

<b>Service:</b>	<b>Location:</b> Rokesly Junior School	<b>Assessment Completed by:</b> Bola Soneye -Thomas HT
<b>Description of Activity/Task Assessed:</b> Junior School Educational Provision (Covid-19 Assessment)	<b>Date of Assessment:</b> 3 <sup>rd</sup> June 2020	<b>Review Date:</b> Ongoing This document will be formally reviewed every Friday by the HT and DHT or sooner if necessary.

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Initial Risk Level	Current preventative and protective measures	Further action required	Residual Risk Level
1.	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population.</p> <p>The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>						
2.	<p>Specific groups will not be able to attend school following reopening, the advice from DFE is as follows:</p> <ol style="list-style-type: none"> <li>1. <b>Vulnerable pupils</b> and young people (0 to 18 years of age) who have been <a href="#">classed as clinically extremely vulnerable due to pre-existing medical conditions</a> have been advised to shield. These pupils should not attend school or childcare, and they should continue to be supported at home as much as possible.</li> <li>2. <b>Vulnerable adults</b> Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <a href="#">Staying at home and away from others (social distancing) guidance</a> should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible).</li> <li>3. <b>Living with shielded or clinically vulnerable person</b> If a pupil or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting.</li> <li>4. If a pupil or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the pupils, those individuals should not attend the setting and be supported to learn or work from home.</li> </ol>						

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Initial Risk Level	Current preventative and protective measures	Further action required	Residual Risk Level
3.	Class or group size is too big to allow for social distancing	<ul style="list-style-type: none"> <li>Possible transmission of the virus between staff and pupils, and into the wider community.</li> <li>People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>Classes groups split into smaller pods of no more than 9/10 pupils to accommodate social distancing of 2m</li> <li>Pupils are in the same small groups (pods) at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days,</li> <li>Pupils sit at the same desk each day</li> <li>Staggered breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> </ul>	Current none	Medium

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.4.	Insufficient staff to support all the pupils in school in all year groups proposed by the DfE	<ul style="list-style-type: none"> <li>Possible transmission of the virus between staff and pupils, and into the wider community through the increasing of group sizes leading to lack of social distancing</li> </ul>	Staff, pupils, contractors, parents, carers and wider community	High	<ul style="list-style-type: none"> <li>Insufficient staffing of any of the pods will lead to it being temporarily closed and the pupils in the group not being able to attend</li> <li>Text/ email alert service to parents to notify them of any exceptional closures due to insufficient staff cover</li> <li>Flexible and responsive use of teaching assistants (note DfE guidance on one teacher per group or one TA supervised by a teacher)</li> <li>Essential roles staff must be available – first aiders, SENCo, DSL</li> <li>Situation to be reviewed in detail before admission of subsequent year groups</li> </ul>	In the event of low staffing levels resulting in the school not being able to be open for some pupils the LA will be informed	Very low As pod would be closed
5.	Movement around the school	<ul style="list-style-type: none"> <li>Risk of transmission due to movement around the school and people coming into contact with each other</li> </ul>	Pupils, staff	High	<ul style="list-style-type: none"> <li>Movement of pupils and staff around the school is minimised</li> <li>No assemblies</li> <li>Start and finish times are staggered</li> <li>Breaktimes are staggered</li> <li>Toilets are only used during breaktimes. Each pod assigned a specific toilet to use and additional adult supervises to ensure social distancing if there is a queue</li> <li>Additional signage around the school reminding everyone about social distancing and hygiene</li> <li>Pupils reminded to walk on the left</li> </ul>		Medium

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6.	A pupil or staff member shows symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Possible transmission of the virus between staff and pupils, and into the wider community.</li> <li>• People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>• Parents reminded not to send pupils to school if exhibiting any symptoms and not disguise symptoms e.g giving Calpol to bring down a fever and sending pupils to school</li> <li>• Staff told not to attend school if exhibiting symptoms</li> <li>• Temperature check any child who is at all unwell.</li> <li>• Staff taking temperatures to wear PPE</li> <li>• Introduce different drop off and pick up points that limit contact with parents and each other</li> <li>• SLT on duty to ensure parents do not congregate in the playground</li> <li>• If a child, young person, or staff member develops symptoms compatible with coronavirus, they should be sent home immediately and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</li> <li>• Whilst waiting to be collected pupils will be isolated in the medical room and staff attending to them will wear PPE. Medical room window will be kept open</li> <li>• <a href="#">School will follow the COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Where the pupil or staff member tests negative, they can return to school and the fellow household members can end their self-isolation</li> </ul>	Keep up to date with government guidance	Medium

