

# Risk Assessment Form Public Health England

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most likely impact (S)** the accident might have, taking into account the control measures already in place.  **$L \times S = R$**

<b>Workplace</b>	Barcombe CE Primary School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Education – School – East Sussex County Council	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Caitlin Yapp (Advisory Head Teacher)	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole school	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Coronavirus: Public Health England – for phased return to school for Nursery, Reception, Year 1 and Year 6	Likely	4	Major (death or serious injury)
<b>Date</b>	1 <sup>st</sup> June 2020	Almost Certain	5	Catastrophic (multiple deaths)
		<b>Low = 1-3</b>	<b>Moderate = 4-7</b>	<b>Significant = 8-14</b>
				<b>High = 15-25</b>

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	SLT not up to date with Public Health England/Government/LA advice which could lead to staff/children/parents/carers/ Family members becoming ill/dying through being infected with coronavirus	All Staff/ Pupils/Parents & Carers/ Outside Agencies/premise management agency staff	<ul style="list-style-type: none"> <li>SLT to read and review public health information: advice from East Sussex LA and Public Health England and Gov.uk and Unions, insuring all staff/governors/parents/carers are kept up to date.</li> <li>HOS and SBM to check websites and ES School Message Board for updates daily and notify SLT.</li> <li>Emergency procedures should be regularly updated by HOS and SBM and shared with all staff following updated guidance from Public Health England.</li> <li>Office to forward updates which come into the school inbox to SLT</li> <li>Office to check websites and forward to SLT- as part of daily routine.</li> </ul>	1	3	3				

2.	<b>Potential contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school</b>	All Staff/ Pupils/Parents & Carers/ Outside Agencies/premise management agency staff	<ul style="list-style-type: none"> <li>• Staff following H&amp;S guidance and daily operating guidance</li> <li>• Staff (including peripatetic staff) not to turn up and expect to have access to the site.</li> <li>• Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Ensure Government guidance for critical workers identification and vulnerable pupils has been followed</li> <li>• Minimise staff required in school during the day.</li> <li>• Operate a rota / zoned areas so minimising staff contact with others not in their family groups.</li> <li>• Stick to school opening times and ensure staff go home immediately (once last pupil has gone home) to reduce risk.</li> <li>• Follow the Government's <a href="#">COVID-19 cleaning of non-healthcare settings guidance</a></li> <li>• Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices.</li> <li>• Consider parking arrangements for staff in line with social distancing guidelines; staff to be prepared to park off-site</li> <li>• Revise staff sign in arrangements - one person in the reception entrance at a time. Staff to use sanitiser in reception area. Staff to use own pens when signing in.</li> <li>• Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices; maximum of five people in the Staff Room at any one time</li> <li>• Staff to park cars as far apart as possible to allow for social distancing guidelines. If staff can cycle or walk to work, they will be encouraged to do so.</li> <li>• SBM to review H&amp;S compliance checks before phased re-opening - <a href="#">Managing school premises during the coronavirus outbreak</a></li> </ul>	1	3	3				
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		<ul style="list-style-type: none"> <li>Staff members who are currently shielding, or who are living with someone who is shielding should be supported and given work in line with current Government guidance - <a href="#">Coronavirus-covid-19 Implementing protective measures in education and childcare settings</a></li> <li>Where a child, young person 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>, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if stringent social distancing can be adhered to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils / staff</li> </ul>						
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3.	Increased risk of introducing contamination from pupils and staff returning to school in greater numbers during phased reopening period	All Staff/ Pupils/Parents & Carers/ Outside Agencies/premise management agency staff	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>Review the NHS <a href="#">guidance on hand cleaning</a> Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times:</li> <li>Arrival to school</li> <li>Before &amp; after breaktime</li> <li>Before &amp; after lunchtime</li> <li>Before and after outdoor games or activities</li> <li>Review Behaviour Policy in line with guidance published in <a href="#">Preparing for the wider opening of schools from 1 June: Annexes A-C</a></li> <li>Reinforce routines of using a tissue or elbow to cough or sneeze and bins for tissue waste</li> <li>Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</li> <li>Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time</li> <li>The SENCO/HOS have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. Shared and agreed with parents.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Maintain small class sizes of 15 or less per classroom or group (this allows 2m social distancing rule)</li> <li>Maintain consistency of staffing for each group and ensure that pupils stay in the same groups each day</li> <li>Reinforcing learning and practice of good hygiene habits through games, songs and repetition</li> <li>Plan for staggered, breaktime and lunchtimes. Also, plans for staggering movement times around the school so groups do not come into contact</li> <li>No assemblies in the hall</li> <li>Consider how to continue remote education where applicable</li> <li>Review the NHS <a href="#">guidance on hand cleaning</a> e.g. on arrival at school, before &amp; after breaktime, before &amp;</li> </ul>	1	3	3				
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[illegible]

