

The Spring Partnership Trust

Draft Risk assessment for reducing on site attendance of Spring schools in January 2021 – COVID-19 V3.1 – Hayes Primary School

Completed by	CEO	Date	Week Beg 4th January
Reviewed by	CFO, COO and Head Teachers	Date	Week Beg 4th January
Approved by	TSPT Trust Board	Date	Week Beg 4th January
Consultation	Staff and staff union organisations	Date	Week Beg 4th January
Training	All staff with CEO or EHT	Date	Week Beg 4th January
Monitoring by	Central TSPT team	Date	Week Beg 4th January
Further update	CEO	Date	Week Beg 18th January

Schools are expected to achieve the following controls as defined by the Department of Education in order to operate safely. The risk assessment has been written by The Spring Partnership Trust for Castlecombe, Dorset Road, Hayes, Leasons, Midfield and St Mary Cray primary schools. There is a separate risk register for the TSPT central office. Each site has an appendix at the end of the generic Trust risk assessment, including site or provision-specific risks and their treatments.

This risk assessment has been reviewed in the light of the most recent guidance from the DfE which was updated on 31st December 2020 and can be found at <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#clinically-extremely-vulnerable-children>

On Tuesday 4th January 2021 Central Government announced Tier 5 and the stopping of on-site attendance except for vulnerable and children of critical workers. The contingency plans were updated on January 1st 2021 and can be found here

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment

Response to any infection

- 7) Engage with the NHS test and trace process
- 8) Manage confirmed cases of COVID-19 amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 1-4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

The risk assessment will be kept under constant review to incorporate any further information and ideas from staff members will help school leaders to adjust and improve the measures in place to reduce transmission of COVID-19 within the schools and their communities.

Part A - How the school buildings will be kept safe

Hazard 1 Buildings not health and safety compliant		Risk rating: LOW
Who and how might someone be harmed? Employees, pupils, parents, visitors and contractors could be injured due to lack of building safety where statutory compliance checks or health and safety checks have not been completed prior to opening		
Measures in place to control risk The aim is to have a safe and legally safe building <ol style="list-style-type: none"> 1. Statutory compliance reviewed with the premises team. All statutory compliance has been met 2. The Trust COO has reviewed the site H&S compliance with this risk register on an INSET day in August or at some other time prior to opening 3. The school site and every room has been deep cleaned during closure and then locked if not in regular use 4. Cleaning regime has been increased 5. Handles, handrails and other touch points are cleaned first thing every morning 		
What else is needed?	Who and when?	Completed
1. New cleaning procedures for the premises team are being put in place including rota in place identifying who is going to clean which areas	COO	4th January
Hazard 2 Infection with Covid-19 due to close contact in classrooms		Risk rating: Medium
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks NB: current guidance is that primary aged children are not expected to social distance or stay 2m apart <ol style="list-style-type: none"> 1. Groups of key worker or vulnerable pupils consist of no more than a class or year group size of pupils with consistent adults as far as possible 2. If adults have to work with small groups or different classes, ensure good ventilation and regular hand-washing 3. KS2 pupils facing the front of the classroom, sitting next to each other on shared tables 4. Provide pupils with their own table space, chair and a box for their equipment (not EYFS). 5. Designated areas for staff breaks that maintain social distancing and enhanced hygiene management 		
What else is needed?	Who and When?	Completed
Could be added to during the consultation process i.e after staff have fed back to the CEO	SLT	4th January
Hazard 3		Risk rating: Medium

COVID-19 infection passed to others in corridors or stairs		
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
<ol style="list-style-type: none"> 1. At Midfield, Castlecombe and Leesons use of stairs by pupils promoted in a controlled manner. There are no pupil stairs at Hayes or St Mary Cray. 2. Corridor floor markings down the middle to keep pupils on the left hand side of the corridor, in schools where they are particularly narrow such as Midfield. 3. All surfaces that people may come in contact with i.e. buttons, doors, hand rails cleaned regularly 4. Hand sanitiser units installed within and around schools at critical points 5. Internal doors remain open where possible 6. Cleaning records displayed to show record of frequency and time of cleaning each day 		
What else is needed?	Who and When?	Completed
1. Floor markings and other signage relevant to new guidance to be kept in place for September	Caretakers	4th January
2. Install door-guards to fire doors that are high use/high contact doors, (not in higher risk rooms such as plant areas and kitchen areas)	Caretakers	4th January
3. Check all door-guard doors to ensure closing operation is working and replace batteries when required	Caretakers	4th January
Hazard 4 COVID-19 infection passed between people at the counter in the school's reception area		Risk rating: MEDIUM
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. School offices should remain closed to the public/visitors during the lockdown 2. Parents reminded about office closure and use remote contact/payment wherever necessary 3. Hand sanitiser available at entrance/reception areas 4. Staff and visitor signing in screens at Midfield, Leesons and Hayes to be cleaned regularly with anti-bacterial wipes 5. School office workforce to work from home wherever possible 		
What else is needed?	Who and when?	Completed
Hazard 5 Fear and concerns relating to COVID-19 infection as a result of poor air circulation inside the buildings		Risk rating: Low
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Windows and doors are opened before the arrival of staff each day and left open where possible to encourage ventilation 2. Pupils encouraged to wear body warmers over school uniforms where necessary while classroom windows are open 		

