

# RISK ASSESSMENT FORM



## COLDFALL PRIMARY - COVID GENERAL RISK ASSESSMENT

UPDATED (June 2021)

<b>Service:</b> School Re-Opening	<b>Location:</b> Coldfall Primary School	<b>Assessment Completed by:</b> School SLT	<b>Name of Authorised Reviewer (s)</b> Haringey H&S Team or Evelyn Davies, Head Teacher or Laggi Efthymiou, Business Mgr
<b>Description of Activity/Task Assessed:</b> Early Years and Primary School Educational Provision (Covid-19 Assessment)	<b>Date of Assessment:</b> February 2021	<b>Reviewed:</b> 22 <sup>nd</sup> February 2021  21 <sup>st</sup> May 2021	Laggi Efthymiou and Evelyn B Davies.  Laggi Efthymiou and Ewan Marshall
		21 <sup>st</sup> June 2021	Laggi Efthymiou and Ewan Marshall

# RISK ASSESSMENT FORM



No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1.	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population.</p> <p>The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>						
No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
3.	Class or Group Size	<p>Possible transmission of the virus between staff and children, and into the wider community.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the</li> </ul>	Staff, children, contractors, parents/guardians	<p>Classrooms will accommodate a maximum of 30 children plus a teacher and possibly one other staff member.</p> <p>We have removed any excess furniture and other non-essential resources so that desks are spaced as far apart as possible.</p> <p>We have allowed enough space between desks for safe ease of movement within the classroom</p>	Medium	<p>Children in KS2 will be seated facing the front of the class to minimise the risk of face to face spreading of germs. Early years and KS1 may have different seating arrangements to ensure effective teaching. This will be reviewed if Govt's Tier level increases.</p> <p>Ensure groups or bubbles are kept apart from other groups, bubbles.</p>	Low

# RISK ASSESSMENT FORM



		<p>virus coughs or exhales</p> <ul style="list-style-type: none"> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>		<p>The Class teacher and the School office will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (eg. After School Clubs and Friday "Catch-up" and peripatetic music lessons) in order to assist with decisions about isolation if required.</p>		<p>Limit as far as possible interaction, sharing of rooms and social spaces between groups.</p>	
4	Curriculum Practicalities or logistics of provision	Same as in Section 3	Staff, children, contractors, parents/guardians	<ul style="list-style-type: none"> <li>• The school has planned which lessons or activities will be delivered.</li> <li>• The School has plans for which lessons or classroom activities could take place outdoors and these have been</li> </ul>	Medium	<p>Most lessons will be delivered in their specified classrooms including some outdoor learning.</p> <p>Each class will be given their own PE box of essential PE equipment.</p>	Low

# RISK ASSESSMENT FORM



				<p>discussed with the teaching staff.</p> <ul style="list-style-type: none"> <li>• Stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• Lunch will be held in own classrooms, not in the hall.</li> </ul> <ul style="list-style-type: none"> <li>• Stagger drop-off and collection times</li> <li>• Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>• Dogs will be no longer be allowed to be brought to the site and tied to the school gates.</li> </ul>		<p>These will be cleaned daily.</p> <p>All shared resources such as large toys in Reception year group classes to be cleaned daily. Shared resources would be kept to an absolute minimum in all cases.</p> <p>Any outdoor play equipment used will be cleaned more frequently using anti-bacterial / viral cleaning.</p> <p>Break times and lunch times will be staggered in three different timings. Class teachers will be issued with their class times in advance of opening. All classes to ensure they operate in isolation in the playground. Each class will have their own allocated play area. We have separated the playground into 6 zones and teachers will be allowed to rotate the use of different areas.</p>	
--	--	--	--	--	--	--	--

