

RISK ASSESSMENT FORM

Assessors name: Hacton Primary School	Date of Assessment: February 2021	Activity/Task: Using School post COVID-19 pandemic lock-down in September
Directorate: ELAT	Service: Schools Group:	Headteacher: Emily Leslie Acting Headteacher: Vicky Hornsby

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.	3 x 4 = 12	Latest updates to be communicated with staff and parents where appropriate. Where possible, no collective use of communal staff areas. Reduced meeting size and frequency and strict social distancing amongst adults.	2 x 4 = 8	EL VH DM SW	
Shortage of staff	Students & Staff	Staff parking available on site. Staff absence to be reported before 7.30am to allow time to make alternative arrangements/contact those affected. All teachers and other staff can operate across different bubbles in order to facilitate the delivery of the timetable and specialist provision- PPA and sports coach staff.	2 x 4 = 8	HLTAs to cover classes if necessary under the guidance of a teacher. Cover teachers to have individual 'teacher packs' containing gloves and antibacterial wipes to ensure their working areas are clean prior to commencing. All cover teachers to have their own equipment for use in different classes. No shared equipment staff-staff.	2 x 3 = 6	EL VH DM SW	

		<p>Staff to ensure strict social distancing.</p> <p>Individual risk assessments to be completed for all vulnerable staff where necessary.</p>		<p>Teachers who work across bubbles to ensure strict social distancing and do not leave the teacher box.</p>		All staff	
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.</p> <p>Home to school agreement completed by all stakeholders before returning to school.</p> <p>Contractors asked health check questions on arrival- office and site team to have scripted questions to ask.</p> <p>Staff encouraged to test twice weekly using lateral flow tests.</p> <p>National vaccine programme being rolled out for staff.</p>	5 x 3 = 15	<p>Signage on all gates outlines key symptoms and when a child should be kept at home.</p> <p>All visitors and parents entering school to school to wear a face mask and sanitise hands before entering.</p> <p>Results of testing recorded in school and all test kits are logged.</p>	5 x 2 = 10	<p>JM</p> <p>EL / VH</p> <p>SC Site team</p> <p>VH / DM All staff</p>	
School Office	Staff, students, parents, contractors & visitors	<p>Parents to communicate with the office via telephone or email. No access into school building by parents unless they are contacted in an emergency or invited by a staff member.</p> <p>If parent enters the building on invite, only one family in the reception at a time.</p> <p>Use cashless payments where possible.</p>	5 X 3 = 15	<p>Signs displayed explaining arrangements to parents.</p> <p>No trips or visitors planned so no payment required.</p>	4 X 2 = 8	<p>SL PM</p> <p>JM SC</p> <p>EL / VH</p>	

		<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- office windows closed for all interactions.</p> <p>Late students will be admitted into the school without parents entering the building.</p> <p>Deliveries to be stored in central reception space 'crush hall'.</p> <p>If a child forgets their lunch box they will be charged via squid for a school dinner. No lunchboxes delivered to school if forgotten.</p> <p>Children to wear PE kits to school on PE day. If forgotten kit, child does not participate. No PE kits dropped into school.</p> <p>Office to record all 'sign-in and sign-out' within the office.</p> <p>Visitors to wear visitor sticker issued by the office along with a face mask.</p>		<p>Timings clearly communicated to parents for arrival/ departure. Any child who is late to school or misses their 'bubble' entry, will have to wait outside with their parent until all bubbles have entered.</p> <p>Removal of signing in book- office to record and report.</p>		<p>LC SW</p> <p>EL / VH</p> <p>SW PM</p> <p>SW PM</p>	
Clothing	Staff, Students & Contractors and their families.	<p>Clean uniform to be worn by each child when attending school.</p> <p>PE kit worn to school on PE day.</p>	3 X 3 = 9	<p>Initial communication with parents to include requirement for new clothes each day.</p> <p>If a child appears to have an</p>	3 X 2 = 6	<p>EL / VH</p> <p>All staff</p>	