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Initial Risk Level	Current preventative and protective measures	Further action required	Residual Risk Level
7.	A pupil or staff member tests positive for Covid-19	<ul style="list-style-type: none"> <li>Possible transmission of the virus between staff and pupils, and into the wider community.</li> <li>People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> </ul>	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>Where a pupil or staff member tests positive, the rest of their pod group will be sent home and advised to self-isolate for 14 days.</li> <li>The other household members of the pod group do not need to self-isolate unless the pupil, or staff member subsequently develops symptoms.</li> <li>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other pupils, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.0</li> </ul>		Medium
8.	Pupils turning up for school that should not be there as they are not one of the identified groups	Possible transmission of the virus between staff and pupils, and into the wider community	Staff, pupils, contractors, parents, carers and wider community	Medium	<ul style="list-style-type: none"> <li>Parents will be informed by letter of which children are due in and when</li> <li>If a pupil turns up with their parent, then send them home</li> <li>If a pupil arrives on their own, then contact the parent to collect them from school</li> <li>If the parent cannot be contacted, then keep the pupil at school until parents are reached. Follow the conversation up with a formal letter to explain why they cannot be in school</li> <li>Social distancing maintained at all times</li> </ul>		Very low

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9.	Pupils playing together	Possible transmission of the virus between staff and pupils, and into the wider community	Staff, pupils, contractors, parents, carers and wider community	High	<ul style="list-style-type: none"> <li>• Breaks staggered and mainly outside</li> <li>• Playground equipment provided for each pod and where possible cleaned after each use.</li> <li>• Climbing equipment not to be used. Games need to be played that minimise contact</li> <li>• Ensure each pod is supervised by one of their adults</li> <li>• Ensure expectations for behaviour and social distancing are set by staff before break times</li> </ul>		Medium
10.	Parents and pupils being on site collecting home learning packs	Possible transmission of the virus between staff and pupils, and into the wider community	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>• Ensure safe social distances are adhered to at all times by both pupils and staff.</li> <li>• Markings showing 2m distances used as examples around the school</li> <li>• Resources set up on a trestle table for collection by the front entrance of the school</li> <li>• If high numbers of parents are collecting items then school will set a rota for year groups</li> </ul>		Low
11.	Lack of adequate communication	<p>Infection control procedures and protocols are not observed</p> <p>Possible transmission of the virus between staff and pupils and into the wider community</p>	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>• Tell pupils, parents, carers or any visitors, such as suppliers, not to enter the school building if they are displaying any symptoms of coronavirus (<a href="#">following the COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Tell parents that if their child needs to be accompanied to school only one parent should accompany the pupil.</li> <li>• Tell parents 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)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times),</li> <li>• Discuss with cleaning contractors additional cleaning requirements and agree additional hours to allow for this</li> </ul>	<p>Cleaning contractors to provide a risk assessment</p> <p><a href="#">Read the Coronavirus (COVID-19): safer travel guidance for passengers</a></p>	Medium

No	Hazard Description	Potential injury/damage	Persons at risk	Initial Risk Level	Current preventative and protective measures	Further action required	Residual Risk Level
12.	Safeguarding of pupils	School does not safeguard pupils in the usual way due to increased emphasis on Covid-19 rather than on child protection and general safety .	Staff, pupils, contractors, parents, carers and wider community	Medium	<ul style="list-style-type: none"> <li>• Monitor ratio of staff available to teach and site staff available to unlock or lock the premises.</li> <li>• School to set up a system for start and end of day for each pod</li> <li>• Pupils should be collected by their parent and should not walk home on their own unless we have written permission from parents</li> <li>• DSL to be aware of all pupils on school site who are on the CP register</li> <li>• Child protection procedures remain so any concerns are reported in the same way through cause for concern forms</li> <li>• If DSL is not on site, they can be contacted remotely to share concerns</li> <li>• Current safeguarding procedures and checks should be maintained</li> <li>• Ensure a member of staff with medical training is on school site at all times</li> <li>• Minor first aid issues to be dealt with by TAs of the pod, including any temp checks needed.</li> <li>• Asthma inhalers for individual pupils will be kept in the classroom</li> <li>• All behaviour that is challenging should be managed using the school's behaviour policy</li> <li>• <b>List of pupils with medical needs given to staff in individual classrooms</b></li> <li>• Site manager to check playgrounds for hazards daily</li> <li>• Mobile phones will not be allowed in school so office will contact parents of any pupil due to attend that has not arrived at school</li> <li>• Pupil's repeatedly breaking the school behaviour rules and putting others in danger will be sent home.</li> </ul>		Low

