

COVID-19 Risk Assessment

The following risk assessment will be used at Henry Chichele Primary School to aid with the identification of risk and the subsequent planning to mitigate against these risks following the Government directive to open schools to pupils in September 2020. It will be regularly reviewed and updated as new guidance is provided.

Document History	
Created on:	14 th July 2020
Reviewed dates:	28 th August 2020 following feedback from LA 4 th November following HSE visit on 28 th October 2020 4 th January 2021 19 th January 2021 25 th February 2021
Next review by:	26 th March 2021
Shared with staff dates:	23 rd July 2020 1 st September 2020 2 nd November 2020 following HSE visit 4 th January 2021 1 st March 2021

Potential Hazard	Risk	Who is at risk?	Control measures taken:	Residual Risk RAG Rating
Contagious visitors being on site	Transmission of Covid-19	All staff and children	<ul style="list-style-type: none"> The school has two entrances. Staggered start and finish times have been issued for both gates for all bubble groups and are embedded in daily routines (see appendix). Parent/carers are encouraged regularly through communications (e-mail/newsletters) to observe safe distancing and refrain from arriving too early for drop off/pick up to reduce numbers in the vicinity. Parents have been encouraged to wear masks when on or even around site at collection and drop-off times. There are 3 one-way systems in operation for the collection of pupils from different year groups and this has been communicated to parents in a written letter. At drop off, parents will not be on site as children will enter site alone, with the exception of the youngest pupils. Only one person for each child is permitted to enter. Failure to comply results in staff taking the child to and from the main gate. A dedicated and permanent marked out walkway has been established to identify where parent/carers should drop off/collect. The area between staff and parent/carers is clearly demarcated and observes the social distancing guidance. Necessary visitors to site will be managed and supervised by admin team. Hand sanitiser available on arrival and every visitor is asked to sanitise before being let into the building. Mask wearing is essential for all visitors to site at all times. 	

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Contact with individuals who are unwell increases risk of transmission	Transmission of Covid-19 if an individual shows symptoms	All staff and pupils within school	<ul style="list-style-type: none"> An Isolation room has been identified/set up by SLT, which has toilet provision, direct access to the outside and is well ventilated. Sufficient staff identified/trained to look after pupil(s) waiting for collection Remind parents (letter/website) /pupils (in school) and staff (Staff CPD) of the importance of following requirements, e.g. re Government advice as detailed in section 1 of the full opening guidance (not attending if they have symptoms/have tested positive, anyone becoming unwell with symptoms in school will be sent home) etc Sufficient PPE available/Yellow bin bags used for disposal. Maintain cleaning in isolation room/deep clean following actual use of the room 	
Inadequate implementation of social distancing at school	People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	All staff, pupils and visitors to the site	<ul style="list-style-type: none"> Bubble groups created for key phases – Y5/6, Y3/4, Y1, 2 & YR and year groups within that. The layout of the building naturally lends itself to this format (see site plan). Each 'bubble' has designated working areas (signs in place) and toilet cubicles. A 'cone system' is in place for Year 1, 3 and 4 use of toilets to reduce the numbers in each block. All break periods are staggered to allow bubble groups to use allocated outdoor space Lunchtime meals are eaten in classrooms. (Outside if weather permits) Each 'bubble' has their own designated toilets (see site plan). Movement around school internally is restricted. 'Bubbles' circulate via external classroom doors around the outside of the building. Pupils are assigned designated seats in classrooms and own essential resources. Pupil desks are front facing in all classroom from Y2 upwards Class adults have, as far as possible, a 2m 'safe space' at the front of the classroom Maximum occupancy in non-classroom spaces has been identified and clear signage is in place to communicate this. Bubble groups not to be broken except for emergencies i.e. Fire/CP 	

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			<ul style="list-style-type: none"> • Families notified of what to send pupils to school with – Letter/Video on website) but limited to a water bottle and lunch box if required. • Children will attend school on PE days in their school PE kit so that the risk of swapping items and the need to get changed is significantly reduced. • Staff allocated to specific Bubble group and to work only within group • PPA cover is provided within the ‘bubble’ as far as possible. The Sports Coach works with all year groups outside. • People who need to work across bubbles are as follows: <ul style="list-style-type: none"> ○ Sports coach (risk mitigated through keeping a 2m distance from all children as much as possible and teaching classes outdoors as it is PE) ○ Headteacher, Deputy Head and Inclusion Manager (will keep a 2m distance from all children and use a well ventilated spaces. Face covering worn if possible) • Sanitisers in all key areas to be used prior to using identified ‘high risk’ equipment/resources e.g. photocopiers. • Timetables/rotas in place to reduce congestion at different points during the school day e.g. collection of lunches from dedicated stations at specific times. • Evacuation plan considers congestion. Movement is external. • Library closed to all pupils. Librarian makes up book boxes for distribution to classes on a Monday. Returned and quarantined from end of school day on Thursday for 72 hours. 	
Multiple people using shared spaces at different times and surfaces being contaminated	Transmission of Covid-19 through touch points	All staff, pupils and visitors	<ul style="list-style-type: none"> • All children are told to wash their hands at regular intervals throughout the day (on arrival to school, before and after break, before and after lunch and once in the afternoon) • Supervision available to pupils who need assistance • Adults encouraged to wash their hands at the same times • Sanitiser available at stations throughout the school, particularly in regularly shared spaces such as the staff room and at the photocopier. • Allocated hand wash areas with signs for all groups/staff • Sufficient stock & storage available/regular checks to ensure early order of any new stock 	

