (and teaching assistant Rec/Y1 and for Key Worker children.</p> <p>Teaching assistants may lead a group working under the direction of teacher.</p> <p>We will ensure pupils and staff, where possible, only mix in a small, consistent group and that that group stays away from other people and groups. Different groups will not be mixed on the same or subsequent days. We will use the same staff each day as far as possible. Groups will use the same room or area of the school. We will seek to achieve the sitting of pupils at the same desk each day.</p> <p>Pupils from other year groups attending will also be grouped in consistent groups as described above.</p> <p>Desks are set apart where possible.</p> <p>We will deliver parts of the curriculum outdoors whilst maintaining separate groupings of pupils (weather dependent).</p>	Medium	
Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>Pupils to access classrooms directly from outside once in school.</p> <p>Arrangements are in place to stagger movement for break times and lunchtimes to reduce numbers accessing circulation routes</p>	Middle	

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				<p>As the main corridor is less than 2m wide, children should not use this route if at all possible. If it is necessary to use it, then they will follow stay alert guidance from government.</p> <p>To reduce children walking around school, daily registers taken in class and kept in drawer. Dinner registers to be left outside classroom door, Administrator to collect just after 9am.</p>		
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	All children to have packed lunches, kitchen to leave boxes of lunches in reception. HT to deliver these to classrooms at 12pm	Low	
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will bring their own packed lunch or have it delivered. Packed Lunch boxes to sit under pupils table (lockers not to be used in KS2).</p> <p>All pupils to eat in classrooms or outside in their designated play area if possible.</p>	Low	
Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>We will use external areas at staggered times. Pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together.</p> <p>Outdoor equipment will limited to equipment that can easily be cleaned between use.</p> <p>Trim-trail equipment may be used, providing each bubble limits itself to one specific piece of equipment, which is not shared.</p>	Low	
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social</p>	Low	

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				<p>distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Office Hatch MUST NOT BE OPENED. Visitors to be signed in by office staff.</p> <p>Staff signing in arrangements –staff to use own pens to sign in.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing has been implemented. Library to be staff room overflow space.</p> <p>All areas are cleaned regularly, cleaning crockery, utensils etc.</p> <p>Staff to use their own coffee cups only and wash them themselves.</p> <p>ICT equipment should not be shared and wiped down after use.</p>	Low	

Part 2: Maintaining educational provision for pupils who are still working at home

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL during the closure period – see COVID-19 Addendum Safeguarding Policy 04.20</p>	Low	
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	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely without access to support from peer group and school	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse. Schools to make parents aware of sites they are asking their children to use.	Low	
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	School E-Safety Policies continue to apply. Communication must only take place through school channels approved by the senior leadership team. Staff must not make informal arrangements to contact students using their own phones/ devices etc.	Low	
	Injury or contamination of staff undertaking home visits. Vulnerable pupils/ students are 'missed' through lack of contact etc.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit). Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families we will speak to the child as well.	Low	

PART 3: Arrangements for staff working from home during the school closure period (from 23 March 2020)

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>We follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf</p> <p>We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. 	Low	
Data protection	<p>Data breach exposes staff or students to risk of harm.</p> <p>Data breach is undetected.</p> <p>Personal medical information is disclosed outside of the school. This</p>	All	Serious	<p>All staff have received GDPR training (e-learning) and are aware of their responsibilities re: use and transfer of personal and sensitive data.</p> <p>School Data Protection Policies and Procedures apply.</p>	Low	

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	information is classed as sensitive and therefore could constitute a Data breach.			Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.		
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to counselling services is provided by GCC OH and Care First. All staff have been provided with details of this for use at home.	Low	

Section 3 – ACTION PLAN

Instructions for completion

- Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
- When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
- Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
- The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1				
HIGH item 2				
Anxiety within school community re: prevalence and effectiveness of infection control and	Regular and timely, honest communication with parents/carers. Clear communication. Where possible, support translation of key communication.	All Staff	18 th May 2020	

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social distancing measures	Ensure all parents know how to communicate concerns/questions to school. Parents/carers clearly know that they do not need to send their children in to school and will not be penalised.			
Staff anxiety re: returning to work and potential exposure to the virus.	Regular and timely, honest communication with staff family. Clear communication. Provide training day before children return to school Care First counselling available for staff to access confidentially. Open door policy for staff to seek help and support from HT	DC	18 th May 2020	
Concerns from staff in identified work groups - Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Regular and timely, honest communication with staff family. Clear communication. Providing training day before children return to school Care First counselling available for staff to access confidentially. Open door policy for staff to seek help and support from HT	SL	18 th May 2020	
Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Ensure staff remain in their group to avoid cross contamination. Clear guidance on cleaning regime and not sharing equipment adhered to. Staff room to be used less frequently and numbers reduced in classes. No visitors to school.	All staff	18 th May 2020	
Contact with those developing symptoms of the virus during the working day.	Act immediately to isolate. Communicate clearly with parents/carers to not send child/ren in if sick/symptomatic of COVID – communicate regularly of symptoms to look for.	All staff	18 th May 2020	
Exposure to infection Classroom teaching Primary	Teacher to lead from the front of the room, where possible. All windows/doors open and rooms to be well ventilated all the time. Children to be given verbal feedback, books not to be marked and remain on child's table.	All staff	18 th May 2020	

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References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. DfE Guidance referred to within this risk assessment.
2. COVID-19 Addendum Safeguarding Policy

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.

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MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.