

RISK ASSESSMENT FORM

Version 1f 24th February 2021

Assessors name: SLT	Date of Assessment: February 2021	Activity/Task: Using School post COVID-19 pandemic lock-down from 8 th March 2021
Directorate: Education	Service: Schools Group:	Headteacher: Georgina Delmonte

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings National vaccine programme being rolled out for staff.	3x5	SLT to ensure they communicate the latest Government guidance to all staff and parents, on a daily basis if necessary.	2x5	SLT daily	Y
Shortage of staff	Students & Staff	Staff to be able to park on site (using non designated parking areas if necessary [e.g. grass/part of playground etc.]) Traffic Management risk assessment will need amending. Review absence reporting procedures to ensure sufficient time to notify parents of affected group. Staff may only transfer from one group to another as a 'one off' transfer only if <u>absolutely necessary</u> . Consider the health risks of	2x5	Car parking spaces available in the KS1 & KS2 car park. Additional road parking also available on Grange Road, directly outside the school site, if required. Absence reporting procedure requires staff to advise SLT immediately of positive COVID-19 test result for themselves or anyone in their household. Contact must be made at	1x5	All staff daily SLT ensure relevant staff/pupil ratio are maintained	Y

		<p>anyone in the group or their households have any underlying health conditions which put them at especially at risk. If the staff member tests positive for Covid-19 within 48 hours of transferring then both groups would be required to isolate.</p>		<p>the earliest possible opportunity.</p> <p>Absence reporting email result@hilldene.havering.sch.uk</p>			
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school and home to school agreement.</p> <p>Contractors asked health check questions on arrival.</p> <p>National vaccine programme being rolled out for staff.</p>	3x5	<p>Signage to be placed on all school entrances detailing health check questions that need to be answered by parents/families before entering the school premises (e.g. outlining possible symptoms of COVID-19).</p> <p>Parents reminded of Home School Agreement</p> <p>All contractors to the site will be required to make an appointment in advance of their visit and meet the relevant health checks on their arrival. All contractors/visitors given a copy of the school's risk assessment (where possible).</p> <p>PPE provided if necessary.</p>	2x5	All staff	Y
Reception	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face Use cashless payments where possible.</p>	2x5	<p>All payments via sQuid cashless system.</p> <p>All visitors</p>	2x5	Office Staff	Y

		<p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p> <p>Restrict numbers in reception to enable social distancing</p> <p>Where possible late students should be admitted into the school remotely without parents entering site.</p> <p>Identify a space in the public part of reception where deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents can be left for student to collect.</p> <p>Introduce a non-contact signing in system for visitors.</p> <p>Introduce single use visitor id badges or introduce a policy whereby external ID badges are acceptable.</p> <p>See also contractors section</p> <p>See also airborne transfer section</p>		<p>to the site will be required to make an appointment in advance of their visit and meet the relevant health checks on their arrival. Wearing of face covering required whilst walking around the site.</p> <p>Parents advised to telephone or email.</p> <p>Handwashing facilities and hand sanitiser available in the main office where deliveries are received.</p> <p>Window separates visitors from office staff and 2m floor marking in place.</p> <p>Maximum of 2 people in the waiting area - signage in place.</p> <p>Late students collected from outside the office by a member of the Bubble staff unless pupil in Y4-6 - they will go to class unaccompanied via the playground. Either office staff or Bubble staff to escort children in Y3 and below to Bubble.</p> <p>Delivery area allocated.</p>			
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		Checks made to ensure essential visitors/contractors have access to face coverings for use where required. See section on Airborne transfer risk.		Lunch boxes/PE kits taken to bubble areas by office staff - no contact with Bubble staff. InVentry sign in system to be used by staff - swipe in only using fob. Contractors to sign in manually			
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home to school agreement. If no agreement is in place then compliance with checks should be asked at the gate.</p> <p>Class Groups to arrive depart at designated gates at staggered set time.</p> <p>2m social distancing to be advised to parents and enforced on pupils and staff (markings on ground to show students where to stand and wait.</p> <p><u>If insufficient space outside</u> the school premises for parents to be able to wait at a social distance they should be allowed to enter school premises and stand on marked locations until their child is handed-over to them. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</p>	3x5	<p>Signage to be placed on all school entrances detailing health check questions that need to be answered by parents/families before entering the school premises (e.g. outlining possible symptoms of COVID-19).</p> <p>Staggered start and finish times for each Year Groups.</p> <p><u>Insufficient space outside the premises</u> - signage reminding parents of social distancing outside school gates.</p> <p>School advice to parents regarding masks unless exempt. A one way entry/exit system will also apply for parents within the KS1 & KS2 playground</p>	2x5		