				<p>unwashed uniform, parents to be contacted.</p> <p>Include in home school agreement requirement for clean clothes.</p>			
Arrival & Departure	Staff/Students/parents/carers	<p>Compliance with health check questions to be included in home to school agreement. If no agreement has been signed, then compliance with checks should be asked at the door on entry.</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>Marked locations on the playgrounds for pupil collection. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</p> <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- attached to walls in all stairwells.</p>	3 X 5 = 15	<p>Signage on all gates outlines key symptoms and when a child should be kept at home.</p> <p>Children to line up in alphabetical order. Parents to wait in designated class zone.</p>	2 X 4 = 8	<p>YGLs JM</p> <p>SC Site team</p> <p>SC Cleaning team</p>	

		<p>Face masks to be worn for drop off and collection by all adults.</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required.</p>		<p>Write to parents to ask for face coverings to be worn at beginning and end of the school day. Cannot enforce but encourage.</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.</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 & water bottle.</p>	4 X 3 =12	<p>Teaching zone to extend from IWB to teacher desk.</p> <p>Individual pencil cases provided to all pupils including all needed equipment.</p> <p>Antibacterial wipes in each classroom for desks/ chairs to be cleaned between pupils if needed.</p> <p>Marking guidance to be distributed to all staff- self marking where possible. Thorough marking to take place after 72 hours of quarantine.</p> <p>No book bags or back packs in school. All homework and reading book to be transported in a plastic</p>	4 X 2 = 8	<p>SC</p> <p>Class teachers</p> <p>All staff</p> <p>SC Cleaning team</p> <p>Cleaning team</p> <p>EL/ VH Class teachers</p>

		<p>If homework is to be transported to and from school, plastic envelope wallets will be provided for this purpose.</p> <p>Coats to be stored on individual coat pegs. Staggered collection.</p> <p>Books used by pupils must be placed in quarantine for 3 days before being returned for use by another pupil.</p>		<p>wallet provided by the school.</p> <p>Returned reading books box to be placed in each classroom. TA to monitor cycle of return. All books to be wiped with an antibacterial wipe before being returned to the shelf.</p> <p>All iPad and laptop trolleys stored with antibacterial wipes so that pupils can wipe down equipment before and after use.</p>			
<p>Early Years and KS1 (Nursery, Reception, Year 1, Year 2)</p>	<p>Staff/students</p>	<p>Equipment available must be capable of being quickly disinfected.</p> <p>All fabrics removed from classrooms.</p> <p>Disinfection of all surfaces & equipment must be undertaken between sessions.</p> <p>Hands must be washed immediately after contact with a child.</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</p>	<p>4 X 3 = 12</p>	<p>Milton purchased and readily available to all staff.</p> <p>Cleaning caddies purchased for both indoor and outdoor key areas. All staff to monitor.</p> <p>Children taught the cleaning regime for play equipment during initial transition.</p> <p>Hands washed before and after</p>	<p>4 X 2 = 8</p>	<p>LM EL / VH Year R team</p> <p>SC / cleaning team Staff to monitor</p> <p>YR Staff</p>	

		<p>contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p> <p>Sandpits / trays to be disinfected using chlorinated water on a weekly basis.</p> <p>Playdough – No shared playdough to be used. Individual pots to be allocated.</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.</p> <p>Masks to be worn when reading/working with a child which infringes on social distancing guidelines.</p>		<p>play.</p> <p>Chlorine purchased.</p> <p>Individual playdough used for guided sessions.</p> <p>Milton liquid available throughout the day for ongoing cleaning.</p> <p>Masks issued to all staff for use where and when appropriate. Staff to sit next to the child, not opposite.</p>		<p>Cleaning team</p> <p>All staff</p>	
Transmission between	Everyone	Classes will remain in designated room at all times unless it is their	3 X 5 = 15	Toilets allocated to individual bubbles. On site cleaning team to	3 X 3 = 9	EL / VH Cleaning	

