



RISK ASSESSMENT FORM

Workplace	Western Road Community Primary School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Irena Wooler	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	School site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	The phased re-opening of the school following lockdown	Likely	4	Major (death or serious injury)
Date	1/6/2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Phased 're-opening' of the school to EYFS, Year 1 and Year 6 following lockdown	Low = 1-8	Medium = 9-14	High = 15-25

This document is based on the County model, produced on 15 May 2020. It is being kept under review as updated guidance is published by the Government.

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school	All members of staff and the key worker / vulnerable pupils currently attending school	<ul style="list-style-type: none"> SLT lead, DSL roles adapted and updated H&S and safeguarding policies & practices during the lockdown period when school was open to limited numbers Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they 	1	1	1	<ul style="list-style-type: none"> Ensure HT, SLT and DSL are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and helping control the rate of transmission. Provide regular updates for 			
				3	3	9				

			<p>are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> Follow Government guidance for critical workers identification and vulnerable pupils has been followed Minimise staff required in school during the day. Operate a rota / zoned areas so minimising staff contact with others not in their family groups. Stick to school opening times and ensure staff to go home immediately to reduce risk. Follow the Government's COVID-19 cleaning of non-healthcare settings guidance 	1	1	1	<p>governors. See government guidance.</p> <ul style="list-style-type: none"> Where a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if stringent social distancing can be adhered to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils / staff Staff members who are currently shielding, or who are living with someone who is shielding should be supported and given work in line with current Government guidance - Coronavirus-covid-19 Implementing protective measures in education and childcare settings Review H&S compliance checks before phased re- 			
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							<p>opening - Managing school premises during the coronavirus outbreak</p> <ul style="list-style-type: none"> • Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices • Consider parking arrangements for staff in line with social distancing guidelines • Revise staff sign in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. 			
2.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers during phased reopening period</p> <p>Useful planning resources:</p> <ul style="list-style-type: none"> • LA model recovery plan published on the Message Board on 13 May 2020 • DfE Planning guide for Primary Schools published on 14 May 	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p><i>(i) Movement around the School site,</i></p> <p><i>(ii) General classroom activities,</i></p> <p><i>(iii) Playground activities,</i></p> <p><i>(iv) Play equipment</i></p> <p>2a – Pupil issues</p>				<p>2a – Pupil issues</p> <ul style="list-style-type: none"> • Clear communication with pupils, parents and wider community about return to school procedures and new arrangements. Think about new school rules needed - (See DfE Planning guidance) • Communication re hygiene measures recommended after school and pupils need clean clothes each 			

	https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools		<ul style="list-style-type: none"> Review the NHS guidance on hand cleaning Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times: <ol style="list-style-type: none"> Arrival to school Before & after breaktime Before & after lunchtime Before and after outdoor games or activities Review Behaviour Policy in line with guidance published in Preparing for the wider opening of schools from 1 June: Annexes A-C Reinforce routines of using a tissue or elbow to cough or sneeze and bins for tissue waste Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately. Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time Leaders have already produced individual risk assessments for pupils with 	4	3	12	<p>day. (Relax uniform rules to allow provision of clean clothes each day)</p> <ul style="list-style-type: none"> Toilet arrangements in line with guidance for each class Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues <p>2b – Staff</p> <ul style="list-style-type: none"> Organise for small class groups (maximum 15) (in line with DfE Planning guidance) sections 3+4 and that these groups are consistent each day Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings Remove unnecessary items from classrooms where there is space to store it elsewhere Remove soft furnishings and toys/equipment that is hard to clean Limits for numbers of staff in staffroom and offices. Staff to lunch separately 			
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			<p>EHC plans attending school, these may need amending.</p> <p>2b – Staff</p> <ul style="list-style-type: none"> • Maintain small class sizes of 15 or less per classroom or group (this allows 2m social distancing rule) • Maintain consistency of staffing for each group and that pupils stay in the same groups each day • Reinforcing learning and practice of good hygiene habits through games, songs and repetition • Plan for staggered assembly, breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact • Consider how to continue remote education where applicable • Review the NHS guidance on hand cleaning e.g. on arrival to school, before & after breaktime, before & after lunchtime, before and after outdoor games or activities 	4	3	12	<ul style="list-style-type: none"> • Ongoing leadership support for any emerging anxiety and/or wellbeing issues <p>Early Years</p> <ul style="list-style-type: none"> • Plan how to keep small groups of children together throughout the day and to avoid larger groups of children mixing • Consider how play equipment is used ensuring appropriate cleaning between groups using it <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> • Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange one-way systems and access via external doors where possible. • Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity • Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (bear in mind 			
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			<p>2c – Buildings and resources</p> <ul style="list-style-type: none"> Classrooms and other areas deep cleaned. High risk members of the community working from home Engage children in education resources such as e-bug and PHE schools resources 	4	4	16	<p>fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted)</p> <ul style="list-style-type: none"> Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments Thorough cleaning of rooms at the end of each day 	3	3	9
3.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule Inform parents/carers and pupils 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) 	4	3	12	<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact 			

