



Risk Assessment – Return to School September 2020; COVID-19

Effective from: 04.09.2020
Review Date: ongoing
By whom: Headmaster, Principal, Proprietor

This risk assessment takes account of the System of Controls – Prevention and Response to any Infection and follows the principles and guidance below:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Related Documents	
Hammersmith & Fulham Generic Risk Assessment Templated (May, 2020) Safeguarding & E-Safety Remote Learning Policy COVID-19	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p>



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	Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
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Who?	Risk	Risk Level	Severity	Control Measures
Everyone	Spread of COVID-19 virus	low	Medium	<ul style="list-style-type: none"> - Use of hand sanitiser, washing hands with soap and water for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing. - Staff and children are encouraged not to touch their faces - Use a tissue or elbow to cough or sneeze and use bins for tissue waste, as per the government guidelines, Catch it, Kill it, Bin it! - Staff modelling safety measures above at all times - Families to follow government guidance if someone becomes ill within the household - Parents to take children's temperatures prior to arrival at school, and to keep children away if they have a temperature - School has 2 infra-red thermometers located in the school office and First aid room - Everyone (staff, parents, pupils and visitors) to follow government guidance if someone becomes ill within the household - School to contact Public Health England in the event of a suspected case of COVID-19, 0300 303 0450



Everyone	Diagnosis of coronavirus	Low	medium	<ul style="list-style-type: none"> - Staff, pupils and other adults must not come into school if they have coronavirus symptoms, or have tested positive in at least the last ten days - Anyone displaying symptoms will be sent home - If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). - If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. - Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
Everyone	Infection of pupil in school	Low	medium	<ul style="list-style-type: none"> - Pupil should be removed from the classroom, with care taken so as to avoid worry or distress. - Pupil to wait in H&S office. - Staff member to wait with child – a list of staff is available who can be called upon for this duty. - Open windows for ventilation. - If child needs to use a bathroom, they should use staff bathroom across from H&S office. - Bathroom should be thoroughly cleaned before it is reopened. - Advise if cover is required. - If H&S office cannot be used, Head will help to allocate another room. - H&S office must be thoroughly cleaned afterwards, with household bleach - Staff supervising must thoroughly wash hands for 20 seconds afterwards - PPE equipment available for staff member supervising, where appropriate.



				<p>PPE should be worn when a 2m distance cannot be observed.</p> <ul style="list-style-type: none"> - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
Everyone	School objects and furniture	Low	Low	<ul style="list-style-type: none"> - Staff have equipment to clean and disinfect regularly touched objects and surfaces more often than usual, using standard cleaning products - Examples may include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc - Where shared resources cannot be cleaned, they should be quarantined for 72 hours before being used by a different bubble
Everyone	Toilets	Low	Low	<ul style="list-style-type: none"> - Ensure toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time - Children taught to thoroughly wash hands after using the toilet for 20 seconds with soap and water
Everyone	Transport	Low	Low	<ul style="list-style-type: none"> - Most pupils are able to walk, cycle, scoot or travel by car - Hand sanitiser at entry points - Pupils will not use TfL/public transport on class outings
Everyone	Bubbles	Low	Low	<ul style="list-style-type: none"> - Children will be assigned to a year group bubble - No assemblies with more than one bubble - Form teachers will stay with their bubble - Specialist teachers to socially distance - The same teacher and teaching assistant will be assigned to groups - Specialists to move to classrooms where possible - Whole school timetable has been adjusted to facilitate breaks and prevent bubbles mixing