groups		<p>allocated break-time or for toilet use.</p> <p>Supervisors will continue to supervise the same groups throughout the time covered by this assessment unless an emergency arises.</p> <p>Cover staff will maintain minimum of 2m social distancing.</p>		clean toilets regularly according to cleaning schedule throughout the day.		<p>team</p> <p>All staff</p>	
Staff & Student Competence	Anyone in building	<p>Staff to receive refresher briefing and complete hand washing e-learning</p> <p>Students to receive refresher briefing and watch handwashing e-learning.</p>	4 X 3 = 12	<p>Handwashing e-learning carried out by all staff.</p> <p>Handwashing guidance clearly displayed around school and within bubbles.</p>	4 X 2 = 8	All staff	
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 	3 X 3 = 9	Appropriate staff to complete PPE training programme.	3 X 1 = 3	EL / VH All staff	
Play/ Sport/ Exercise	Staff/Students	<p>Social distancing must be maintained during all play/ sport/ exercise sessions.</p> <p>Class Groups will be on a rota 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>	3 X 3 = 9	Premier sports to deliver all PE sessions in school. Individual risk assessment completed.	3 X 2 = 6	<p>Premier sports</p> <p>LC to monitor</p>	

		<p>If balls are used they must only be kicked or used by one student and then sterilised.</p> <p>No team games to be played. 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>					
Lunch	Staff/ students/ Catering staff	<p>Students to wash hands before eating.</p> <p>Lunches to be staggered to include inside/ outside time.</p> <p>Lunch to be eaten in classroom.</p> <p>Consider menu options for the group concerned, considering allergies. Advice to be given to parents on allergies.</p> <p>No team games to be played. 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>	3 X 4 = 12	<p>Designated midday team for different bubbles.</p> <p>No nuts.</p>	3 X 2 = 6	<p>MDS team</p> <p>Class teachers</p> <p>Havering catering</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>	3 X 3 = 9	Fire drill to be completed with each bubble rather than as a whole school.	3 X 2 = 6	<p>SC EL / VH</p> <p>All staff to drill</p>	
First Aid & administration	Staff/Students	Students to be directed to undertake own first aid where	3 X 3 = 9	Individual health care plans to be reviewed to reflect arrangements.	3 X 2 = 6	All staff PM-	

of medicines		<p>applicable (e.g. washing grazes, application of self-adhesive dressings).</p> <p>If first aider needs to get closer to injured party/ suspected case to assess or treat, 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 thermometers</p>				health care plans	
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.	$3 \times 3 = 9$	Behaviour plans discussed with parents and all members of staff associated with the child.	$3 \times 2 = 6$	EL / VH FB	
Access/ egress in building	Staff/ Students/ Contractors	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable.</p> <p>One-way systems to be introduced where internal routes have to be used.</p> <p>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>Reminders of at 2m social</p>	$4 \times 3 = 12$	<p>Entrance and departure now well practiced.</p> <p>Each year group will have a different floor, staircase and entry/exit point.</p> <p>2m markings on the floor indicate social distancing.</p> <p>Staggered break and lunch, entry and exit times. On site cleaning team to clean stairwells between bubble cross over.</p>	$3 \times 2 = 6$	EL VH DM	SC

		distancing intervals in corridors & key areas (e.g. toilets, assembly points, stairwells, fire & meet & greet).					
Toilets	Staff/ Students/ Contractors	<p>Bubbles to be allocated 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 reasons) upon return to classroom.</p>	$2 \times 5 = 10$	<p>Year 5 and 6 and Year 3 and 4 toilets to be allocated individually to year groups.</p> <p>PHIC to use allocated hall toilet.</p> <p>All children to be sent to the toilet on an individual basis.</p>	$2 \times 3 = 6$	Cleaning team SC	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets.</p> <p>Cold/ warm running water available for hand washing, with</p>	$3 \times 4 = 12$	Hand washing facilities in all classrooms and in toilet areas.	$2 \times 2 = 4$	All staff	