# RISK ASSESSMENT FORM



			<ul style="list-style-type: none"> <li>• All large outdoor play equipment has been cordoned off.</li> <li>• We have removed any unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• We have removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Staggered drop off and pick up times have been established and circulated to parents and staff. Advice on recommended travel to school has been emailed in order to reduce any unnecessary travel on coaches, buses, or public transport where possible.</li> </ul> <p>Anyone (including staff, pupils over the age of 11, parents and carers) using public transport must wear a face covering. Hands should be washed after</p>		<p>Equipment will be specific to each class</p> <p>Each year group has its own drop off and collection times – staggered by 10 minute intervals. They also have their own designated class area in the playground to assemble on arrival at school. We have increased signage and line markings in the playground for this.</p> <p>Only one adult will be allowed to accompany their child(ren) at the school gate. No parents/carers will be allowed access onto the school grounds unless they have a prior appointment. SLT staff will guide children to their entrance areas.</p> <p>Y6 and Y5 children would be advised to travel to school unaccompanied to ensure social distancing and to prepare them for secondary school.</p>	
--	--	--	---	--	--	--

# RISK ASSESSMENT FORM



				<p>removing face covering.</p> <ul style="list-style-type: none"> <li>• Applying the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u></li> </ul>	<p>Parents/Carers had already been sent a letter from the School asking them to walk or cycle to school where possible, instead of using public transport</p> <p>For the younger children additional staff will be in the playground at drop-off and pick-up times to safely chaperone them.</p> <p>All groups will be kept together in their class of 30 during the day whether indoors or outdoors.</p> <p>Children will be given their own PE box of essential PE equipment. They will be asked to come to school wearing their PE kit on their PE days.</p> <p>Every class will have a system in place for isolating any returned reading books for 72 hours.</p> <p>We have rolled up and stored away any rugs, cushions and fabrics.</p>	
--	--	--	--	---	--	--

# RISK ASSESSMENT FORM



	School Trips and Workshops in School	As Above	Staff, children, contractors, parents/guardians	<p>Some school day trips will be allowed in accordance with Government guidelines.</p> <p>Limit trips to the local area near the school only.</p> <p>Workshops in school will be considered. Suppliers, children and staff must follow the Government's and the School's Covid guidelines at all times.</p>		<p>Avoid use of public transport or coaches.</p> <p>Local trips such using the school mini bus can be used for class bubbles.</p> <p>Presenters should adhere to the 2m safe distancing and workshops should not include close interaction with children or staff.</p>	
	PE and General Sporting activities	As above	Staff, children, contractors, parents/guardians	Competitive sporting activities between schools can resume and should be managed by the Government system of regulations.			
	Sports Day	As above	Staff, children, contractors, parents/guardians	Parents will not be allowed to attend as we cannot guarantee to control the movement and flow of people to stay within bubbles of 30 during large events such as this.			

# RISK ASSESSMENT FORM



6	Maintaining infection control during the day.	Same as in Section 3	Staff, children, contractors, parents/guardians	<ul style="list-style-type: none"> <li>• Ensure that children and young people are in the same class groups at all times each day, and different groups are not mixed during the day, or on subsequent days, except for Year group clubs.</li> <li>• Ensure that 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,</li> <li>• Ensure that wherever possible 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. Pupils will sit at the same desk each day.</li> </ul> <p>More frequent cleaning will be undertaken in rooms / shared areas that</p>	Medium	<p>Remain in classes of maximum 30 children at all times.</p> <p>One or two adults will be allocated to each class The staff in each class will remain the same each day, other than covering for any staff sickness. The exception will be “float” teachers who will work across the school but retain a 2 metre distance from the children.</p> <p>Pupils will keep to the same seats each day. We will have a set seating plan.</p> <p>Most classrooms have direct access from outside. Designated routes will be</p>	<p>Low</p> <p>Low</p>