3. Air conditioning systems turned off		
What else is needed?	Who and when?	Completed
This could be updated following the consultation process	SLT	Ongoing
Hazard 6 COVID-19 infection passed between people as a result of office layout and space		Risk rating: Low
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. Office layouts rearranged where necessary to achieve 1 metre or more metre social distancing 2. All surfaces cleared in shared spaces 3. Leaders monitor usage of spaces regularly 4. Staff avoid sitting facing each other 5. Hand sanitisers in all office spaces 6. Staff members use own equipment only – any shared equipment is wiped between use		
What else is needed?	Who and when?	Completed
1. For areas where regular meetings take place, use signage to help people maintain physical distancing	SLT	4th January
2. Provide seating plans for each location	SLT	January 4th
Hazard 7 COVID-19 infection passed between people as a result of a contaminated workplace		Risk rating: MEDIUM
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks NB: Refer to Infection Control section of the risk assessment for further information 1. Increased formal cleaning regime including contracted cleaners, premises team and all staff members on site 2. Key areas and touch points identified and part of cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.) 3. Hand sanitisers placed throughout the workplace 4. Hand wash available at all times in all toilets 5. Each classroom is well supplied with soap and tissue 6. The 'System of controls' including extra personal hygiene management (handwashing etc) is non-negotiable 7. Single-use handtowels or hand dryers only are used to dry hands 8. Confirmed cases of <i>work-related Covid-19</i> reported to the CFO (Verity Bolton) Contingency cleaning regime ready to use following Covid-19 case on site 9. Correct cleaning products in use for infection control Covid-19		
What else is needed?	Who and when?	Completed
COO to ensure Head Teachers receive updated information surrounding cleaning regimes	COO	4th January

Hazard 8 COVID-19 infection passed between people as a result of a gathering, such as during an emergency evacuation		Risk rating: Low
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. 1 metre or more distances marked out around the buildings to help adults maintain physical distancing 2. No gatherings of people close to the building entrances permitted - remind groups if necessary while keeping a safe distance		
What else is needed?	Who and when?	Completed
1. Signage to remain in place to remind staff about not gathering together too closely	SLT	4th January
2. Revised fire evacuation strategy to be revisited during INSET in September at each school	SLT	4th January
3. Revised fire evacuation strategy to be practiced at every school by pupils and staff at the start of term	SLT	4th January
Hazard 9 COVID-19 infection passed between people as a result of provision of first aid in buildings		Risk rating: Low
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks NB: It is accepted that physical distancing cannot be maintained during the delivery of first aid 1. Review of first aid practice with COVID-19 restrictions in mind 2. First aid certificates have been extended where they have run out 3. Keep physical contact to a minimum when administering first aid e.g. pupils apply own cold pack, wipe, plaster where able to do so 4. Wear a face mask and disposable gloves and an apron when administering first aid 5. Wash hands after administering first aid and ensure the area is cleaned upon completion 6. Only one person can be treated in the first aid room at a time. Organise a waiting area 7. Where possible administer first aid outside 8. If daily medication is administered from 1 st aid rooms, relocate this activity to reduce demand on space		
What else is needed?	Who and when?	Completed
Provide signage outside first aid rooms to remind people how to use these spaces safely	SLT	4th January
Hazard 10 COVID-19 infection passed between people as a result of interaction in shared kitchen and other staff areas		Risk rating: Low
Who & how might someone be harmed		

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> Physical distancing in place for adults and signage in place to remind them of this Staff to wear face coverings when not teaching pupils and in shared spaces in school Taps and kettles to be cleaned before and after use with appropriate cleaning material/wipes Staff to wash their hands before and after eating for at least 20 seconds Staff to dispose of their food waste into the bins provided, clean cutlery and crockery and kitchen areas Staff are encouraged to go outside during breaks Increased cleaning regime in place for shared staff kitchen and staff room 		
What else is needed?	Who and when?	Completed
1. Order or create signage for shared kitchen and staff room	SLT	4th January
Hazard 11 COVID-19 infection passed between people as a result of provision of contract catering or lunchtime provision in the hall		Risk rating: Low
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
NB: Contract catering services have also produced their own risk assessment. PPE masks are not appropriate in the kitchen as due to the nature of heat, steam, touching of face/masks results in poor hygiene standards		
<ol style="list-style-type: none"> Physical distancing is in place for the kitchen staff Number of kitchen staff required in the kitchen area at one time has been reviewed with Olive dining Classes, key stages or year groups to have an allotted time to eat their lunch before the next group of classes enter the dining hall Tables to be cleaned in between groups eating their lunch Pupils to queue for lunch in their class, year group or key stage groups or be served food to avoid queuing Staff and children will be encouraged to wash their hands before and after eating for at least 20 seconds and frequently during the day Communication with contract cleaning services in place (Verity Bolton) to ensure that the school to be informed of any Covid-19 related staff sickness, without delay 		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process	SLT	4 th January
Hazard 12 COVID-19 infection passed between people when using the toilet facilities		Risk rating: LOW
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> Signage displayed to specify number of staff members who can safely use staff toilets at any one time. Limit use to one person at time in small toilet facilities Staff to proceed with caution and be prepared to take a step back when entering small spaces 		

