



RIVERMEAD PRIMARY SCHOOL Coronavirus (COVID-19): risk assessment for pupils at school

Guidance template to support:

COVID-19 SCHOOL RISK ASSESSMENT

RIVERMEAD PRIMARY SCHOOL

Assessment conducted by: Brian Prebble	Job Title: Head Teacher	Signature: <i>Brian Prebble</i>	Date: 15 September
Signed off by: Andy Lewis	Job Title: Chair of Governors H & S Governor	Signature:	Date:

Likelihood of Occurrence	High (probable)	MEDIUM	HIGH	HIGH
	Medium (possible)	LOW	MEDIUM	HIGH
	Low (remote)	LOW	LOW	MEDIUM
Risk Assessment Matrix		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
		Likely Impact		

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

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Situational Awareness		Daily monitoring of advice and guidance on Covid https://www.gov.uk/coronavirus https://www.gov.uk/coronavirus/education-and-childcare Daily review of general Covid situation in school	<u>Y</u>	<u>BP</u>	<u>L</u>
Communication		Ensure Staff and Parents are communicated with in preparation for a return to school. See: 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"> • Procedure for isolating pupils displaying symptoms is made available and is clear for all staff • Audit staff on a daily basis to establish availability to be in school • Staff are kept informed and updated about measures in place by email and verbal instruction • Feedback mechanisms in place for communication to and from staff • Staff have regular opportunities to feedback on new arrangements • Guidance for staff on the new rules and routines that will be in place • Parents clearly instructed what you need them to do • Parents are kept informed and updated about measures in place • Parents and staff are clear on hygiene and cleaning expectations • Parents requested to advise school if their child has symptoms, or is self-isolating, • Parents requested to advise if family members exhibit symptoms, self-isolating or shielding) 	<u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u>	<u>BP</u> <u>GS</u> <u>HH</u> <u>ZG</u>	<u>L</u>

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		<ul style="list-style-type: none"> • Parents to advise school of test results – parent or child test • Parents are informed if there is an outbreak in school • Pupils & parents are kept informed and updated about safety measures in place • Pupils must tell a member of staff if they begin to feel unwell • Pupils’ parental emergency contact details are up to date • Names of confirmed or suspected cases of Covid kept confidential • The number of external visitors during school hours are limited to approved professionals (health & education) • Visitors advised of Covid procedures on booking in & arrival • Appropriate signage is in place internally & externally • Daily data returns to DfE on school attendance 	<p><u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u></p>		
School Organisation		<ul style="list-style-type: none"> • School organisation & safety plan in place for pupil in school • Staffing audit in place is sufficient to deliver organisation & safety plan • Appropriate signage in place inside & outside the building • Plan in place to help ensure no gatherings – school gates & playground • Plan in place for growing pupil/staff numbers in the future • Senior leader available on school site • Sufficient Teachers and Teaching Assistants available on site • Sufficient office, site and lunchtime staff available • Maximum safe group sizes in place (class & year group bubbles) • Desks organised in rows or large horse shoe shape • Plan to reduce contact and movement e.g. One way system for lunch, staggered break & lunchtime, ‘30 min window’ for drop off & pick up, Assemblies in allocated classrooms 	<p><u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u> <u>Y</u></p>	<p><u>BP, BI, GS,</u> <u>ZG,</u> <u>HH</u></p>	<p><u>L</u></p>

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		<ul style="list-style-type: none"> Limited external visitors to school – professional only & RA used Governors are fully aware of safety arrangements in place and have scrutinised these arrangements 	<p><u>Y</u> <u>Y</u></p>		
Hygiene		<p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> Posters are displayed throughout the school including classrooms, staffrooms, school gate, entrance and in all toilets Frequent hand washing regime in place, including on arrival to school, before & after break & lunchtimes - supervised by staff Hand washing by soap & water or alcohol-based hand sanitiser Adequate supplies of tissues are provided Liquid soap dispensers checked and refilled daily Rubbish bins are available in all classrooms and key locations Shared teaching & learning resources are limited All resources are thoroughly cleaned before and after use (including play and gym equipment) Encourage parents to wash uniforms on a daily/regular basis 	<p>Y Y Y Y Y Y Y Y</p>	BP, BI, HH	L

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Cleaning		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Covid –19 Guidance in relation to the cleaning of Education Setting is followed.</p> <ul style="list-style-type: none"> • Enhanced cleaning regime is in place (Cleaning company) • Cleaning rota in place across the day • Wiping down of surfaces and furniture three times a day • Sufficient supplies of cleaning materials are available • Contingency plan for deep cleaning in the event of an outbreak • Cleanliness monitored daily to required standards • Difficult to clean items are stored away e.g. cushions, rugs, blankets • Reduced resources in use to reduce cleaning between sessions • Lidded bins located in classrooms and in other key locations • Double bagging of contents of waste bins in line with guidance • Caretaker or cleaner available on school site during school hours 	<p>Y Y Y Y Y Y Y Y Y Y</p>	BP, BI, HH	L
Outbreak		<p>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#effective-infection-protection-and-control Contingency plan in place for someone falling ill in school (include tracing back and cleansing areas person may have contaminated)</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. 	<p>BP, GS, AL (COG) Team leaders Y</p>		M

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		<ul style="list-style-type: none"> The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance Unwell pupils who are waiting to go home are kept in the medical room and are kept at least two metres away from others/isolated Unwell pupils waiting to go home, to use specific toilet which will be cleaned when the child has left, to minimise the spread of infection. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Areas used by unwell persons thoroughly cleaned once vacated Contaminated waste double bagged and disposed of in line with guidance Staff track and trace system is understood, and local testing centres identified. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
Pupil Wellbeing		<p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p> <ul style="list-style-type: none"> Attendance registers are taken, daily data returns to DfE & WBC completed Parents to contact school on daily basis if child not attending Pupils are educated about how to protect themselves from Covid-19 Pupils are encouraged and re-assured about their own safety 	<p>BP, CS, DSL's Teachers</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		L