		liquid detergent and paper towels at easily accessed areas.					
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/ areas to be cleaned/ sanitized/ disinfected and the frequency.</p> <p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> • Product to be used; • Method of application; including dwell time; • Cleaning order; • Disposal of product; • PPE. <p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p>	3 X 5 = 15	Site team to implement timetables / cleaning regime to align with school timetable.	3 X 3 = 9	Cleaning team Site team	
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school 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>		Contractors to confirm Risk Assessments and Method Statements are updated in light of Covid-19. Site team to hold copy.		Site team	

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>	3 X 4 = 12	PPE stored centrally in medical room. Bin present for disposal.	3 X 2 = 6	EL VH DM	
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 worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p>	3 X 4 = 12	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- hygiene room in Reception corridor. Exit of school will be through the Year 6 entry door.	2 X 3 = 6	EL VH DM Office staff	
Those with	Staff/ pupils	Those with specified medical	3 X 5 = 15	Back to work conversation with	2 X 5 = 10	EL / VH	

specified health conditions		<p>conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>Individual Risk Assessments will be completed for staff and appropriate controls introduced.</p> <p>Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.</p>		<p>HT before return- confirmation and agreement confirmed via email and sent to SH for records.</p> <p>Discussion to include risk assessment, arrangements in place for safe return and alternative provisions to be arranged. Conversation confirmed via email.</p> <p>Any personal Risk Assessment to be reviewed by H&S Advisor prior to return.</p>		<p>SH</p> <p>EL / VH</p> <p>AF</p>	
Communal Areas E.g. Halls, staff areas, reprographics areas	Staff/Students/Visitors	<p>Minimise the use of communal areas- pupils to stay within their bubble.</p> <p>Risk Assessment to be carried out for any of these areas covering how the transmission risk will be managed and ventilation will be maximised.</p> <p>Face coverings to be worn by adults in communal areas if other adults could be/or are present.</p>	4 X 4 =16	<p>Site team to ensure fully stocked cleaning caddies in all communal areas.</p> <p>Cover teachers to have individual 'teacher packs' containing gloves and antibacterial wipes to ensure their working areas are clean prior to commencing.</p> <p>Shared equipment (kettle/ toaster/ microwave) to be cleaned before and after use using cleaning kits available in each area.</p>	2 X 3 = 6	<p>EL</p> <p>VH</p> <p>DM</p> <p>SC</p>	
The use of Volunteers and spread of virus	Staff/ Students/ Volunteers	<p>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.</p> <p>Volunteers must remain at a 2m social distance. Activities to be</p>	3 X 5 = 15	<p>K Hobson to work with Year 4 only.</p> <p>No parent helpers</p>	2 X 3 = 6	LC	

		modified e.g. both child and volunteer have a copy of the same book to read.					
Educational Visits	Staff/ Students/ Volunteers/ Members of the Public	All educational visits risk assessments must consider risks from COVID-19. Current DfE guidance states that Educational visits currently cannot take place.	3 X 5 =15	No educational visits No swimming lessons.	1 X 1 = 2	EL / VH	
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. Open windows and doors to create an airflow. 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. Face coverings to be worn by adults in communal areas.	3 X 4 = 12	All classroom doors to remain open throughout the school day. When gates are locked, entry/exit doors to school to remain open. All windows open throughout the day.	2 X 3 = 6	All staff SC Site team	

Review date: April 2021

Date communicated to staff: W/C 1st March 2021

Is a safe system of work required **Yes**

A safe system of work is needed when hazards cannot be physically eliminated, as in the case of Covid-19 virus. Specific changes to cleaning operations, changes to work layouts and work methods in addition to employees working away from school or alone have been implemented. The Risk Assessment acts as a safe system of work in this case. Task and Risk have been assessed, hazards identified, methods of mitigation discussed, implementation through clear accountabilities is in place and monitoring will be undertaken at least bi-weekly.

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						