# RISK ASSESSMENT FORM



			<p>are used by different groups, eg. lower hall occasionally for singing lessons.</p> <ul style="list-style-type: none"> <li>• Reduce mixing within education or childcare setting by:</li> <li>• Accessing rooms directly from outside where possible</li> <li>• One-way circulation where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>• We have implemented staggered breaks at 15minute intervals per year group to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• We have implemented staggered lunch breaks at 30 minute intervals per year group lunch breaks -</li> </ul>	<p>identified for those that are not.</p> <p>Signposts will guide staff and children to move in a single file on the left hand side in the corridors.</p> <p>As above. Social distancing measures will be apply at all times.</p> <p>Children and staff will be instructed to wash hands thoroughly and frequently at key times throughout the day. On entry to school, break times, before and after lunch, anytime they cough or sneeze, or use the music hall.</p> <p>Children will eat in their classrooms, at their own desks.</p> <p>Children will be delivered a daily packed lunch to their classroom. This will be left outside of their classroom door entrance by a dedicated member of</p>	
--	--	--	---	--	--

# RISK ASSESSMENT FORM



				<p>children and young people should clean their hands before lunch, as well as throughout the day: First thing in the morning; at break times; after using the toilets; before eating food and after using shared resources. Parents have been advised to ensure children wash their hands as they arrive home each evening.</p>		<p>the catering staff. The lunches will be brought into the classroom by the class teacher and distributed by safe distance to each child.</p> <p>Children choosing to bring in their own packed lunch should do so using containers that are easy to open by the children themselves</p> <p>Children will be allocated specific toilet facilities to use, thereby limiting the number. Children will be reminded of social distancing re numbers using the facilities at any one time. SLT to be on duty to ensure social distancing. Toilet visits will be restricted to only two children at any one time.</p>	
--	--	--	--	--	--	---	--

# RISK ASSESSMENT FORM



			<ul style="list-style-type: none"> <li>• Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. A maximum of two children at a time in the toilets.</li> </ul> <p>Use outside space:</p> <ul style="list-style-type: none"> <li>• For exercise and breaks</li> <li>• For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff, although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</li> </ul>	<p>Teachers will use their discretion to take children outside as long as they stay in their class. Each class will remain separate from any other class at all times.</p> <p>Halls will be used by one bubble at a time with cleaning / sanitation between uses. We will use the lower hall for music lessons / singing in individual classes applying the social distancing rules at all times. The hall can accommodate 30 children socially distanced and side to side, or back to back. Instruments will be cleaned after each use.</p> <p>Doors, generally, will be propped allowing exceptions for fire door security where necessary.</p> <p>PE lessons / activity will be ideally held outside in individual class groups applying the social distancing rules at all</p>	
--	--	--	---	--	--

# RISK ASSESSMENT FORM



				<p>For shared rooms:</p> <ul style="list-style-type: none"> <li>• Halls will be used by one class at a time. There will be no assemblies or dining in the halls. Halls will not be used for large gatherings.</li> <li>• Stagger the use of staff rooms and offices to limit occupancy</li> </ul> <p>Reduce the use of shared resources:</p>	<p>times. Equipment will be particular to each class/bubble and will be cleaned after each use. There will be no contact sports.</p> <p>The ICT suite will not be used.</p> <p>We will only allow a maximum of 8 staff at any one time in the staff room to allow for social distancing. The 4 dining tables will be spaced out. All additional chairs will be removed.</p> <p>Individual staff offices (not main school office) will only have a maximum of two persons at any time. Our teacher planning room (PPA) will have a max of 3 persons. The main training room will have a max of 12 persons. Signage and guidance on doors and walls will reinforce this.</p> <p>Children will be asked to bring in their own pencil case and essential</p>	
--	--	--	--	--	--	--

# RISK ASSESSMENT FORM



			<ul style="list-style-type: none"> <li>• By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>• Although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul> <p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>• Encourage parents and children and young people to walk or cycle to their education setting where possible.</li> </ul>	<p>stationery. This will be personal to them and will remain in school at all times.</p> <p>Children will be asked to bring in their own hand sanitiser and tissues.</p> <p>Where possible we have removed any small items such as toy lego pieces and have only kept larger toys.</p> <p>We cannot always prevent very young children touching a variety of other items in between thorough cleaning. This therefore makes working with very young children eg nursery and reception a risk. We will however teach children not to touch other children and other children's belongings.</p>	Medium
--	--	--	--	---	--------