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Lack of good respiratory hygiene and good ventilation will allow Covid-19 to transmit amongst people with ease	Transmission of Covid-19 through the air	All pupils, staff and visitors	<ul style="list-style-type: none"> • Catch-it, kill-it, bin-it phrase and posters to be used • A4 Signs to be used near bins with swing lids and displays in classrooms, regular reminders from teachers/TAs • Sufficient bulk storage of tissues/gloves/cleaning sprays available • Waste kept in secure location prior to removal from site • Ventilation system draws 'fresh air' into the internal areas of the building and vented out. • All other areas are 'purged' at the start and end of the school day as a minimum. When classrooms are not in use during the school day purging is encouraged. At all other times high-level windows are open and lower windows opened a minimum of 2" to encourage ventilation. <i>In good weather, windows to be fully open.</i> 	
Site not being thoroughly cleaned and therefore contamination leading to transmission	Transmission of Covid-19 through lack of general cleanliness of site	All staff, pupils and visitors	<ul style="list-style-type: none"> • <i>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, hand washing and other hygiene measures, and cleaning of surfaces.</i> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach • Sufficient & suitable stock in place/ regular checks to ensure early order of any new stock • Redistribution of roles ensure enhanced cleaning during the school day • Cleaning areas allocated in relation to 'bubbles'. • Materials and information given to staff regarding cleaning tasks they need to do. Cleaning schedules issued, signed daily and routinely scrutinised by Site Supervisor. • Rooms used by multiple groups e.g. staffroom are identified; maximum occupancy specified and displayed. Strict access & cleaning expectations are displayed. 	

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Being closer than the government suggest social distance due to support being provided such as first-aid	Transmission of Covid-19 when it is necessary to be closer than 2m	Staff managing with isolation or first aid and non-classroom based staff.	<ul style="list-style-type: none"> Sufficient stock of PPE in place Instructions on how to use PPE given to all/appropriate staff 2m social distancing is observed whilst seated. Where this is not possible or there is movement face coverings are used. 	
Intimate care procedures leading to increased transmission of covid-19	Providing intimate care and minimising the risk of Covid-19	Staff, visitors, pupils	<p>* Please refer to table at the foot of this table that details the suggested protocol for the use of PPE (Based on PHE Guidelines)</p> <ul style="list-style-type: none"> Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing. School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils. Children encouraged to clean minor cuts and grazes and to apply plaster under supervision of adult where necessary Where further intervention is necessary, a supply of PPE is available and staff will be instructed to use this in these instances. Staff should always provide intimate care with another adult present so that help is at hand if needed In the event that CPR is needed, mouth shields have been purchased and first aiders have been notified of their availability 	

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When essential travel in a vehicle is required	Sharing a vehicle where social distancing is not possible leading to increased transmission of covid-19	Drivers, Pupils and accompanying staff	<ul style="list-style-type: none"> When having to travel for business, only travel when this is essential. Where using a car is essential involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle. Staff where possible should use their own vehicle Staff should only share a vehicle with a pupil as an absolute last resort. (e.g. Emergency response). If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc. with an antibacterial wipe (dispose of the wipes by double bagging) and open windows. No essential business travel planned 	
Deliveries and Maintenance on school sites	Increased number of people onsite leading to increased transmission of covid-19		<ul style="list-style-type: none"> Only essential repairs and maintenance work should be carried out Deliveries that need to be handled immediately, particularly plastic-coated packaging, should be sanitized with wipes before taking them inside the premises Essential repairs and maintenance will be arranged during non-school hours as far as possible. Where essential repairs are necessary to be carried out while children are in attendance, contractors are isolated in the area and instructed to wear masks. Cleaning is carried out after maintenance work complete. 	
Vulnerable staff in school	Transmission of COVID-19 of vulnerable members of staff increases risk of serious illness	CV and CEV staff, pupils and parents	<ul style="list-style-type: none"> Guidance in the Schools Coronavirus Operational Guidance (February 2021) will be followed Personal risk assessments for pregnant women will be reviewed (by 3rd March 2021) Mitigating actions will be carried out as appropriate. 	