3. Wash hands for 20 seconds after using the toilet 4. Consider how and when to touch flushes, taps and door handles to avoid contaminating surfaces 5. There is an increased cleaning regime in these areas 6. Control system in place for pupil toilet areas.		
What else is needed?	Who and when?	Completed
Include toilet areas in the new cleaning rota	COO	4th January
Remind staff about use of foot or elbow door opening options to reduce hand touching surfaces/doors access egress points	SLT	4th January
Hazard 13 COVID-19 infection passed between people when using meeting rooms		Risk rating: Low
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
1. Use virtual (WEBEX) meetings if possible or phone calls 2. During lockdown, if meetings are urgently needed, they should be held outside with as few people socially distanced as possible 3. Meeting room doors to remain open 4. Maintain the allotted numbers of people per room or outside 5. Avoid facing people directly in meetings 6. Do not meet in rooms that are poorly ventilated 7. Bring your own equipment to the meeting rooms and leave all surfaces clear 8. Hand sanitiser is available in meeting rooms 9. Establish meeting etiquette while entering and leaving to ensure distancing 10. Record meeting dates, times and attendance for potential tracking requirements		
What else is needed?	Who and when?	Completed
1. Order door stops for all doors that are not fire doors.	SLT	4th January
Hazard 14 COVID-19 infection passed between people as a result of an attack by an intruder		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
1. Security policy reviewed to take into account use of multiple gates simultaneously 2. Be vigilant during extended start and finish windows 3. All perimeter gates to remain locked during the school day 4. Visitor entry controlled at front office 5. Risk assessments in place for each pupil with SEND including risk of pupil leaving the school unauthorised		

What else is needed?	Who and when?	Completed
This could be added to following the consultation process		
Hazard 15 COVID-19 infection passed between people as a result of letting the premises		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. ASC and BC closed to avoid spread of the virus between bubbles 2. Organisations providing clubs after school can only take pupils from the same Key worker bubble and no other pupils 3. Organisations providing clubs after school show a full risk assessment 4. Outdoor lettings to be prioritised 5. Caretakers check that control measures are in place		
What else is needed?	Who and when?	Completed
Check list to return to Business Development officer that all controls are in place	BDO	4th January
Hazard 16 COVID-19 infection passed between people as a result of using water fountains		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. Water fountains have been switched off 2. Pupils have their own water bottles to use in the classroom 3. Disposable cups made available for pupils without water bottles		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process	SLT	
Hazard 17 COVID-19 infection passed between people as a result of using swimming pools or therapy pools		Risk rating: LOW
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks 1. Swimming pool only open to critical worker and vulnerable pupil's bubbles 2. Pool to be used by a limited amount of pupils per day 3. Only small groups of pupils from the same class bubble to enter the pool at one time 4. Swimming teacher to maintain distance from pupils 5. Changing areas cleaned between groups 6. Area reviewed for touch points, including shared equipment and commonly used equipment 7. Unnecessary equipment removed		

8. Updated guidance for use of public swimming pools to be followed when available in September		
What else is needed?	Who and when?	Completed
1. Carry out health and safety inspection in preparation for reopening the pool	Midfield HoS	4th January
2. Complete deep clean before reopening the pool	Caretaker at Midfield	4th January

Part B - How we will continue to control the infection

Hazard awareness

People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Hazard 18

COVID-19 infection passed between people as a result of close contact in classrooms

Risk rating: LOW

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others. Transmission of the virus between staff and pupils and into the wider community

Measures in place to control risks

NB: DFE guidance states that primary aged children cannot be expected to social distance

1. Physical distancing on site between adults e.g in staff room, offices etc.
2. Unnecessary furniture and equipment from classrooms to be removed to create more space
3. Staff to maintain a safe distance between each other as per current government guidelines
4. School reception areas risk assessed and controlled (including regular cleaning)
5. Areas currently marked out remain marked out to help people visualize and maintain physical distancing
6. Rooms remain as well ventilated as possible (open windows and doors that are not fire doors) where reasonably possible
7. Provision planned so that if resources are shared between classes, they are cleaned before sharing
8. Learning outdoors for a portion of time every day for each class and group

What else is needed?

1. Store excess furniture and equipment safely elsewhere in the building

Who and when?