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13.	Hygiene and cleaning	<ul style="list-style-type: none"> <li>Possible transmission of the virus between staff and pupils, and into the wider community.</li> <li>People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> </ul> <p>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	Staff, pupils, contractors, parents, carers and wider community	Very High	<ul style="list-style-type: none"> <li>Regular hand washing is to be directed – on arrival, before and after break and at home time</li> <li>Soap available in all toilet facilities and classrooms</li> <li>Hand washing/gel where possible should be in all key areas e.g. reception, staffroom</li> <li>Tissues to be readily available for all staff and pupils to follow the catch it bin, it kill it advice</li> <li>Pupils to be issued with their own individual packet of tissue</li> <li>Onsite cleaner to replenish stocks of soap throughout the school day</li> <li>Cleaning company asked to focus on surfaces that are a risk of transferring the infection – tables, door handles etc</li> <li>Clean surfaces that pupils are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</li> <li>Door handles and toilets cleaned at lunchtime</li> <li>PPE available for First Aid</li> <li>Staff trained on how to use PPE safely 03.06.20</li> <li>Staffroom is closed to all except office staff and Key worker group staff.</li> <li>Staff to be issued with a thermos flask so that they are able to bring in their own tea and coffee from home</li> <li>Office staff to photocopy all materials in order to limit extensive use of the photocopier</li> <li>School office closed to all, but office staff</li> <li>Pupils do not bring in anything from home except a water bottle.</li> <li>Each pupil to be provided with their own resources pack</li> <li>Hand dryers to be decommissioned and paper towels used instead</li> </ul>	<p>Certified antiviral mist undertaken on a 30-day cycle</p> <p>COSH sheets for all new chemicals including hand sanitiser</p>	Medium

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14.	Anxiety for pupils	Pupils' mental health has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general	Pupils	Very high	<ul style="list-style-type: none"> <li>Regular PSHCE sessions with pupils to share their worries</li> <li>Worry boxes in each class. Teachers remove papers using gloves</li> <li>Staff to discuss language to be used if pupils are not following guidelines</li> <li>Adults reminded of safeguarding procedures if pupils make safeguarding disclosures</li> <li>Staff to communicate with senior leaders if they have worries or concerns to discuss</li> <li>Staff to email senior leaders with any suggestions regarding adaptations to practices</li> </ul>		Medium
15.	Staff wellbeing during this period of uncertainty	Mental health of the staff has been adversely affected during the period that the school has been partially open and by the Covid-19 crisis in general	Staff	Very high	<ul style="list-style-type: none"> <li>Continuing to update staff as situations develop</li> <li>Staff are able to bring their own school age pupils to work if they don't want them to attend their own school – they will join the key worker pod.</li> <li>2 staff members to each pod will allow staff to take regular breaks</li> <li>Remind staff about the Employee assistance programme</li> <li>If pupil numbers are lower than anticipated, staff may be able to go on a week on week off rota</li> <li>Senior and Middle leaders to keep a check that staff are feeling ok</li> <li>Staff to be encouraged to leave school as soon as they can – can do work after the pupils leave at home or in own classrooms</li> <li>Individual risk assessments for groups that are considered to be high risk e.g. BAME</li> <li>School open morning only so that in the afternoon staff will be able to plan home learning packs, make fortnightly phone calls to pupils and mark the piece of work set</li> </ul>		Medium

## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability Major injury or long-term absence 3-day injury or temporary disability Minor injury
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ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

lii - Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

## Risk Assessment Method (continuing).

### Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

### Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	<u>Medium risk - action required so far as is reasonably practicable</u>
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required