				<ul style="list-style-type: none"> - Prevent sharing of stationery and other resources. - Shared material and other surfaces to be cleaned frequently
Everyone	Physical arrangements of rooms	Low	Low	<ul style="list-style-type: none"> - Unnecessary items removed from classrooms, eg soft furnishing, toys with intricate parts that are hard to clean, soft toys - Checks will be made so that PE and/or play equipment is not used by multiple groups, unless cleaned in between - Hand sanitiser and tissues readily available - Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. - Desks facing forward or in a suitable position - Resources should stay within each class, solely for the use of that bubble - Stagger use and numbers using circulation spaces at the same time. - Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.
Everyone	Access to and egress from site	Low	Low	<ul style="list-style-type: none"> - Parents will be briefed on protocol for drop-offs and pick-ups - Different year groups enter school via different doors and staircases - Reception intake will be permitted to enter with a parent from the side gate, but not beyond reception playground
Everyone	Visitors to School	Low	Low	<ul style="list-style-type: none"> - Visitors and contractors to sanitise hands on entry, wear masks and avoid contact with children and staff. Prospective parents not to enter classrooms - Provide hand wash facilities to any visitors upon arrival and maintain social distancing - Peripatetic teachers to sign and observe a declaration that they have read and understood this document and the protocols for maintaining distance between themselves and pupils. Declaration attached as Appendix 1



Pupils	Curriculum	Low	Low	<ul style="list-style-type: none"> - Amended timetable to allow for travel, handwashing, bubbles etc - Staggered breaks and dismissal times - PHSE circle time discussing how to keep safe and good hygiene - Continue to use Teams, Class Notebook and Zoom for children or teachers working remotely - Monitoring of teaching and learning to continue, eg learning walks (physical or virtual), work scrutiny, assessments, end of year reports - Head of Assessment to review assessment data and identify gaps
Everyone	Lunches	Low	Low	<ul style="list-style-type: none"> - Staggering lunch breaks - children and young people will clean their hands beforehand and enter in the groups they are already in, groups should be kept apart and tables should be cleaned between each group. - If such measures are not possible, children should have their lunch in their classrooms/bubbles
Everyone	Accidents	Low	Low	<ul style="list-style-type: none"> - Adequate number of staff members supervising have up to date pediatric first aid training - First aid boxes available, that are restocked regularly - In event of an emergency, contact 999 - PPE available should staff need it, when administering first aid - Staff to thoroughly wash hands after administering first aid
Everyone	Administering medicines & Allergic reactions	Low	Medium	<ul style="list-style-type: none"> - Staff will follow individual action plans where appropriate, if pupils present have epi-pens or inhalers - PGP is a 'nut free' school. - Individual dietary requirements are provided for, for children staying and ordering lunch - Medicines have been checked to ensure there is an adequate stock, within use-by-dates - PPE equipment available where necessary - Staff to thoroughly wash hands after administering medicines



				<ul style="list-style-type: none"> - Parents may be encouraged to administer at home, depending on the nature and context
Pupils	Pastoral	Low	Low	<ul style="list-style-type: none"> - Contact DSL where appropriate - Speak to class teachers - Behaviour Policy and rules continue to apply, as normal - Staff discuss concerns at staff meetings - Pupils encouraged to follow distancing and hygiene measures as part of standard good behavior - Pupils encouraged not to touch adults and other children, where possible – this may not be possible in younger years or with children with SEND needs
Everyone	Deliveries and waste collection	Low	Medium	<ul style="list-style-type: none"> - Do not approach delivery staff, allow packages to be left in a safe place. - Hands are to be thoroughly washed after handling all deliveries or waste materials. - Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).
Everyone	Le French Club –	Low	Low	<ul style="list-style-type: none"> - Miss Claude conducting lessons in the French room - Miss Claude will not mix bubbles - The room will be cleaned after each session
Everyone	Sibling club	Low	Low	<ul style="list-style-type: none"> - Limited number of spaces available - Sessions to take place in the French room, which will have been cleaned after usage - Children will be spaced out - If numbers increase, then school hall to be used, to ensure correct social distancing and to prevent bubbles mixing
Everyone	Warm weather – avoiding	Low	Low	<ul style="list-style-type: none"> - Extra small water bottles as a contingency for class, should they be needed in very warm weather - Staff on hand to deliver jugs of water to bubbles refill bottles during the day