# RISK ASSESSMENT FORM



No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
7.	Hygiene	Same as in section 3	Staff, children, contractors, parents/guardians	<ul style="list-style-type: none"> <li>• Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>• Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</li> <li>• Normal detergents will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available are available to maintain good infection control.</li> <li>• Ensure that all adults and children: <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing</li> <li>• Are encouraged not to touch their mouth, eyes, and nose</li> </ul> </li> </ul>	Medium	<p>There are handwashing facilities in every classroom including a sink, soap, sanitiser, paper towels, hygiene posters and anti-bacterial spray and cloths. Most classrooms however only have cold water.</p> <p>After marking or touching childrens' exercise books teachers are advised to wash their hands and sanitise.</p> <p>Additional cleaning supplies will continue to be purchased. A regular and thorough new cleaning schedule has been devised for during the day, at the end of each day and with an extra deep clean each Friday afternoon.</p> <p>Frequent hand washing schedule and thorough washing will be instructed for all children. However, skin irritation and potential</p>	Low

# RISK ASSESSMENT FORM



				<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>• Encourage young children to learn and practise these habits through games, songs, and repetition</li> <li>• Ensure that bins for tissues are emptied throughout the day</li> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>• Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>• Ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population.</li> </ul>	<p>damage to childrens' hands may deter them from washing thoroughly.</p> <p>This is difficult to control for the younger children.</p> <p>Lidded bins have been supplied for all classrooms.</p> <p>Additional help and guidance on good effective handwashing and general hygiene guidance will be provided to all children, especially the younger ones.</p> <p>Staff will regularly be reminded to open doors</p>	Medium
--	--	--	--	---	---	--------

# RISK ASSESSMENT FORM



						and windows for ventilation.	
8	Exposure to Corona Virus - Use of PPE	Same as in Section 3	Staff, children, contractors, parents/guardians	<ul style="list-style-type: none"> <li>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain an appropriate social distance from others. PPE is only needed in a very small number of cases including:</li> <li>Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul>	Medium	<p>The School already has a small supply of PPE for this purpose. We have face masks, gloves, goggles and aprons.</p> <p>We have also ordered 125 visors for staff if required. If staff choose to use these, they will then be soaked in anti-bacterial cleanser at the end of each day.</p>	Low
9	If staff or a child becomes unwell with Covid symptoms	Same as in section 3	Staff, children, contractors, parents/guardians	If a child, young person, or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to request an immediate test. If the test is positive they should remain at home in	Medium	If a child or staff member develops symptoms, they will be immediately moved to our special isolation room, in the interim period before being collected / taken	Low

# RISK ASSESSMENT FORM



			<p>isolation for a minimum of 10 days or until they have no more symptoms, whichever is the longer. Their fellow household members should self-isolate for 10 days if the test is positive. 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.</p> <ul style="list-style-type: none"> <li>• School must follow the COVID-19: cleaning of non-healthcare settings guidance</li> </ul> <p>Where the child, young person, or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</p> <p>Where the child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in</p>	<p>home. Staff looking after a child in this room must wear PPE. Parent/carer to be advised to collect child ASAP.</p> <p>The door to the isolation room should be closed but a window should be opened.</p> <p>If they need to use the bathroom, this should be closed off after use, and only re-opened after it has been properly cleaned using anti-bacterial / viral cleaning procedure.</p> <p>The School will provide a home testing kit for any staff or child that develop symptoms in school.</p> <p>Children or staff will only be allowed to return to work if the test proves negative.</p> <p>Parents to be advised to inform the School immediately if their child</p>	
--	--	--	--	---	--