		<p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points.</p>		<p>at the start/end of the day.</p> <p>Staff to wear face mask at the beginning and end of the day when parents are on site.</p>			
Classroom (Yrs 3 upwards)	Staff/students	<p>Teacher zone to be marked out to ensure 2m gap from the students.</p> <p>Students to be allocated set desks spaced out as far as possible.</p> <p>staff members must maintain 2m social distancing including with break out groups.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups.</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>If marking is required encouraged self-marking by pupils. If not then books must be quarantined prior to marking.</p> <p>Students are only allowed to bring in packed lunches & PE kits.</p>	3x5	<p>Staff to maintain social distancing from students where practicably possible.</p> <p>Students allocated desks all front facing.</p> <p>Staff to remain with 'bubble staff' throughout the day and not mix with other staff from other bubbles whilst on school premises.</p> <p>School leadership team to meet virtually or contact via email, telephone wherever possible. If meeting together, meeting to be in a well ventilated area 2m apart. * Leadership team defined as HT, DHTs, BM, YGLs, SENDco.</p> <p>All pupils to be provided with a plastic wallet containing their own set of equipment - for individual</p>	3x5		

If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose.

A system to manage the storage and collection of coats if on coat pegs rather than chair backs.

Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil. (e.g. put books into a box and store securely for 3 days).

Disinfection/cleaning – see section on Surface Transfer.

use only.

All soft furnishings, soft toys to be removed from teaching areas before pupils return to school. Remaining equipment will be capable of being cleaned quickly and effectively.

Maximum ventilation at all times and doors kept open.

When books are marked in school they are to remain within the bubble environment.

Books can be marked at home however please ensure regular hand washing when handling and transporting books.

Limit the amount of equipment that is brought to school each day. Essentials such as lunch, hats, coats, books and mobile phones. Bags are allowed.

Pupils who travel to school unaccompanied in Y5 and Y6 can bring a mobile phone.

				<p>Plastic wallets can be provided for homework.</p> <p>Class Dojo/ Google Classroom used for homework activities.</p> <p>Coats/ jackets/ PE kits stored on pegs - maximum of 5 children at the pegs at any one time and to be spaced/distanced. Managed by class adults at all times.</p>		
Early Years (Nursery, Reception, Year 1, Year 2)	Staff/students	<p>Equipment available must be capable of being quickly disinfected. Remove all fabrics etc. from area.</p> <p>Disinfection of all surfaces & equipment must be undertaken between sessions. Disinfection/cleaning – See section on Surface Transfer.</p> <p>Hands must be washed immediately after contact with a child. Apply moisturiser to hands.</p> <p>Outdoor play to be encouraged.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.).</p> <p>Play equipment where hand contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment –</p>	3x5	<p>All soft furnishings, soft toys removed from teaching areas. Remaining equipment will be capable of being cleaned quickly and effectively.</p> <p>Staff advised of recommendation to change clothes before leaving school. Staff advised to wash clothes after wearing them each day.</p> <p>All surfaces and equipment in use to be cleaned regularly.</p> <p>Hand washing incorporated as part of daily routines</p> <p>Moisturiser at adult discretion.</p>	2x5	

chlorinated water to be used.
Water to be discarded after each session.

Sand play – general

Pupils to wash hands before and immediately after sand play
Tools should be disinfected between group use.
Sand should be replaced as per manufacturers' instructions.

Outdoor Sand play pits –

Need to be located so they are exposed to sunlight (UV light disinfection)
Sand should be raked on a daily basis.
Sand should be disinfected on a regular basis determined by level of usage. See guidance on disinfecting sand pits.

Outdoor sand trays

Need to be located so they are exposed to sunlight (UV light disinfection)
The outer surround and frame should be disinfected at least twice per day.
Sand should be disinfected on a weekly basis. See guidance on disinfecting sand pits.