SLT

Completed

4th January

Hazard 19

COVID-19 infection passed between people as a result of poor infection control

Risk rating: Low

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Pupils and staff remain in same class or intervention groups as much as possible 2. Seat pupils at the same desk each day 3. If pupils are taught in different groups, the groups must be consistent (e.g. regular intervention groups of 'sets') 4. Pupils use the same classroom or area throughout the day, except for going to the toilet and learning outside 5. Where there is more than one Reception class, stagger use of outdoor area or cordon off separate areas and rotate if necessary each week 6. Stagger toilet times according to site layout to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 7. Use direct access to rooms from outside where possible 8. Pupils and staff to wash their hands before eating 9. Tables to be cleaned in between different groups eating their lunch 10. Promote hand cleaning breaks 11. Rooms all contain a supply of soap and running water 12. Assessing specific individual support needed for pupils to follow these measures, for example, 1-1 support to guide, routes round school marked in braille or other meaningful symbols for Tree House pupils at Midfield, social stories to support pupils to understand why and how to follow rules 13. Timetable each class a portion of the day to learn outside 14. Stagger the use of staff rooms to ensure there is a limit on numbers. Keep to physical distancing in these spaces 15. Where possible avoid sharing resources between classes and if necessary, clean between use 16. Communicate with transport providers at Tree House, Midfield to ensure they follow hygiene rules 17. Plan in place for 'safest movement' around the school buildings 18. Allocate each class, year group or key stage their own gate where possible 19. Remove soft toys and furnishings 20. Quarantine books or other resources loaned to pupils for 72 hours after pupils return them to school and before loaning them to another family 		
What else is needed?	Who and when?	Completed
1. Pupils to wash hands before going out to play on equipment and when they come back indoors	SLT	Ongoing
2. EYFS resources to be rotated (with 72 hrs break) and cleaned regularly	SLT	Ongoing
3. Provide facilities for hand washing outside	COO	4th January
4. If staff have to work in other classes, ensure they wash hands before entering, keep a safe distance from pupils and keep the room well ventilated	SLT	4th January
Hazard 20 COVID-19 infection passed between people as a result of poor hygiene		Risk rating: Low
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
1. Hygiene control non-negotiable, e.g. hand washing and cleaning		

2. Handwashing facilities are available in every classroom and in outdoor handwashing stations in all schools. Hand sanitiser is provided in rooms with no sinks
3. Additional cleaning of surfaces that children touch more regularly.
4. Normal detergents will remove traces of the Covid-19 virus. There are supplies of detergent in classrooms
5. All adults and children must:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing
 - Are encouraged not to touch their mouth, eyes, and nose
 - Use a tissue or elbow to cough or sneeze and use bins with lids for tissue waste
6. Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters
7. Ensure that help is available for children who have trouble cleaning their hands independently
8. Encourage young children to practise these habits through games, songs, and repetition
9. Bins for tissues are emptied throughout the day
10. All spaces should remain ventilated using natural ventilation (opening windows) wherever possible
11. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
12. Store cleaning products away from pupils
13. Soap and hand towels are regularly topped up at all washing stations
14. Rubbish bins for hand towels are regularly emptied
15. Caretakers to regularly clean the hand washing facilities
16. Hand sanitiser is located at the school entrance and should be used by everyone when entering and leaving
17. Tissues are provided for classrooms and are topped up daily
18. Toilet facilities include antibacterial hand wash
19. Stock levels for hand soaps, hand sanitisers, tissues and other cleaning products are checked regularly by caretakers

What else is needed?	Who and when?	Completed
This could be added to during the consultation process	COO and SLT	Ongoing
Hazard 21 COVID-19 infection passed between people as a result of inadequate cleaning		Risk rating: Low
Who & how might someone be harmed Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks See also risk assessment from contract cleaning staff for assurance on social distancing and methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc <ol style="list-style-type: none"> 1. Cleaning schedule for school buildings covering frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc and ensuring these are thoroughly cleaned and disinfected regularly 2. Thorough cleaning of rooms at the end of the day 		

3. Hard surfaces to be cleaned using standard cleaning products and disposable cloths/paper towels throughout day (this can be completed by school staff, including non-cleaning staff – check allergy to cleaning products first)
4. Follow manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants
5. Hand towels and hand wash are checked and replaced as needed by premises or cleaning staff
6. Enhanced cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
7. Only use cleaning products supplied by the school/contract cleaners

When cleaning a contaminated area

Cleaning staff (trained cleaning staff) to:

- Wear disposable gloves and disposable apron
- Wash hands with soap and water once they remove their gloves and apron
- Wear fluid resistant surgical mask if splashing likely
- Dispose of cloths and mop heads used
- Wash hands with soap and water for 20 seconds and dry thoroughly after all PPE has been removed
- Double bag PPE then store securely for 72 hours before throwing away in the regular rubbish

NB: For a deep clean/disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the [COVID-19: cleaning of non-healthcare settings guidance](#)

What else is needed?	Who and when?	Completed
Ensure cleaning schedule contains the above information	SLT	Ongoing
Hazard 22 COVID-19 infection passed between people as a result of exposure due to close contact with inadequate PPE		Risk rating: LOW

Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others

Measures in place to control risks

NB: Most staff in schools will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a safe distance of from others