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		<ul style="list-style-type: none"> • Pupils required to respect and protect others by their behaviour • Staff use due care and attention & observe safe working methods • Support is available for pupils – nurture, Inclusion team - who have found the long period at home hard to manage, have developed anxieties related to the virus, SEND, behaviour issues, or who may have experienced bereavement • Support is available for pupils who have safeguarding concerns, or who make safeguarding disclosures 	<p>Y Y Y Y</p>		
Staff Wellbeing		<p>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#effective-infection-protection-and-control</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#managing-pupil-and-staff-wellbeing-and-mental-health</p> <ul style="list-style-type: none"> • Staff who are vulnerable in line with the DFE guidance have been identified, risk assessments undertaken and actioned • Staff who have a member of their household who is vulnerable (in line with DFE guidance) have been identified, risk assessment undertaken and actioned • Staff made aware of support arrangements in place for wellbeing – Employee Assistance Programmes and further support 	<p>Y Y Y</p>	<p>BP, GS, ZG, Team Leaders Governors</p>	<p>L</p>

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		<ul style="list-style-type: none"> • Staff have been trained in the use of PPE should it be necessary to operate – including the disposal of PPE • Ensure staff are aware and understand any social distancing plans (where practicable) which have been put in place • Support for staff working remotely has been considered to ensure their health and safety • Ensure PPE use is rationale and appropriate in accordance with national guidelines • Staff are familiar of the arrangements for where PPE should be used and how this should be disposed of • PPE equipment is available and distributed to staff • Staff are informed of the symptoms of possible coronavirus infection • Staff given training on safe working measures • Staff use due care and attention & observe safe working methods • Staff with symptoms stay at home and follow NHS 111 advice • Senior leaders to provide pastoral support for staff • Governors to provide pastoral support to senior leaders • Staff living with extremely clinically vulnerable people and shielding work at home • Teachers wash hands and surfaces before and after handling pupils' books. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		
Vulnerable Pupils		<p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</p>		BP, GS, LT, LTE, Team Leaders Nurture Team	L

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		<ul style="list-style-type: none"> • Vulnerable children are identified • EHCPs reviewed and risk assessments & action plans in place • Trained DSL available on site at all times • Paediatric trained first aider available on site at all times • SENCO available to work 	<p>Y Y Y Y Y</p>		
Vulnerable Staff		<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Note: Clinically extremely vulnerable individuals are advised not to work outside the home. Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), which includes those who are pregnant, they can attend work. If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding and protecting people defined on medical grounds as extremely vulnerable, it is advised they only attend work if stringent social distancing can be adhered to.</p>		BP, GS, ZG, HH	L/M

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		<ul style="list-style-type: none"> Staff to contact their doctors to seek advice on their condition and update headteacher Agree appropriate measures e.g. working from home (refer to guidance in relation) Pregnant women to work from home 			
Pupils at Home		<p>https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <p>https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>Arrangements in place for educating children at home See Remote Home Learning Policy</p>	Y	BP, GS, Team Leaders	L
School Meals Service		<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <ul style="list-style-type: none"> Arrangements for the safe storage, preparation, cooking & serving of meals are in place Caterer has plans in place to ensure sufficient food supplies Caterer has plans for providing staff cover in the event of disruption Service disruption contingency is parents provide packed lunches 	Y Y Y Y	BP, Caterlink	L

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		<ul style="list-style-type: none"> Ensure appropriate signage in place for flow of pupils Staggered lunch breaks or multiple serveries in place to ensure reduced contact between pupils 	Y Y		
Premises		<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak</p> <ul style="list-style-type: none"> Health & safety check undertaken before buildings open Installed plant & equipment is tested before buildings re-open Water systems are flushed through for prevention of legionella Statutory compliance checks on plant & equipment are done Fire risk assessment & fire drill procedure updated for Covid 	Y Y Y Y N	BP, BI, AL (COG) Governors	L
Early Years Foundation Stage		<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p> <ul style="list-style-type: none"> Smaller group sizes through staff/child ratios Minimising physical contact and mixing Staff can comfort children e.g. if they fall over Outdoor encouraged as much as possible/appropriate 	Y Y Y Y	BP, SK EYFS Team Governor for EYFS	L
Social Distancing		<p>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</p>		BP, BI, Teachers	M

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		<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • Establish same staff for the same bubble phase/year group/class • Pupils will be reminded to observe social distancing regularly • Each room assessed for maximum occupancy numbers – offices, classrooms, with numbers allowed displayed • Distancing rules in place for all rooms with clear signage across the school • 30 minute window for start/finish of the school day to ease congestion/numbers on site at one time • Break time and Lunch time timetable staggered to ensure space for children • Circulations routes in place and signed to minimise contact • Site safe entry/exit routes in place and signed • Building safe entry/exit routes in place and signed • Safe parking rules in place for staff and visitors • Arrangements for staff rooms and staff areas are in place • Staff remain at a safe distance at lunchtime or during breaks – staffroom limited to 8 at a time • Virtual school assemblies are in place • Arrangements for the use of toilets are in place • Behaviour rules for pupils are in place • Social distancing is monitored and enforced/encouraged by all staff • Meetings with parents to take place via MS Teams for autumn term • Enhanced supervision of children during playtimes & lunchtimes 	<p>Y Y</p>		