# RISK ASSESSMENT FORM



				<p>that group subsequently develops symptoms.</p> <p>As part of the national test and trace program, 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 the school 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.</p> <p>The Class teacher and the School office will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different</p>	<p>develops symptoms. The child will not be allowed into School until they have been tested OK.</p> <p>If any staff or children test positive, the School will engage immediately with the NHS “Test and Trace” system. We will liaise with Public Health who will advise the School.</p> <p>The School will phone the DFE hotline and also the self-isolating service, and liaise with Public Health.</p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will work with the local health protection team who will be able to advise if additional action is required.</p>	
--	--	--	--	--	--	--

# RISK ASSESSMENT FORM



				<p>group in order to assist with decisions about isolation if required.</p> <p>Self Test Kits in School.</p>		<p>We have developed contingency plans should a class, group or small number of pupils need to self-isolate or if there is a local lockdown requiring pupils to remain at home.</p> <p>A full remote learning package is available for all isolating cases.</p> <p>The school has a regular supply of Rapid Lateral Flow Test kits and staff are encouraged to self test twice a week. Results are reported to the school and to the NHS website</p>	
10	Lack of adequate communication	Infection control procedures and protocols are not observed.	Staff, children, contractors, parents/guardians	<ul style="list-style-type: none"> <li>• We have issued guidance to parents and staff as below:</li> <li>• Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Also, if required, we may engage parents and children in education resources such as e-bug and PHE schools resources</li> </ul>	Low

# RISK ASSESSMENT FORM



				<p>setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> <li>• We have informed parents and carers via email, website and Head Teacher newsletter that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child.</li> <li>• Tell parents and young people 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)</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>• Parents of Year 1 to Year 6 children are not required to accompany children beyond the school gates as the routines and procedures are now well established.</li> </ul>		<ul style="list-style-type: none"> <li>• Parents must inform the School immediately if any member of their household develops symptoms.</li> </ul> <p>No one with any noticeable symptoms will be allowed to enter the site.</p> <p>Clear protocols of drop-off and collection times have been devised and will be cascaded to parents to minimise contact time.</p> <p>Parents will be asked to adhere to the allocated times and the necessary social distancing requirements. They will be instructed not to gather near the school entrances.</p> <p>All parents and staff should wear face masks at drop off and collection times.</p>	
--	--	--	--	---	--	---	--

# RISK ASSESSMENT FORM



				<ul style="list-style-type: none"> <li>• Communicate early with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>• Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> </ul>	<p>We have allocated designated entrances for different year groups in order to reduce congestion.</p> <p>A two meter separation grid has been painted near school gates and main entrance doors so children can keep their distance.</p> <p>Staff will be provided with clear information around safety measures and other logistics around running the school during these times which will also be used to inform external contractors needing to visit the school.</p> <p>All staff and visitors should wear a face mask inside the school building except when teaching a class.</p> <p>In house and agency cleaners have been and will continue to be briefed by school management on additional requirements and procedures.</p>	
--	--	--	--	---	---	--

# RISK ASSESSMENT FORM



						The School will obtain contact information on any third party contractors or visitors invited onto the School grounds, in order to engage with them if necessary as part of the Test and Trace requirements.	
11	School Meals	Provision of School Meals for staff and children	Staff and children	Due to the space issues in our current kitchen we cannot provide hot meals for all the children attending school from September 2020. The kitchen is too small and the current design with its "fixed" island of equipment such as ovens, fryers etc makes it impossible to maintain a safe distance in the kitchen or servery area.	Medium	Staff working in the kitchen should wear a face mask and retain a 2 metre distance.	Low
					Medium	<p>However, we will ask staff to prepare a nutritious "packed" lunch daily for all pupils by utilising the main hall adjacent to the kitchen. Each staff member will work at their own catering table at least 2m apart from each other.</p> <p>The food will be served as individual packed lunches in paper bags. (Meat or veggie option)</p>	Low