PPE is only needed in a very small number of cases including:

- Pupils 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
- A child becomes unwell with symptoms of coronavirus while in the school setting and needs direct personal care until collected from home and you cannot keep more than 2m apart

See guidance: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- PPE is required if a child or member of staff falls ill and requires direct personal care on site:
1. Fluid resistant surgical masks are available in the medical room and classrooms for supervising adults
 2. Disposable gloves and disposable aprons are also available if necessary
 3. Wear eye protection if there is a risk of splashing or droplet infection from coughing, spitting, vomiting
 4. PPE is also available for the provision of intimate care
 5. When supervising on the gate, staff should observe social distancing guidance

What else is needed?	Who and when?	Completed
This could be added to following the consultation process	SLT	Ongoing

Part C – How we will continue to manage the risk to individuals

Hazard 23 COVID-19 infection passed between people and infecting people with underlying medical conditions	Risk rating: LOW
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Who & how might someone be harmed

Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others who become severely ill

Measures in place to control risks

1. Identify staff who are now classed as 'clinically extremely vulnerable'/shielded or who live within someone 'clinically extremely vulnerable'/shielded and discuss any concerns. From January 4th, Clinically extremely vulnerable staff should work from home and should not attend the workplace
2. Meet with staff who are pregnant and complete a risk assessment. Women who are 28 weeks pregnant or more and who have any underlying health condition should work from home and should not attend the workplace.
3. Heads to work with wellbeing teams to put in place measures to encourage good mental health in the workplace such as regular staff catch ups or staff meetings via Zoom or Webex. Leaders to keep in touch with staff, especially those isolating or living alone.
4. TSPT HR to be notified of individual cases and to give advice to Heads
5. Give parents and staff members the opportunity to talk about their concerns relating to attending school
6. Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19 and understand their needs/concerns
7. Ensure that parents and carers understand that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test
8. Update risk assessments for children with EHCPs and put controls in place
9. Identify pupils under the care of a specialist health professional and work with parents/carers to complete a risk assessment
10. Provide regular contact and home learning for pupils not able to attend school due to advice from specialist health professional
11. Plan to resume taking attendance registers as normal

What else is needed?	Who and when?	Completed
1. Family workers, SENDCOs to carry out risk assessments on any pupils under the care of a specialist health professional	SLT	Ongoing

Hazard 24	Risk rating: LOW
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Lack of appropriate levels of staffing so that the school site and the pupils on site cannot be safely managed		
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors are the victim of accidents due to lack of supervision		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key roles such as first aiders and DSLs is maintained. 2. Non-class based leaders and support staff to provide cover if necessary 3. Designated safeguarding leads, first aiders, fire wardens and premises staff on site every day 4. Ensure everyone understands new arrangements from January for the reorganisation of the school day/week and home learning expectations 5. Decisions on staffing levels are dependent on numbers and needs of pupils present in school. Review weekly 6. Options such as partial closure may be required in event of severe staff shortages and this should be agreed by Trust board 		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process		
Hazard 25		Risk rating: Medium
A member of staff or a pupil becomes ill with Covid-19 symptoms whilst on site at school		
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. If a child or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days 2. Whilst the pupil is waiting to be collected by a parent or carer, they should be supervised from outside a well-ventilated room by one of the adults from their group. This adult will need to wear a disposable mask, gloves and apron 3. All staff and pupils who are attending school have access to a test if they display symptoms of Covid-19 and will be asked to get a test in this scenario 4. Following the incident, schools must then follow the COVID-19 cleaning of non-healthcare settings guidance Decontamination in-non-healthcare-settings 5. If the pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation. 6. Where the pupil or staff member tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days. The other household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms 7. 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 on the most appropriate action to take. In some cases, a larger number of other children 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 school will not generally be necessary 		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process		
Hazard 26		Risk rating: Medium

COVID-19 infection passed between people as a result of work related travel and being in close proximity to people infected with Covid-19 for an extended period of time		
Who & how might someone be harmed		
Employees, pupils, parents, visitors and contractors could become infected with Covid-19 and/or pass on the infection to others		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Minimise non-essential travel 2. Midfield to work with Tree House transport provider and families on safe travel risk assessment 3. Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face 4. Avoid public transport as much as possible – consider walking or cycling options 5. Avoid travelling at the busiest times 6. Follow government advice on face coverings 7. Only complete off site visits if you can safely walk to the location 		
What else is needed?	Who and when?	Completed
<ol style="list-style-type: none"> 1. Staff members to flag up with team leaders if they are concerned about their journey to work 2. Team leaders to support staff members to find the safest journey to work Leaders and staff members to adopt a flexible approach to start times while staff members are working out a new route to work 	SLT	Ongoing
Hazard 27		Risk rating: MEDIUM
High volume of change in a short period of time and related communication and training		
Who & how might someone be harmed		
Employees may experience stress and anxiety as a result of the volume and level of change experienced		
Measures in place to control risks		
<ol style="list-style-type: none"> 1. Provide clear consistent and regular communication to improve understanding for all staff throughout the changing scenarios of the pandemic 2. Reduce workload through sharing as much advance planning, assessment preparation and other regular school duties as possible throughout the Trust 3. Cut back number of staff meetings in school to a minimum, providing power points or other on line learning to be carried out at home 4. Work across the Trust to share workload, e.g. Trust subject leader planning, monitoring and review 5. Follow Trust feedback policy which incorporates changes to written feedback expectations 6. Providing information as early as possible before any changes to working practices 7. Keep all risk assessments/changes in risk updated as government guidance is updated and consult with staff 8. Provide information to staff on changes to work environment and procedures in advance of those changes 9. Consider those employees who may be at increased risk in the planning of work activities 10. Direct staff to Government, NHS, PHE and resources: <ul style="list-style-type: none"> • NHS guidance, how to wash your hands video (20 second rule) • NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs • Information posters displayed at key points and throughout premises • Hygiene requirements (handwashing etc.) and practise of social distancing 		