Indoor sand trays

Group sand trays not to be used indoors.
Individual sensory sand trays can continue to be used indoors.

Playdough – If playdough is being used it should be issued

Weekly plans for all year groups to include a variety of activities that can be undertaken in outdoor areas (no team games).

Disinfectant wipes readily available throughout the school.

EYFS bubbles have designated outdoor areas

Communal play equipment will not be available for use by pupils (e.g. HMS Hilldene).

Sand not in use in EYFS

		<p>individually and not shared.</p> <p>Lego – Quarantine the Lego after group use for 72 hours before next use. (eg. Divide the stock of Lego into 1/3 and use a separate stock each day). Lego tables should be disinfected daily.</p> <p>Home Corner – to be disinfected during lunch break and end of day. Items must be capable of being disinfected.</p> <p>Students to be encouraged to wash hands regularly and apply moisturiser (to be provided by parents for allergy reasons).</p>				
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Supervisors will continue to supervise the same groups throughout the time covered by this assessment. Cover staff will maintain minimum of 2m social distancing.	3x5	<p>Minimal use of corridors by pupils and staff. No waiting in corridors. When using toilets, the agreed maximum number allowed to use at any one time will be implemented.</p> <p>Minimal rotation of staff between individual 'bubbles'. Pastoral, first aid and safeguarding support may involve an additional adult making contact with individual children.</p>	2x5	
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and recomplete hand washing e-learning;	2x5		2x5	

		Students to receive briefing and watch handwashing e-learning.					
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above.</p> <p>Staff to recomplete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.</p>					
Play/Sport/Exercise	Staff/Students	<p>Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to one group at a time.</p> <p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.</p> <p>If balls are used they must only be kicked or used by one student and then sterilised.</p> <p>If team sports are to be played, then a separate risk assessment must be carried out in line the Governing body for the sports guidance.</p>	3x5	<p>Allocated outdoor spaces for each bubble to minimise close passing of groups.</p> <p>Boxes of equipment to be allocated to each bubble and cleaned after each session (record kept of when equipment is cleaned).</p> <p>No group/team games of any kind which allow for close contact .e.g. football, rounders, netball, basketball etc.</p>	2x5		
Lunch	Staff/students/ Catering staff	Students to wash hands before eating.	1x5	Staff not to mix with staff from other bubbles during	1x5		

		<p>Lunches to be staggered to include inside/outside time. Catering to provide hot or cold service to classrooms in disposable packaging. Lunch to be eaten in classroom/ or outside if weather suitable. Take into account students with allergies. Consider menu options for the group concerned. Advice to be given to parents on allergies.</p>		<p>lunchtime Staff room use to be limited and staff not to mix bubbles . Alternative areas and outside areas available for staff breaks</p> <p>Bubble staff to maintain social distancing of 2m and wear face masks when social distancing can't be maintained</p> <p>Bubble staff to use available PPE and cleaning equipment stored in bubble. Bubble staff to replenish PPE and cleaning equipment as and when necessary from stock available. Change of cleaning cloths - site staff Removal of food waste and rubbish - MDAs</p>			
Emergency evacuation	Staff/students/contractors	<p>Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	3x5		3x5	All staff	
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat</p>	3x5	<p>PPE distributed to First Aid trained staff and stock kept in central store</p>	3x5	Qualified Staff Daily	

		<p>they are to wear disposable aprons, gloves, face shield and RPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p> <p>Temperature checks with disposable forehead thermometers.</p>					
Student Behaviour	Anyone in building	Review risk assessments relating to individual behaviour and introduce controls to prevent the spread of virus through various transmissions routes.	3x5	<p>Review individual behaviour plans/risk assessments previously in place in school with regards to any pupils with known patterns of misbehaviour which involve not following instructions.</p> <p>SLT to inform parents of any pupils for whom this situation may apply.</p> <p>Home School agreement shared with parents and pupils</p> <p>Behaviour expectations agreed in 'Bubbles</p>	3x5	SLT	
Access/egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems	3x5	Bubbles of pupils do not access corridors at the same time. Restricted movement internally. Corridor doors to playground and classroom field doors used to access classrooms. When moving	3x5		