4.	<b>Reduced staffing which could lead to an injury/death on site or staff/children/parents/carers/family members becoming ill/dying through being infected with coronavirus</b>	All Staff/Pupils/ Parents & Carers/Outside Agencies/premise management agency staff	<ul style="list-style-type: none"> <li>• All staff who can, ie not shielding or who do not fall into the extremely critically vulnerable or critically vulnerable, to be prepared to return to work from 01/06/2020.</li> <li>• Staff in school to be assigned to a 'bubble' and each bubble to have an adequately trained 1<sup>st</sup> aider available each day. 1<sup>st</sup> aiders to be non-bubble based (check pm cover at Barcombe if not covered by office staff; additional 1<sup>st</sup> aider TA to be deployed)</li> <li>• School Secretary/HOS to check first aid cover each day once staff illnesses are confirmed and make alternative arrangements for cover if necessary.</li> <li>• School Secretary/HOS to inform EHT if the school is likely to be under the minimum first aid requirements.</li> <li>• Staff informed to notify HOS if they are unwell, otherwise it will be assumed that they are fit to work.</li> <li>• Absence will be recorded as per DfE requirements.</li> <li>• Off-site communication procedures circulated to all staff by EHT and HOS.</li> <li>• Microsoft Classrooms/Teams only to be used for group meetings with staff not in school. Zoom and What's App should not be used.</li> <li>• Premises-related issues to be reported to the SBM promptly</li> <li>• Parents/Carers will be notified of school closure if school cannot operate safely.</li> <li>• Staff to familiarise themselves with Emergency Evacuation Procedures and the Health and Safety Policy which can be found in the All Staff drive (w)/POLICY DOCS folder.</li> <li>• HT/SBM to arrange for a fire drill to take place in the first half of June and, thereafter, with each new year group returning.</li> </ul>	1	3	3				
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5.	<b>Staff health and well-being – staff becoming ill due to stress, staff becoming injured on-site, staff being ill/dying due to becoming infected with coronavirus</b>	Staff	<ul style="list-style-type: none"> <li>• Staff have access to online health and well-being training and to be reminded of the ESCC Employee Assistance Programme – tel no 0800 731 863.</li> <li>• SLT and line managers will check on staff well-being regularly</li> <li>• All staff should notify their line manager if they need support</li> <li>• Guidance to be drawn up re expectations for those members of staff working at home.</li> <li>• Down time will be programmed in where staff working from home are to do no school work.</li> <li>• Guidance to be issued re precautions staff should be taking whilst at school and when they arrive back home – <u>Daily Operating Procedures</u>.</li> <li>• EHT, HOS and SBM to follow guidance re PPE. First aiders, those staff who check pupils for diabetes and members of staff who have to undertake intimate care to have access to masks, aprons, disposable gloves.</li> <li>• Intimate Care Policy to be read by appropriate staff – All Staff drive (w)/POLICY DOCS folder.</li> <li>• Communication system set up. SLT to monitor who is ill and make contact if possible for those that live alone.</li> <li>• SLT to send an email to staff working from home/shielding regularly to keep in touch.</li> </ul>	3	1	3				
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6.	<b>Staff/Children/Parent/Carers at risk of spreading CoVid 19 and at risk of becoming ill/dying due to being infected by coronavirus</b>	All Staff/Pupils/ Parents & Carers/Outside Agencies	<ul style="list-style-type: none"> <li>• There is a detailed operating procedure and recovery plan which will be followed by all staff. All procedures will be regularly reviewed by SLT both in light of any additional national guidance and in relation to the implementation of the procedures</li> <li>• Guidance will be issued to staff by close of school on 01/06/2020 re precautions staff should be taking whilst at school and when they arrive back home. To be updated when necessary – EHT and SBM to monitor Daily Operating Procedures, and recovery plan</li> <li>• All staff to notify SLT if they have any concerns regarding the effectiveness of current arrangements</li> <li>• Teaching and support staff to be assigned to a ‘bubble’; to remain with the same staff and children throughout the teaching day.</li> <li>• Teachers and support staff not to move between the bubbles</li> <li>• Each classroom bubble will be provided with a lidded pedal bin, paper hand towels, soap and hand sanitiser. Staff to inform SBM/Caretaker if any of these items are missing or need replenishing.</li> <li>• Children will be supervised throughout the day whilst on site and should follow the one-way systems in place. HOS/Caretaker to put marker tape on the floor and everyone should walk on the left</li> <li>• There will be limited/controlled access to the library area at all times.</li> <li>• Children will be issued with their own resources and these will not be taken home or shared. Each desk in a classroom will have two chairs, one for the pupil, the other for the pupil’s belongings. (use of cloakroom not needed)</li> <li>• Staff will take breaks/comfort breaks individually at agreed times provided the children in their bubble are not left unattended.</li> <li>• Refreshment stations will be set up for staff use. Staff encouraged to take refreshment outside if possible. Limit to numbers in the staffroom at any time. Staff are expected to use their own lidded mugs and have their own spoon.</li> <li>• Children to enter the premises as directed by HOS. Parents/Carers have been informed that they should not enter the premises.</li> </ul>	1	3	3				
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			<ul style="list-style-type: none"><li>• If staff or children become unwell on site with a new, continuous cough or a high temperature, they will be sent home as per <u>Daily Operating Procedures</u>.</li><li>• If a child is awaiting collection, they should be moved to the Holding Room and the door will be closed. Once the child has been collected, the SBM/Caretaker should be informed so that the room can be deep cleaned using standard cleaning products before being used by anyone else. The SBM to assign a mobile cleaner to the school.</li><li>• If the child needs to use the toilet whilst waiting to be collected, they should use the designated toilet. It must also be cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>• Areas of the school not being used will display a DO NOT ENTER sign to enable cleaners to give areas in use a substantial clean each day.</li><li>• Children will be assigned toilets they can use and will be designated outdoor playground spaces. They must not use any other areas of the school not assigned to their 'bubble'. Staff will supervise children going to the toilet – one in, one out and check that hands are washed as per - <u>Daily Operating Procedures</u>.</li><li>• Thorough cleaning of the areas in use daily plus toilets will take place by the school's cleaner. The Caretaker to supervise and ensure correct kit and deep cleaning takes place.</li></ul>						
7.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	All members of the school community	<ul style="list-style-type: none"><li>• Detailed arrangements in place in planning document including one-way system in place</li><li>• Staggered start and collection</li><li>• Good communication with families – operational plan for parents and children shared which includes protocol for drop off and collection.</li><li>• Drop off will be supervised by an identified member of staff.</li></ul>	1	3	3			