<ul style="list-style-type: none"> Government track and trace information 		
What else is needed?	Who and when?	Completed
<ol style="list-style-type: none"> Plans for all subjects and year groups reviewed regularly by teachers Planning meetings continue to take place weekly across the Trust so that remote learning practice improves and where practice is strongest, this has impact more widely 	EHT	Ongoing 4 th January
Hazard 28 Stress and anxiety concerning attending work in schools		Risk rating: MEDIUM
Who & how might someone be harmed Concern relating to catching virus may cause stress and anxiety affecting the body and leading to physical and/or mental illness		
Measures in place to control risks <ol style="list-style-type: none"> Leaders to have individual risk assessments for staff who are Extremely clinically vulnerable or pregnant. Line managers to identify staff with stress or anxiety and work with TSPT HR to refer to occupational health as per Trust policy Provide staff with opportunities to talk and share their experiences and fears Give staff language to talk about their fear/anxiety – normalise it Provide clear communication between all staff relating to: <ul style="list-style-type: none"> Agreed work activities Calls/contact time Access to resources e.g. Employee Assistance Programme (EAP) 		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process and as guidance on shielding is updated		
Hazard 29 Staff sustain injury through working from home through not having appropriate tools, environment or child care to do the job		Risk rating: MEDIUM
Who & how might someone be harmed Staff may feel stressed, develop injury through e.g. not having a comfortable chair on which to work, a device in full working order or sufficient child care in place		
Measures in place to control risks <ol style="list-style-type: none"> Staff to carry out risk assessment on home working using the pro-forma Appendix A in the TSPT WFH policy (in draft form to be agreed by Trustees). Line manager to discuss and, where possible, mitigate risks identified in the home working risk assessments Employees to read the home working policy and have an opportunity to discuss any concerns with their line manager Line manager to keep in touch with employees working from home so they do not feel isolated 		
What else is needed?	Who and when?	Completed
This could be added to following the consultation process and as guidance on shielding is updated		

Part D – How we will manage the long term risk of the lock down on pupil’s wellbeing and academic attainment

Hazard 29 Concern relating to the third lock down+ or trauma during lock down may cause stress and anxiety affecting children’s bodies, leading to physical and/or mental illness	Risk rating: MEDIUM
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Who & how might someone be harmed
Pre-statutory school aged and statutory school aged pupils

- Measures in place to control risks**
1. Leaders to have individual risk assessments for pupils known to be vulnerable,
 2. EHCPs are reviewed and updated in line with risk assessments
 3. Each school has a plan in place to communicate with parents
 4. Trust in-house professional counselling available for pupil referral by SENDCo and this is available remotely
 5. Close and regular communication between school and parents/carers
 6. Pupils have access to ‘listening ear’, ‘worry box’ or similar facility remotely and in school
 7. Jigsaw ‘recovery’ PSHE curriculum timetabled for at least 1 hour per week and ideas discussed with pupils in school and remotely
 8. At least one session of outdoor learning timetabled for each class per week for pupils in school
 9. More PE and non-contact sports lessons wherever possible for pupils in school

What else is needed?	Who and when?	Completed
This could be added to following the consultation process	SLT, Family worker, SENDCo	

Hazard 30 Pupil’s gaps in knowledge in core subjects inhibit new learning and cause anxiety	Risk rating: HIGH
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Who & how might someone be harmed
Pre-statutory school aged and statutory school aged pupils

- Measures in place to control risks**
1. Each school to deliver a high quality remote learning education in line with Trust remote education policy and guidance
 2. School to support as many families as possible by lending devices for pupils to work on
 3. Teachers to have high expectations of work pupils will complete and return on a regular basis
 4. Teachers and all school staff to keep in touch regularly with pupils and families through phone calls, remote group or class learning or catch ups
 5. Pupils to have interventions and SEND support remotely wherever possible
 6. Schools to provide some of the ‘normal’ aspects of school life such as remote assemblies and class reading
 7. Schools to signpost families to other high quality educational resources through TV channels, websites e.t.c
 8. Heads and Executive Head to keep in touch with parents and the Local advisory committees to gather feedback on remote learning and act on this to continue to build teacher’s skills and the quality of home learning

