



Name of Policy:

Risk Assessment Policy

Reviewed Edition	June 2020
Next Review	June 2022
Person responsible for updating policy	SL

Deadline for all areas June 1st 2020

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	Health and Safety Policy has been updated in light of the COVID-19 advice.	Y	L
	L	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy 	Y	L
	H	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y	L
	M	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Y	L
	M	The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	Y	L

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Risk rating following action H/M/L
	M	Staff are made aware of the school's infection control procedures in relation to coronavirus via email.	Y	L
	M	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Y	L
	H	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.	Y	L
Implementing social distancing	H	Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines.	Y	L
	H	Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	Y	M
	H	The timetable is revised to implement where possible: <ul style="list-style-type: none"> Plan for lessons or activities which limit movement between areas 	Y	M
	H	<ul style="list-style-type: none"> Maximum number of lessons or classroom activities which could take place outdoors 	Y	M
	H	<ul style="list-style-type: none"> Break times (including lunch) are staggered so that all children are not moving around the school at the same time 	Y	L
	H	<ul style="list-style-type: none"> Drop-off and collection times are staggered 	Y	L

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	Risk rating following action H/M/L
	H	<ul style="list-style-type: none"> Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact 	Y	L
	H	<ul style="list-style-type: none"> Small groups of children are together throughout the day and avoid mixing with larger groups of children 	Y	L
	H	<ul style="list-style-type: none"> Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere 	Y	L
	H	<ul style="list-style-type: none"> Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed 	Y	L
	H	<ul style="list-style-type: none"> Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days 	Y	L
	H	<ul style="list-style-type: none"> 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 	Y	L
	H	<ul style="list-style-type: none"> Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day and are seated at the same desk. 	Y	L
	H (all)	<ul style="list-style-type: none"> Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> accessing rooms directly from outside where possible considering one-way circulation staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms The number of children using the toilet at any one time is limited 	Y	L (all)

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	H	<ul style="list-style-type: none"> The use of shared space such as halls is limited and there is cleaning between use by different groups 	Y	L
Hygiene practice	M	The COVID-19: cleaning of non-healthcare settings guidance is followed	Y	L
	M	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments	Y	L
	M	Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal	Y	L
	H	Each group is allocated one specific toilet block to use during the day. This is not shared by another group.	Y	L
	H	Pupils fill water bottles in own group area and take to canteen for use.	Y	L
	L H H M	All adults and children are told to: <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly clean their hands on arrival at school, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') 	Y	L L L M L
	M	Bins for tissues are emptied during the day	Y	L
	H	The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.	Y	L
	H	The amount of shared resources that are taken and brought in from home is limited.	Y	L

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	M	All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible.	Y	L
	M	Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	Y	L
	M	Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	Y	L
	M	Pupils wash their hands with soap on arrival throughout the day and at the end of the day, and after break times and lunchtimes for no less than 20 seconds.	Y	L
	M	Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided in classrooms and on entering into canteen.	Y	L
	M	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance .	Y	L
	L	Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Y	L
	L	Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Y	L
	L	Pupils do not share cutlery, cups or food.	Y	L
	H	Canteen tables and chairs are disinfected before and after each sitting.	Y	L
	H	Canteen- class sittings in the same zone are socially distanced.	Y	L
	L	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Y	L
	H	The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of	Y	L

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		cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk		
Waste	H	Waste from possible causes and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should be put in a second bin bag and tied. 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. 	Y	L
	H	Waste should be stored safely and kept away from children. You should not put your waste in communal areas until negative test results are known or the waste has been stored for at least 72 hours. <ul style="list-style-type: none"> ○ If the individual tests negative, this can be put in with the normal waste ○ If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.	Y	L
Ill Health	M	Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.	Y	L
	H	Any pupil who displays signs of being unwell is immediately referred to the designated member of staff.	Y	L

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	H	Unwell pupils who are waiting to go home are kept in the Quad area, where they can be at least two metres away from others, whilst they wait for their parent to collect them.	Y	L
	H	Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe and supervised from a distance.	Y	L
	L	The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.	Y	L
	L	The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Y	L
	M	Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Y	L
	M	If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Y	L
	L	Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.	Y	L
Spread of infection	L	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.	Y	L
	M	Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	Y	L
	M	Pupils clean their hands after they have coughed or sneezed or use antibac.	Y	L

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	M	Parents are informed via <u>PARENTMAIL</u> not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	Y	L
	M	Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.	Y	L
	M	Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.	Y	L
Management of infectious diseases	M	Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff.	Y	L
	M	The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	Y	L
	M	Social distancing measures are implemented as much as possible	Y	L
	M	There are plans in place for the movement of children around the one-way system in school (as above).	Y	L
	M	The timetable is adapted to stagger play and lunch times (as above).	Y	L
Parental Engagement	H	Parents will be told by phone that only one parent can attend school and must wait outside and the child will be sent to them.	Y	L

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	M	Parents are told 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).	Y	L
	M	Parents are told that they cannot gather at entrance gates or doors, or enter the site. No parents are permitted in the school building.	Y	L
Communication	H	Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection.	Y	L
	M	The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.	Y	L
	H	The Headteacher contacts the Area Schools Officer immediately about any suspected cases of coronavirus, and discusses if any further action needs to be taken.	Y	L
	L	Schools contact their Area Schools Officer if there are any specific recommendations for their school.	Y	L
	M	The schools keeps pupils and parents updated about any changes to infection control procedures as necessary.	Y	L
	M	Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this as necessary.	Y	L
Partial school closure	M	The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic.	Y	L
	M	Pupils working from home are assigned work to complete to a timeframe set by their teacher.	Y	L

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	M	The Headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school.	Y	L
	L	The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.	Y	L
	L	The Headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home.	Y	L
	M	The Headteacher works with the Computing Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required.	Y	L
	L	The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy.	Y	L
	L	The Headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.	Y	L
Emergencies	L	All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Y	L
	L	Pupils' parents are contacted as soon as practicable in the event of an emergency.	Y	L
	L	Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	Y	L
	L	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Y	L