# RISK ASSESSMENT FORM



						and delivered by trolley to each of the classrooms by a member of the catering team, as described earlier	
12	Fire Safety	Fire Safety	Staff, children, contractors, parents/guardians	All the usual Fire safety tests will continue to apply: Fire drills, Fire Extinguisher tests, Fire Alarm tests, Fire blanket checks,	Medium	<p>Fire drills / emergency evacuations cannot be carried out effectively, speedily and in a safe organised manner if we had to adopt social distancing measures and congregate at particular muster points.</p> <p>Social distancing measures cannot fully apply in these circumstances although staff will apply social distancing measures at the assembly point if it is safe to do so.</p>	Medium
13	First Aid Provision	First Aid Provision.	Staff, children, contractors, parents/guardians	General first aid provision will be available with first aid qualified staff present	Medium	The School has a small supply of PPE which can be used when necessary. Most of the time PPE will not be required except for specific incidents or for any children which require very close attention such as	Low

# RISK ASSESSMENT FORM



						vulnerable or SEN children	
14	Vulnerable Staff And Children and Expectant Mothers	Risk of illness of vulnerable staff, children and family members, expectant mothers.	Staff, children, contractors, parents/guardians	<p>In accordance with Government guidance all staff and children should be able to return to school from 8<sup>th</sup> March 2021 unless they have a letter from their clinician stating otherwise.</p> <p>Social distant rules apply at all times.</p> <p>We have carried out general and individual risk assessments where appropriate in order to minimise the risk as far as possible, as per Government health and safety information.</p>	Medium	<p>We have taken individual consideration for any particularly vulnerable children and / or staff.</p> <p>We have relocated the desk for one of our staff who is in the extremely vulnerable category to further minimise contact with others. We have also ordered a Perspex screen for the staff member's desk.</p> <p>If we are provided with a clinician's report that a child or staff member remains at risk, the School will carry out an individual risk assessment.</p>	Low
15.	Singing and Dancing	Infection Control Procedures. (same as section 3) Teacher working with several classes.	Staff, children, contractors, parents/guardians	<p>Children will be working within their class to minimise risk of infection.</p> <p>All control measures around social distancing, cleanliness and hygiene will be administered at all times as per the control</p>	Medium	<p>Staff and children to follow all the measures identified at all times.</p> <p>Staff and children to ensure adequate hand washing before and after each session.</p>	Low

# RISK ASSESSMENT FORM



				measures listed in all relevant sections above.		<p>Children will stand in the music hall (or in the upper hall for dance routine) at 2 metre distance on pre laid circular floor markers for singing. Children will remain on their mat during the singing and/or dancing.</p> <p>All musical instruments used will be cleaned thoroughly after each use.</p> <p>Staff member to keep to social distancing rules at all times especially as working with different groups of children.</p>	
16.	Lettings	Safe use of premises	Hirer, adults and / or children attending, staff	<p>The School will allow the hire of its halls or external grounds to external clubs, associations or for private parties for children.</p> <p>The School will follow all of the guidelines about social distancing in these circumstances and will insist on seeing a suitable risk assessment from the proposed hirer. The RA will be examined and approved by the School before any agreement to allow use of the premises. The hirer</p>	Medium	<p>The school will insist on the hirer ensuring all of its members adhere to the strict hygiene regime promoted on posters throughout the school and beside all the toilet and sink areas.</p> <p>Hirers will only have access to the toilets and communal areas relevant or closest to their hire space.</p>	Low

# RISK ASSESSMENT FORM



				must also agree to abide by any rules and regulations concerning the hire as advised by the school and included in our premises hire terms and conditions, available on the school website.		The hirer must insist on all of its members bringing in and taking away their own resources and equipment.  School site staff will ensure thorough cleaning of toilets and communal areas in between and at the end of each hire. Cleaning/infection control advice and guidance will be issue to site staff by the School's cleaning supervisor.	
--	--	--	--	---	--	---	--

# RISK ASSESSMENT FORM



## Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

# RISK ASSESSMENT FORM



## Risk Assessment Method (continuing).

### Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

### Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required