8.	<b>Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school</b>	All members of the school community	<ul style="list-style-type: none"> <li>Follow Government guidance <a href="#">implementing protective measures in education and childcare settings</a></li> <li>Ensure contractors, school meal providers, and fruit providers can fulfil all risk assessment requirements</li> <li>Contractors aware of any changes to school day – eg staggered lunchtimes</li> <li>Minimise any visitors to the school and clear messages shared about social distancing procedures for adults</li> <li>Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</li> <li>Parental/carers queries to the school office via email. If urgent, then one visitor in the reception entrance at a time. Entrance outer doors to remain open to allow for ventilation.</li> <li>Strict handwashing procedures in place as soon as pupils/staff arrive in school</li> <li>Sanitising station in the main reception area</li> <li>The SBM/Caretaker to share Covid-19 risk assessments for contractors, caterers and site staff</li> </ul>	1	2	2				
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9.	Safeguarding – risk of harm, injury, neglect	Pupils	<ul style="list-style-type: none"> <li>The DSL will inform social workers of children with named social workers of any absences and record as a welfare concern any communication as per <u>Daily Operating Procedures</u>.</li> <li>Safeguarding procedures have been drawn up so that key staff know responsibilities.</li> <li>Staff to remind children of safe internet use – policy updated by HOS and shared with Parents/Carers.</li> <li>SLT will decide how staff can monitor which children are not accessing home learning.</li> <li>Contact with Parents/Carers to be made using school phone or allocated school mobile phones and not personal mobiles.</li> <li>Contact details for DSLs to be listed and displayed</li> <li>From 1<sup>st</sup> June – DSL or DDSL on site</li> <li>See notes below re further contact details for LA safeguarding contacts.</li> <li>Allegations re members of staff, see notes below. (LADO referral)</li> </ul>	1	2	2				
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10.	Catering unable to provide a school meals service - risk of neglect & malnourishment?	Pupils	<ul style="list-style-type: none"> <li>Chartwells will be providing packed lunches for children entitled to universal infant free school meals and KS2 fsm children only in school. Parent/carers of other children must provide a packed lunch for their child/children. It must be provided in a container that can be disposed of daily. The packed lunches provided will be in disposable bags. All remnants of packed lunches should be disposed of in a black sack provided (daily) and left outside the classroom bubble to be disposed of by the mobile cleaner.</li> <li>Teachers or support staff should note the number of packed lunches that are required daily when they take their daily attendance register.</li> <li>The office will expect each classroom bubble to ascertain packed lunch numbers and pass these on so that the catering staff are informed. The registers and lunch numbers MUST be available by 9:30 am daily.</li> <li>Chartwells will serve their packed lunches in the school hall if required. Each bubble to eat outside whenever possible. Black bin bags to be provided for lunchtime rubbish</li> <li>All children must bring their own bottle of water that is refillable and named.</li> <li>Chartwells will be able to provide packed lunches for children with allergies but these may not be the same as the other packed lunches.</li> <li>Parents/Carers of FSM children NOT in school will still have their weekly voucher entitlement.</li> </ul>	2	1	2				
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11.	<p><b>Poor hygiene- risk of spreading coronavirus and at risk of becoming ill/dying due to being infected by coronavirus</b></p> <p><b>Risk that contamination exists within the school environment due to ineffective hygiene measures</b></p>	<p>All Staff/Pupils/ Parents &amp; Carers/ Outside cies</p>	<ul style="list-style-type: none"> <li>• Cleaning staff to ensure that hand sanitiser/liquid soap is placed in all areas around the school that are in use, especially in the classroom bubbles and replenished when required. SBM/Caretaker to ensure that stocks are maintained. Staff should notify SBM of any issues.