What else is needed?	Who and when?	Completed
This could be added to following the consultation process	SLT, EHT, CEO	

Key

Level of risk	Suggested action
LOW	Control measures are adequate but continue to monitor and review to ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period. Continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended

If you have health and safety questions or concerns contact Jo Brinkley jbrinkley@springpartnership.co.uk

Alternatively the lead Health & Safety practitioner in the Trust is Verity Bolton vbolton@springpartnership.co.uk

Annex A – Specific risks identified in Hayes Primary School

Hayes Primary School

Risk Assessment for School Closure January 2021 and opening for key worker and vulnerable pupils.

(SITE SPECIFIC IN BASED ON THE OVERARCHING RISK ASSESSMENT SET BY TPST)

	Name	Date
Written by	Niv Vitarana	1 st June 2020

Reviewed by	Niv Vitarana and Paula Reddin	6 th January 2021
Due for review	Niv Vitarana and Paula Reddin	29 th June 2020
Due for review	Local Committee	7 th July 2020 (tbc)
Due for review	Niv Vitarana and Paula Reddin	12 th February 2021

(SITE SPECIFIC IN ADDITION BASED ON OVERARCHING RISK ASSESSMENT SET BY TPST)

	Risk Description	I	P	Risk Rating	Risk Control(s)	Residual Rating	Additional Controls Required (if any)	Lead for Risk Control Activities
1	Insufficient staff to be able to open safely for children in addition to key workers	4	4	16	<ul style="list-style-type: none"> Staff to be contacted to confirm return to work Extremely clinically vulnerable staff to be identified Clinically vulnerable staff to be identified. Staff to be allocated to bubbles – to determine the number of groups that can be accommodated. 	4(I) x 3 (P) = 12	<p>Clinically vulnerable staff to confirm whether they can return to work by having conversations with their GP and Headteacher.</p> <p>Where they can, consideration to be given to where they can best be placed.</p> <p>Clear communication with staff concerning where they will be placed.</p> <p>HT to be available for 1:1 phone calls with any staff member experiencing anxiety. Phased returns discussed where necessary.</p> <p>Any staff member experiencing extreme anxiety advised to work from home.</p> <p>Staff who can work from home should continue to do so.</p>	Head Teacher HR

Commented [NV1]: Does a risk assessment need to be completed or is it sufficient to have letters from staff who are shielding?

2	Staff or children display COVID symptoms at school (see 3 flow charts of what to do if a pupil, parent or staff member displays symptoms)	5	4	20	<ul style="list-style-type: none"> Pupil to be taken to isolation room (The Snug) PPE (gloves, face mask, apron to be worn by staff tending to child). Parent to be called to collect from school and self-isolation guidelines explained. Unwell staff member to go home and other adult in the bubble to take over. Consider if whole bubble can be sufficiently staffed. Any child or staff member who shows symptoms should be tested as soon as possible and remain at home until test results received. Any contaminated items (tissues, face masks etc) must be double-bagged and placed in a lidded bin 	5 (I) x 3 (P) =15	<p>SEE ATTACHED FLOW CHARTS.</p> <p>Parents of children in bubble to be advised of possible case.</p> <p>Parents to monitor their child's health and temperature before leaving for school each morning and remain at home if above 37.8 degrees</p> <p>Symptom reminder shared with parents via Parentmail and access to flow charts.</p> <p>If case is confirmed, report to Public Health England and follow their advice</p> <p>Classrooms to be deep cleaned at the end of the day.</p>	<p>Head Teacher/SLT</p> <p>First aiders</p> <p>Site staff</p> <p>Ecoclean Cleaners</p> <p>Office staff</p>
3	Senior Leaders incapacitated due to COVID	4	4	16	<ul style="list-style-type: none"> Senior Leaders to work in and on a weekly rota so that there is always SLT capacity. when on site. (Louise/Jo W/ Liz working from one room and Emma E, Niv and Amy A working from SLT office at a social distance)Rota system in place to ensure SLT capacity on site. Niv and Liz to rota working in school/at home 	5 (I) x 3 (P) =15	<p>Senior leaders split into two/ three teams.</p>	SLT
4	Classrooms are not set up for social distancing	3	3	9	<ul style="list-style-type: none"> Doors and windows to be kept open for ventilation whenever weather permits. 	2 (I) x 2 (P)= 4	<p>Children to use the same desk each day.</p> <p>Stationery pack given to each child to avoid moving around the classroom.</p>	<p>Site team</p> <p>Staff</p> <p>SLT</p> <p>Class teachers</p>