	contamination through extra use of water etc			<ul style="list-style-type: none"> - Staff must ensure jugs for dining hall not used and to wash hands before and after use - Water stations currently decommissioned - Pupils to bring items such as filled water bottles, hats and suncream to school
Everyone	Adverse weather – eg heavy rain, snow etc			<ul style="list-style-type: none"> - Bubbles to use their own classrooms in wet play - Teachers may consider a short walk around the grounds during the playtime in single file for fresh air and a change of scenery - Clothing to stay in rooms, eg wellies
Pupils	Attendance	Low	Medium	<ul style="list-style-type: none"> - Attendance is now compulsory, unless there is a statutory reason - Concerns should be reported to headmaster or DSL where appropriate - School should aim to meet parents that are concerned to discuss plans in place to keep pupils safe
Everyone	Staff absence Inadequate staff to pupil ratio	Low	Low	<ul style="list-style-type: none"> - If a member of staff is ill then they will be substituted with another member of staff. - Staff may be able to teach via zoom whilst isolating - Ensure ratios are adequate within the EYFS - See Safeguarding Policy for details on referrals, should the DSL be unavailable.
Vulnerable adults/children	Serious illness through COVID-19 transmission	Medium	Medium	<ul style="list-style-type: none"> - Individual risk assessments for vulnerable adults and children that return to school, where appropriate
Staff	Staff contact	Medium	Medium	<ul style="list-style-type: none"> - Staff on breaks and duties at staggered times - Provision for meetings, 1:1s using Zoom - Door to staffroom wedged open, sensitive information and high-risk items removed - Staff to stay with bubbles during the day



				<ul style="list-style-type: none"> - Staff meetings on zoom or in school hall - Staff to use staffroom during their key stage break times - Cleaning products available to wash down surfaces where necessary
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What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

School must also call Public Health England, if there is a suspected or confirmed case: 0300 303 0450

What happens if there is a confirmed case of coronavirus in a setting?



When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for at least 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

As part of the national test and trace programme, 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 schools and other settings on the most appropriate action to take. In some cases a larger number of other children/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.

Appendix 1 – Declaration to be signed by Visiting Teachers:

COVID-19 RISK ASSESSMENT FOR VISITING STAFF

14 September 2020

All visiting staff are required to read, act upon and sign the guidance contained in this document.

Background

1. PGP children are organised by year-group, each one constituting a bubble
2. They are taught primarily by their form teacher and do not mix with other bubbles
3. They do not socially distance within their bubble, but are reminded of the need for frequent handwashing and the need to avoid contact with anyone not in their bubble.
4. Other teachers coming into contact with them endeavour to maintain a 2-metre distance at all times.
5. A specific risk assessment (Covid-19 Risk Assessment 2020) has been prepared in which all measures taken in connection with the Covid-19 virus are detailed, and all regular staff have signed to say that they have understood it and will abide by it.

Activities and clubs

1. These are also organised by bubble.



2. In some circumstances, two bubbles are combined where this can be done safely. Children from different bubbles must be kept separate from each other at all times

Music lessons

1. These continue to be given, though it is acknowledged that it may not be possible to maintain 2 metre distance between teacher and pupil at all times.

Visiting Teachers (Clubs and Music lessons)

1. You must not come into school if you believe you have any symptoms of the coronavirus
2. You must have read and understood our Covid-19 Risk Assessment 2020
3. Where teaching children from two or more bubbles, children must not be in contact with one another. At least 2 metre distance must be maintained
4. No equipment may be shared between bubbles
5. Equipment must be thoroughly cleaned between groups
6. The teacher must minimise any risk of infection by either
 - a. Standing away from the children, ideally 2 metres or
 - b. Wearing a visor
7. You should avoid contact with other members of staff
8. Please sign this document before beginning to teach this term

I have read and understood this document and the school-wide risk assessment

..... (date)