</li> <li>• Bubble staff to notify SBM as stock becomes low and not wait until empty.</li> <li>• Door handles, light switches, and other touch points to be regularly disinfected throughout the day by cleaning staff.</li> <li>• Staff to clean their computer keyboards, mouse controls and walkie-talkies throughout the day and at the end of every day. Walkie-talkies to be returned to their charging stations to be re-charged daily. Staff should use the same walkie-talkie each day.</li> <li>• Children to be reminded regularly of effective hand washing.</li> <li>• Posters showing effective hand washing and other advice re good hygiene to be displayed in toilets and around the school. (Posters and lesson plans on general hand hygiene can be found on the <a href="#">eBug website</a>)</li> <li>• Ensure that enough toilet paper is ordered for staff/children's toilets. Notify SBM if any issues.</li> <li>• School to follow guidelines from Public Health England – re decontamination in the event of a deep clean being necessary.</li> <li>• Office staff to ensure that appropriate cleaning resources/protective clothing is ordered and used as per DfE guidance for all staff.</li> <li>• Parents/Carers to be updated regarding closures should a bubble not be able to be staffed due to absence.</li> <li>• If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance. They will isolate in the medical room which included toilet facilities, until they can leave. EMCOR will be informed to dep clean the medical room.</a></li> <li>• Any child or adult on site who feels unwell or shows symptoms will have their temperature checked</li> <li>• Source PPE</li> </ul>	2	2	4						
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			<ul style="list-style-type: none"> <li>Individual Risk assessments for children with behaviour, restraint or containment (runners) issues</li> <li>Health care plans updated</li> <li>If the school is notified of a positive COVID19 test result for a member of staff or a pupil, Public Health England should be contacted as soon as practicably possible for advice. Telephone – 0344 225 3861, Option 3 Option 1. Follow government guidance <a href="#">implementing protective measures in education and childcare settings</a></li> </ul>						
12.	<b>Building Safety risks</b> <ul style="list-style-type: none"> <li>Fire procedures</li> <li>Lockdown</li> <li>Movement for lunch / transitions</li> <li>Toilets</li> <li>Security including risk of theft</li> </ul> <b>Data breaches</b>	All members of the school community	<ul style="list-style-type: none"> <li>SLT responsibilities: fire- SBM; lockdown- EHT; movement for lunch/transition – HOS; toilets for children- the bubble lead responsible for notifying hygiene issues to SBM; Staff toilets- SBM; data breaches – SBM; security – EHT/Caretaker.</li> <li>Staff to follow daily operating procedure (DOP) – procedures will be shared during meeting on 28<sup>th</sup> May</li> <li>Daily briefings led by SLT member re fire evacuation, Ras, DOP, lockdown, lunch/playtime, ventilation</li> <li>All incidents/issues reported to HOS or SBM; at end of day catch up to update procedures as required</li> </ul>	1	3	3			
13.	<b>Children absence from school for a prolonged period of time due to self-isolating/ school closure. Missed learning</b>	Pupils	<ul style="list-style-type: none"> <li>Class teachers to support the children not in school with remote learning platforms.</li> <li>Teachers working from home to plan and monitor home learning.</li> <li>Appropriate differentiation needed to cater for all ability levels including children with SEN; SENCO to monitor and support provision.</li> <li>Year groups to allocate responsibilities for work to be completed remotely.</li> <li>Parent/Carers without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home.</li> <li>Children's absence will be authorised code as per DfE guidance. LA to be informed.</li> </ul>		1	4			
14.	<b>School closure: Full or partial</b>	Pupils	<ul style="list-style-type: none"> <li>Closure only to be in place if required by PHE or staffing levels are too low to remain open safely</li> <li>Parents &amp; Carers informed using email or text and updated on school website.</li> <li>HOS will access website remotely if needed.</li> <li>SLT to take advice from HR re expectations of staff.</li> <li>EHT to inform ESCC and Governors -if closure is needed.</li> <li>SBM to contact any contractors that are due on site.</li> </ul>	2	1	2			