Response to any infection:				
Potential Hazard	Risk	Who is at risk?	Control measures taken:	Residual Risk RAG Rating
Lack of communication to close contacts of a confirmed case	Transmission of Covid-19	Headteacher/SLT	<ul style="list-style-type: none"> Engage with the NHS Test and Trace process where required to Flow charts shared with all staff/staff rights and what would be required of them also shared Parents informed through shared letter available also on school website If testing kits available to school, able to store (Department of Health & Social Care delivery of 10 HTK 1st Sept 2020 and further 10 2nd November) All appropriate contact details available and visibly accessible Contain any outbreak by following local health protection team advice Clear procedure to be followed if contacted by Local Health Protection Team Guidance for collection has been established and shared with parents through parent email (For general illness and appointments – pupils taken to parents at gate by staff via the external doors) 	

Additional areas for consideration				
Potential Hazard	Risk	Who is at risk?	Control measures taken:	Residual Risk RAG Rating
Transport to and from school	Transmission of Covid-19 on shared transport	All staff and pupils travelling	<ul style="list-style-type: none"> No public transport provided at our school for travel to and from school 	
Swimming lessons being provided	Transmission of Covid-19 on shared transport 'Bubbles' not being adhered to risking cross-contamination	Staff and children in attendance as well as other public members	<ul style="list-style-type: none"> Swimming lessons only to begin when pools are open and have assessed that they are able to provide lessons safely Only one bubble from school to travel at one time on a coach Children to travel to the pool with swim wear on, underneath their day to day clothes Changing rooms to be used within bubbles <p>SWIMMING SESSIONS NOT HAPPENING</p>	
Catering (provision of hot meals)	Transmission of Covid-19 through 'bubbles' not being adhered to	All staff	<ul style="list-style-type: none"> Children eat and break within bubbles as explained above in earlier section. Lunches to be collected by staff from the main hall and taken back to areas. This will be reviewed after Easter. Reception children will eat in the small hall and Y1 children will eat in the multi-use room to ensure cleaning standards can be maintained. 	
Learning outside the classroom (day trips, etc.)		All Staff	<ul style="list-style-type: none"> Guidance available from Outdoor Education Advisers Panel been referred to No overnight visits taking place as per government guidance. This will be reviewed for the summer term following the government review in February. No trips planned for the rest of the academic year 2020-21 as per Government update 	

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Increased lone working	Becoming injured when help is not at hand	All staff and contractors	<ul style="list-style-type: none"> Many social distancing measures result in an increase in lone working, something that is usually minimised. If lone working it is important to follow lone working guidance and ensure a buddy system is implemented and you are in regular contact re your whereabouts. If staff lone working at school, they must inform the headteacher of when they arrive and for how long they plan to be at school. They must then notify the headteacher of when they leave site. 	
Extra-curricular provision (breakfast / after school clubs, etc.)		All Staff	<ul style="list-style-type: none"> No external provision during Term 1, 2 and 3 From 8th March, we will be making contacts with extra-curricular providers to explore the options of restarting some provision. 	
Curriculum expectations	Transmission of Covid-19 affecting access to a full curriculum education	SLT	<ul style="list-style-type: none"> Assemblies – Will be led on MST in phases. No whole school gatherings Music / dance / drama – can be taught but larger spaces must be used with good ventilation. Singing /wind or brass instruments – take place outdoors wherever possible. If indoors, numbers should be limited to no more than 30 and a distance of at least 2m must be maintained at all times. Rooms must be well ventilated and if possible, the main hall should be used for extra air space. No choir to run as this would be a larger group than class size and potentially mixing bubbles Rota for PE to allow for appropriate cleaning PE – to be taught outside as a first option. If not possible due to bad weather, PE may be taught in the main hall ONLY. Main hall must be cleaned between bubbles using it. All resources must be cleaned if changing between bubbles. Only the team sports allowed in the Governments Road Map should be taught when the dates allow. Full curriculum to be being taught by the beginning of the summer term 2021 Remote learning established for children who are having to isolate CENTURY Tech system to be reviewed in order to potentially be utilised for catch-up Refer to Covid Catch-Up Premium Report 2020-21 for further measures being taken 	