			<ul style="list-style-type: none"> Ensure parents and carers do not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Arrange SLT supervision of drop off and collection 	4 1	3 1	12 1			
4.	Risk of possible transmission to pupils who travel to school by bus/coach/taxi or public transport	Pupils	<ul style="list-style-type: none"> Consider pupils transport arrangements to reduce any unnecessary travel on coaches, buses or public transport where possible. Revise school risk assessments in the light of any changes. Contact the transport hub to confirm transport requirements. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See Coronavirus (COVID-19): safer travel guidance for passengers 	N A 4	N A 3	N A 12	<ul style="list-style-type: none"> Review and revise transport arrangements as necessary to minimise social contact 		
5.			<ul style="list-style-type: none"> Follow Government guidance implementing protective 	4	3	12	<ul style="list-style-type: none"> For any staff member or pupil who feels unwell, 		

	Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school	All members of the school community	<p>measures in education and childcare settings</p> <ul style="list-style-type: none"> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements • Contractors aware of any changes to school day – eg staggered lunchtimes • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff arrive in school 	4	3	12	<p>check their temperature and for other recognised symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>) • High-risk / shielding pupils and staff to continue to work from home • Review effectiveness of revised site management systems – eg one-way systems and hand washing routines etc to ensure appropriate social distancing for any visitors. • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • Consider existing Reception layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc. • Procedures are in place for handwashing when visitors/contractors are in the building • Revise visitor arrangements to ensure social distancing 			
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							and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas.			
6.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> Site staff follow the COVID-19: cleaning of non-healthcare settings guidance All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate Inspect daily to ensure good/effective hygiene levels Rooms cleaned thoroughly at the end of each school day. 	4	3	12	<ul style="list-style-type: none"> Clean surfaces that pupils and EY children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Check unnecessary items are removed from classrooms and stored elsewhere Cleaning schedule in place to ensure effective hygiene standards 	3	3	9
7.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<ul style="list-style-type: none"> If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance Prepare plans and source suitable PPE supplies to be used by the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. <i>(Plan should identify any likelihood of behavioural, SEND and</i> 	4	3	12	<ul style="list-style-type: none"> Check the temperature of any pupil who feels unwell or shows any symptoms Isolate the pupil immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary which should then be cleaned and disinfected before use by anyone else. 			

			<p><i>possible use of restraint issues etc that may apply)</i></p> <ul style="list-style-type: none"> If the school is notified of a positive COVID19 test result for a member of staff or a pupil Public Health England should be contacted as soon as practicably possible for advice. Telephone – 0344 225 3861, Option 3 Option 1. Follow government guidance implementing protective measures in education and childcare settings 	4	3	12	<ul style="list-style-type: none"> Revise plans and PPE supplies in the light of experience or any updated guidance Send children/staff home immediately if they display symptoms. Arrange for deep clean of medical room and other facilities as necessary before they are used again. 			
8.	Building Safety risks <ul style="list-style-type: none"> Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches 	All members of the school community	<ul style="list-style-type: none"> SLT lead identified School to follow (adapted) risk assessment for premises and accessing outside equipment and areas. Share updated fire evacuation information with all staff from all schools during daily briefing. Share updated fire evacuation information with children on a daily basis during assembly Share lockdown procedures with all staff during daily briefing Follow revised lunch and break rotas to ensure safe movement around school 	1 3 1 3 3 4	1 3 1 3 3 3	1 9 1 9 9 12	<ul style="list-style-type: none"> Follow the Managing school premises during the coronavirus outbreak Any incidences are logged and the risk assessment is evaluated and changes made as a result of lessons learned. Reviews of site safety in the light of windows and doors being open to aid good ventilation. Arrange revised fire evacuation drills / lockdown drills regularly Reconsider e-safety policies and procedures in light of offsite learning and 			

			<ul style="list-style-type: none"> Children to seek permission to use toilets to ensure staff know where children are at all times 	4	3	12	staff access to any sensitive data from home			
			<ul style="list-style-type: none"> High expectations of how children move around school upheld by all members of staff from all schools 	4	3	12				
			<ul style="list-style-type: none"> SLT on the gate at the start and end of each day. 	1	1	1				