		<p>may be in place with screens following risk assessment approved by H&S Team. Where two way cannot be avoided or segregated e.g. Upstairs serviced by one staircase then measures must be implemented to control the flow.</p> <p>Class Group members to walk at 2m distancing.</p> <p>Markings at 2m intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).</p>		<p>around the school, external routes to be taken where possible.</p> <p>No loitering in corridors or offices. Only essential access to offices.</p>			
Toilets	Staff/Students/Contractors	<p>Where practicable Student Groups to be allocated a set of toilets for their sole use.</p> <p>In shared toilets consider allocating particular cubicles and basins to particular groups.</p> <p>When groups have to share toilet facilities. Allocate staggered timings wherever possible for different groups. Control access to ensure distancing between groups</p> <p>Look at capacity of the toilet area to identify how many can safely use the area.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and apply moisturiser (students' parents to supply for allergy</p>	3x5	<p>Alternate sinks/toilets in KS2.</p> <p>Adult supervision of toileting in KS1.</p> <p>Reception - sole use Y1 & Y2 - shared use Y3 & Y4 shared use of short corridor toilets Y5 & Y6 shared use of long corridor toilets with designated year group cubicles</p> <p>Unless parents specifically send moisturiser in with their child, they will not be encouraged to apply moisturiser in school.</p>	3x5		

		reasons) upon return to classroom.				
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.	3x5		3x5	
Surface transfer	Staff, Students & Contractors	Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency. Method statements to be used for each item of equipment. This includes <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.	3x5	Regular spot cleaning	3x5	All staff Hourly/daily
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken. Contractors to work out of school	3x5	All contractors (where possible) to make an appointment prior to the visit and to be given a copy of the school's RA before entering the building. Also to conduct a	3x5	All relevant staff and contractors

		<p>hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>		health questionnaire before entering/leaving the main school reception area.			
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE.</p> <p>Don & remove PPE in specified order.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>	2x5		2x5	All relevant staff. Whenever PPE is required	
Suspected case of COVID-19 in School	School Staff/Teachers/Parents/Visitors to School	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. Ideally with a window that can be opened to provide ventilation.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be</p>	2x5	Home school agreements are signed by parents ensuring they are aware of the expectation to collect pupils if symptoms are displayed.	2x5	All	

		worn by the supervising adult in the isolated area. 2m distancing should be in place. Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).					
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced. Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.	3x5	Individual RTW meetings with staff with medical conditions to identify any additional measures in addition to the generic RA.	3x5	By SLT by/on return to work date	
Communal Areas Eg. Halls, staff areas, reprographic s areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for any of these areas. Covering how the transmission risk will be managed and ventilation will be maximised. Face coverings to be worn by adults in communal areas if other adults could be/or are present.	3x5	Halls only used for PE in the event of bad weather - timetable to be followed. All bubbles allocated rest areas for their use only. Refreshment making facilities available in staffrooms but limited number access. Reprographics area 1 member of staff at a time. All staff to wear face masks whilst in communal areas and walking around inside the building unless exempt Whilst outside, it is	2x5		

				recommended that face coverings are worn if in direct or proximity contact with anyone (e.g. playground duty/ site staff working together)			
The use of Volunteers and spread of virus	Staff/Students/Volunteers	The use of volunteers should be restricted to essential needs. Should stay with child's group if parent or should be allocated to a given group if not. Ensure volunteers health allows. Complete the same training as employees. Volunteers must remain at a 2m social distance. Activities to be modified e.g. both child and volunteer have a copy of the same book to read.	2x5	No volunteers in school for spring term Student teachers allocated to Bubbles.	1x5		
Educational Visits	Staff/Students/Volunteers/Members of the Public	Current DfE guidance states that Educational visits currently cannot take place.		No educational visits planned			
Airborne Transfer Risk	Staff/Students/Visitors	Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum. Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating. Fire exit doors can only be left open where it does not excessively compromise security. Face coverings to be worn by	2x5		2x5		

		adults in communal areas.					
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Review date: 25th February 2021

Date communicated to staff: 26th February 2021

Is a safe system of work required Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
		1	2	3	4	5		
		Very unlikely	Unlikely	Fairly likely	Likely	Very likely		
		LIKELIHOOD						