**This risk assessment will be reviewed on Friday 5th June 2020**

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed

**Signature and review**

<b>Name of Manager:</b>	Caitlin Yapp	<b>Signature of Manager:</b>	Caitlin Yapp	<b>Date:</b>	24/5/20
<b>1<sup>st</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	

**LA Safeguarding contacts**

SPOA:  
**01323 464222** (Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm)  
 Out of hours, with serious concerns that can't wait till the next working day, contact our  
 Emergency Duty Service. **01273 335906** or **01273 335905** – (Monday to Thursday 5pm to  
 8.30am, after 4.30pm on Fridays, weekends and bank holidays).  
 Or email [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

**Allegations Against Staff**

- This information would need to be sent to SJ (EHT) immediately
  - If EHT is ill, then contact HOS (RF) or AHT (CY)
  - If all the above are ill, please liaise with SENCO (SS)
- Contact details for the LADO are: to contact SPOA in the first instance.  
 Local Authority Designated Officer is Amanda Glover

**Note:**

- All staff to ensure that we have an up to date mobile number and that emails are checked daily
- EHT to have key contacts with LA available at home and Business Continuity Plan and folder.
- SLT to have updated contact list for all members of staff accessible in hard copy and electronic.
- Suitable communication system to be set up.
- WhatsApp groups to be established where appropriate and bearing in mind Communications Policy and GDPR. WhatsApp is a social media application and most communication to be via secure school email.