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

Action	By Whom?	Deadline	Date Completed
Update H&S and Safeguarding policy- ensure compliance	IW	5 th June 2020	5 th June 2020
Managing school premises during the coronavirus outbreak			
Communicate advice to parents not to enter school and stay 2m apart (See DfE Planning guidance) email and exterior displays	IW	5 th June 2020	5 th June 2020
Inform parents where to pick up and drop off and timings	IW	5 th June 2020	5 th June 2020
Markings outside school 2m	SLT/ZF	5 th June 2020	5 th June 2020
Rota staff with same group of children	SLT	5 th June 2020	5 th June 2020
Guidance to parents- what to look out for and when not to come to school	SLT/teachers	5 th June 2020	5 th June 2020
Adapt entrance to allow for social distancing	SLT/ZF	5 th June 2020	5 th June 2020
Guidance to parents re clean clothes daily	IW	5 th June 2020	5 th June 2020
Washing facilities in each class/hand gel- timetabled for classes with no washing facilities	Not currently applicable	5 th June 2020	5 th June 2020
Re label toilets and 1 in 1 out provision with marks for waiting	JB/MW	5 th June 2020	5 th June 2020
Organise class groups (maximum 15)	SLT	4 th June 2020	4 th June 2020
Make contact with parents regarding potential to take up a place	IW	27 th May 2020	27 th May 2020
Timetable outdoor time for classes and provide resources to be used with each group	RH	5 th June 2020	5 th June 2020
Educate and train children in handwashing, sneezing and tissue disposal etiquette	All staff working in each pod– week commencing 8 th June 2020 IW – letter to parents	Week commencing 8 th June 2020 5 th June 2020	5 th June 2020
Remove soft furnishing and unnecessary materials from classrooms	All staff working in each pod	5 th June 2020	5 th June 2020
Redistribute resources to appropriate spaces - cleaned	All staff working in each pod	5 th June 2020	5 th June 2020
Staff lunch and staggered break rota	SLT	5 th June 2020	5 th June 2020
Remote learning provision expectations- communicated to parents (reasonable timetable for release)	SLT	5 th June 2020	5 th June 2020
End of day resource cleaning in EYFS/Y1 plan and KWV plan	All staff working in each pod – week commencing 8 th June 2020, see daily checklist	Daily	
Organise classroom desks to ensure space	All staff working in each pod – week commencing 1 st June and then daily as of week beginning 8 th June 2020	5 th June 2020 and then ongoing	5 th June 2020, to be completed each day from 8 th June 2020
Display a one way walking system around the school	SLT/ZF	5 th June 2020	5 th June 2020

Doors and windows to be opened daily	All staff working in each pod – week commencing 8 th June 2020, see daily checklist	5 th June 2020	5 th June 2020
Door handles cleaned frequently	All staff working in each pod – week commencing 8 th June 2020, see daily checklist	5 th June 2020	5 th June 2020
Soap provision and hand gel in class / staffroom / toilets / reception area	ZF and all staff working in each pod	5 th June 2020	5 th June 2020
Classroom deep clean before	IW/Nviro	5 th June 2020	5 th June 2020
Share e-bug and PHE schools resources	SLT	5 th June 2020	5 th June 2020
Ensure compliancy with Coronavirus-covid-19 Implementing protective measures in education and childcare settings	SLT	5 th June 2020	5 th June 2020
Buy a thermometer that does not touch skin for staff/children with symptoms during the day.	AB	5 th June 2020	3 rd June 2020
Liaise with milk and fruit providers about drop off times	SLT	5 th June 2020	Milk to be delivered from 15 th June 2020 Fruit not being delivered – parents advised to supply own snacks
Procedure in place for if a child displays symptoms- location for isolation awaiting pick up, who will monitor, will they need PPE	SLT – guidelines RH, guidance LA Share with parents - IW	5 th June 2020	5 th June 2020
Obtain a copy of the COVID-19 risk assessment for catering and cleaning contractors	IW	5 th June 2020	5 th June 2020
Outdoor provisions moved to Y1 and Y2 outdoor area.	All staff working in each pod, week beginning 1 st June 2020	5 th June 2020	5 th June 2020
Handwashing provision for contractors visiting site	SLT	5 th June 2020	5 th June 2020
Ensure pen at reception is removed/ cleaned/ CW signs people in	All staff to have own pen to sign in	5 th June 2020	Ongoing
Sinks and toilets to be checked for resources 3 times a day	All staff working in each pod, week beginning 8 th June 2020	5 th June 2020	5 th June 2020
Desks, chairs, light switches, toys, doors, toilets to be cleaned more than usual	Nviro All staff working in each pod IW to liaise with Nviro/County as needed	5 th June 2020	5 th June 2020
Cleaning schedule in place	SLT All staff - guidelines and checklist in each pod IW to liaise with Nviro/County as needed	5 th June 2020	5 th June 2020
Deep cleanable isolation space in case of illness during day identified (with a closable door and ideally ventilation)	SLT/ZF – medical room	5 th June 2020	5 th June 2020

Ensure PPE supplies, gloves+ available as appropriate	SLT/AB	5 th June 2020	3 rd June 2020
Share updated fire evacuation information with staff and children	IW/all staff in each pod	5 th June 2020	Ongoing
Share updated lockdown procedure with children and staff	IW/all staff in each pod	5 th June 2020	Ongoing
Ensure ch ask permission to go to the toilet- no bands-system needed	All staff in each pod	5 th June 2020	Ongoing
Review site safety with open doors and windows	IW/ZF	5 th June 2020	5 th June 2020
Fire evacuation drill	IW	Week beginning 8 th June 2020, practise with pods in school	
Ensure e-safety provision and procedures	All staff in each pod	5 th June 2020	Ongoing
SLT on gates am and pm	SLT	5 th June 2020	Daily

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1 st review undertaken on:		Signature of Manager:		Date:	
2 nd review undertaken on:		Signature of Manager:		Date:	
3 rd review undertaken on:		Signature of Manager:		Date:	