6	Contaminants being brought into school.	5	4	20	<ul style="list-style-type: none"> ▪ Disinfectant solution and blue paper towels available in all classrooms. ▪ Pupils and staff to wash hands on entry to school ▪ Handwashing stations set up in each classroom. ▪ Sanitiser available at First Aid and in the main office. ▪ Pupils briefed on what they can and can't bring to school ▪ 	5 (I) x 3 (P) = 15	<p>Cleaning protocol agreed with cleaning contractor</p> <p>Classrooms to be kept as tidy as possible throughout the day</p> <p>Guidance document sent to all parents informing them of what the children can and can't bring to school and new access points into school.</p> <p>Cleaning materials are well labelled and stored out of sight or reach of pupils.</p>	<p>Site team</p> <p>Cleaning contractors</p> <p>Staff</p> <p>Parents</p>
7	Staff mixing with staff outside their own bubbles	3	3	9	<ul style="list-style-type: none"> ▪ Break and lunch times will be staggered. ▪ Two staffroom areas created around the school ▪ Staffroom areas designated for specific bubbles. ▪ Staff will be allocated specific toilets. ▪ Admin Office closed to staff. ▪ Staff are not permitted to enter any other classroom than their own. ▪ Staff must socially distance if passing in the corridor and when in the staffroom. ▪ ▪ Caretakers on two different shifts 	4 (I) x 3 (P) = 12	<p>Outside areas can be used for breaks</p> <p>Lunchtime play areas have been clearly demarcated so that each class bubble is kept apart.</p> <p>Only members of the Admin Team and SLT to be allowed in the office.</p> <p>Admin team are working on a rota and working from home where possible</p>	<p>Site team</p> <p>Staff</p>
8	Children moving around the school outside their bubbles	4	4	16	<ul style="list-style-type: none"> ▪ Teaching staff to enforce message that children must remain in their bubble. ▪ Break and lunchtimes will be staggered and bubbles will be allocated specific areas in playgrounds ▪ Designated toilets for different bubbles. 	4 (I) x 3 (P) = 12	<p>Emergency first aid kits available in classrooms so that children do not have to go to first aid for minor scrapes.</p> <p>Pupils should only go to first aid in the event of a significant injury.</p>	<p>SLT</p> <p>Teaching staff</p> <p>Site staff</p>

							All routine medication to be stored in classrooms. Packed lunches to be provided for each child.	
9	Teaching staff teaching in a year group other than their own	4	3	12	<ul style="list-style-type: none"> Staff meetings to identify any issues Staff from the year group will be available via email to discuss/answer questions. 	4 (I) x 2 (P)= 8	<p>Parents to be made aware that children may be taught by a teacher or teaching assistant from another year group.</p> <p>All teachers are qualified to teach all year groups</p>	SLT Class teachers
10	Staff not fully aware of procedures for return to school	4	3	12	<ul style="list-style-type: none"> Staff briefings held to discuss new routines and curriculum. Trust Risk Assessment and school specific risk assessment shared with staff WB 11th January 2021. Staff briefed on the correct process for putting PPE. Did this happen? 	4 (I) x 2 (P)= 8	<p>Good quality communication with staff</p> <p>Reminders and overview of bubbles with timings and locations shared with all staff.</p> <p>Clear signage around the school.</p> <p>PPE available for staff when undertaking intimate care or when dealing with a COVID symptomatic child.</p>	DHT Staff
11	Children mingling and communal use of sports/play equipment	4	3	12	<ul style="list-style-type: none"> Each Bubble has its own allocated sports and play equipment Children to be supervised during break and lunchtime. 	4 (I) x 2 (P)= 8	Equipment will be kept separate and cleaned regularly	Staff
12	Decline in staff and pupil wellbeing	3	3	9	<ul style="list-style-type: none"> Support for children who show changes in behaviour or emotional state 	3 (I) x 2 (P)= 6	Wellbeing section on shared drive to be regularly updated.	HT AA EE

Commented [NV2]: Training/ information needs to be shared with staff about putting PPE on.

Commented [NV3R2]:

Commented [NV4R2]:

Commented [NV5R2]:

Commented [NV6]: Would this be from effective of 11th January?

				<ul style="list-style-type: none"> ▪ Support for staff who find the return to school difficult ▪ SENCo and Family Liaison Leader to share resources with staff. ▪ Books and Circle Time Sessions shared with staff to use with pupils. ▪ Each day to start with a checking in session and check out session. Weekly circle time sessions. ▪ LA advice and training links forwarded to staff on Childhood Bereavement ▪ https://www.winstonswish.org/bereavement-training-courses-schools 	<p>Kent County Counselling and Bromley Trailblazing project to support where necessary.</p> <p>Weekly welfare calls to continue.To be reviewed</p> <p>Caseload discussed with the Wellbeing Project Lead.</p> <p>Staff reminded of Zurich telephone numbers to access support for mental health.</p>	JCB
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MATRIX: tables below for guidance on risk rating scores.

LEGEND	
I	Impact
P	Probability
Impact or Consequence (
Description	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised

Probability (or Likelihood)	
Description	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to Headteacher for risk control activities
20 - 16	High Risk	Risk to be actively managed with appropriate risk control activities
16 - 6	Medium Risk	Take appropriate action to manage the risk
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