Additional areas for consideration				
Potential Hazard	Risk	Who is at risk?	Control measures taken:	Residual Risk RAG Rating
Visitors in school including external professionals supporting pupils/staff	Transmission of Covid-19 through contagious non-symptomatic people	Headteacher/SBM	<ul style="list-style-type: none"> See first section of risk assessment Establish protocol – share prior to any school visit but strict social distancing, hand sanitising and face covering adhered to. External routes around the building and meeting outside if possible. 	
People returning from countries not on the travel corridor list	Increased risk of people contracting the virus overseas and bringing it into school	Staff, pupils, parents, visitors	<ul style="list-style-type: none"> When parents inform us of international travel, ensure that we are aware of where they are travelling. Share the link to the GOV.UK website where the countries on the travel corridor are listed to parents via newsletter Advise parents of the 10 day quarantine period necessary Admin staff to keep a record on pupil files when isolation is required and when they will then be able to return to school Staff to be asked to report any potential breaches where children may inform staff that they have returned from holiday recently. This then to be followed up with parents. 	
Carrying out Lateral Flow Tests for all school staff	<p>Reduced social distancing in handing out tests</p> <p>Tests being mixed</p> <p>Positive tests being identified late</p>	Staff, pupils	<ul style="list-style-type: none"> Collection point has been established (main hall) and staff have been informed of when to collect to ensure no cross contamination of bubbles operating in school (when collecting lunches) Admin staff to keep a log of all received tests into school and their LOT numbers. A register of the LOT numbers will be kept when distributing to staff also so that it is clear which member of staff had which test and when. Staff given specific dates to carry out LFT and when by SLT to ensure that reporting of positive cases can be dealt with in good time as to not to affect staffing levels at school. 	

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	which have an impact on staffing levels		<ul style="list-style-type: none"> LFD (Lateral Flow Devices) come with comprehensive instructions of how to use. Staff will be given the updated instructions of how to use along with how to report incidents, if they occur, with the devices they collect. 	
Pupil individual professional photos taken in school	Increased risk of spreading infection by visitor	Pupils, staff, visitor	<ul style="list-style-type: none"> Communication to take place between school and photographer in order to plan safe implementation. Photographer will be kept at a 2m+ distance of children and staff at all times. Children will stand to take photo and only need to walk into a space, stand still for 5 seconds and walk out again. Bubbles will take turns with a break in between to allow for movement to take place around the school without mixing. Children will be asked to queue standing and not seated. However, cleaning in between bubbles will take place if required ie. School floor. 	

Risk: Safeguarding				
Potential Hazard	Risk	Who is at risk?	Control measures taken:	Residual Risk RAG Rating
Recommissioning of all systems before re-opening	Systems not operating as they should after school closure	Site Supervisor	Checks carried out on the following: <ul style="list-style-type: none"> • gas, • heating, • water supply, • mechanical and electrical systems • catering equipment • water systems 	
Check your fire safety systems	Fire system not operating as it should after school closure	Site supervisor/SBM Headteacher	Checks carried out to ensure that: <ul style="list-style-type: none"> • all fire doors are operational (not to be wedged open) • fire alarm system and emergency lights are operational • fire registers are available for all groups • fire drill is executed in the first few days after school re-opens 	
Providing additional support to families in need	Adhering to strict social distancing measures when the need arises to support others	DSL Headteacher SENCo	<ul style="list-style-type: none"> • All induction procedures for safeguarding which are normally followed at the beginning of each new academic year to resume • Communicate with all external agencies to ensure consistency in how they access the school (CP – Priority) • Review staff readiness to address well-being of pupils/families • EHCP/EHA/SPL/VIP/Hearing – ensure management of case files • Review distribution of staff responsible directly for inclusion support • Meetings with parents and external agencies to be held virtually when needed, if possible • If the need arises to meet in person, strict 2m+ distances to be maintained, face coverings to be worn by all and a well ventilated room to be used. 	

Suggested protocol for the use of PPE (Based upon Public Health England Guidelines).

Supplies are stored centrally and can be accessed by all staff members as and where required in exceptional circumstances.




	Category	PPE Requirements	Educational Setting
1	Staff / Pupil interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii). No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example, Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff / pupil interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self-medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and Pupil.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask, (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately (vii).	Anyone who is symptomatic should not be in a childcare or school setting. However, if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.

NB: This summary relates to PHE's COVID-19: infection prevention and control, last updated 18th June 2020

Review above table alongside appendix 2

In circumstances where staff feel PPE is appropriate following the principles above careful judgement should be used to consider likely risk and also any impact of behaviour the child/young person may demonstrate as a result of PPE being worn. The wearing of PPE unless carefully removed in itself can add increased risk therefore it is expected that PPE in educational settings **will only be required for momentary use** and not for long period of time.

Risk RAG Rating Key

Low Risk	
Medium Risk	
High Risk	

The Following documents sit alongside this risk assessment

- Poster of Catch it Bin it/PPE - PDF guidance for using personal protective equipment
- NCC Covid 19 Notification Process
- NHS Test & Trace Guidance for Employers and Businesses
- LFR Covid 19 Out Break Prevention Plan
- Supplementary Risk Assessments from Suppliers
- HSE Report 28.10.2020
- [Schools coronavirus \(COVID-19\) Operational Guidance \(February 2021\)](#)