



Workplace	Pevensey & Westham CE School	Likelihood (L)	X	Severity (S)
Department	Schools	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Luke Paramor	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Preparing for the full reopening of school in September 2020	Likely	4	Major (death or serious injury)
Date reviewed	4/9/2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Education of pupils during pandemic	Low = 1-8	Medium = 9-14	High = 15-25

Risk assessment developed in-line with Government Guidance on full reopening of Schools (published 28/8/20), East Sussex model policy and NEU/GMB/UNITE commentary and checklist. It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.
- Having been notified of a suspected case, the provider will contact Public Health England before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) before any actions are taken. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

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 the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and the limited numbers of pupils currently attending school	<ul style="list-style-type: none"> • Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020. • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term • Updated Health & Safety, and safeguarding policies & practices produced during the lockdown period when school was open to limited numbers. 	2	4	8	<ul style="list-style-type: none"> • Add notice to first gate • Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. • Update H&S Policy for Covid-19 	2	4	8

			<ul style="list-style-type: none"> ● Pupils, parents/carers and any visitors, such as suppliers, to be informed not to enter the school if they are displaying any symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>) ● Stick to school opening times and encourage staff to go home immediately to reduce risk. ● Follow the Government's <u>COVID-19 cleaning of non-healthcare settings guidance</u> ● Maintain new staff signing-in arrangements to ensure social distancing and hygiene <i>e.g. where someone physically signs in with the same pen or using a tablet in Reception areas</i> – Allow just 2 people in foyer at a time – stagger staff arrival and exit times ● Review H&S compliance checks as appropriate - <u>Managing school premises during the coronavirus outbreak</u> ● Ensure HT, senior leaders and DSLs are appropriately up-to-date with the DfE full return to school guidance. See <u>Guidance for full opening – schools</u> ● risk assessments for September building on the COVID-19 learning and practices already developed in school revisited and updated ● Provide regular updates for governors. See <u>Guidance for full opening – schools</u> ● Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices. ● Consider travel and parking arrangements for staff in line with social distancing guidelines 									
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2.	<p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the DfE Guidance for full opening – schools Section 2</p>	All members of school community	<p>2a. Pupils:</p> <ul style="list-style-type: none"> Communication sent to parents (15/7/20, 2/9/20) explaining that circumstances have changed and all children should return to school in September to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development. <p>Communication sent to parents of clinically vulnerable and shielding pupils:</p> <ul style="list-style-type: none"> Parents informed that pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See current advice on shielding Parents informed of the additional risk assessments and control measures that have been taken from September Parents informed that if rates of the disease should rise in this local area, clinically vulnerable children (or family members) from this area, and this area only, may be advised by PHE to shield whilst rates remain high and therefore their child may then be temporarily absent. Letter sent to all parents, but specifically highlighting those at more risk, detailing possible outcomes. Parents offered 1:1 meetings with SLT 	2	4	8	<p>2b. Staff:</p> <p>Individual staff risk assessments for COVID-19 have been conducted in line with the latest guidance.</p> <ul style="list-style-type: none"> Following the reduction in the prevalence of the virus and relaxation of shielding measures from 1 August, the DfE is expecting that most staff will attend school. Clinically vulnerable and/or pregnant staff should follow this guidance clinically-vulnerable, including pregnant women, Staff who are clinically extremely vulnerable are advised that they can now return to work from 1 August provided they can maintain social distancing. Advice can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. School will aim to be flexible in how these staff are deployed, enabling them to work remotely where possible or in roles in school where it is possible 	2	4	8
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			<p><u>support for pupils and teachers</u> is available. – include in Q&A</p> <ul style="list-style-type: none">• No peripatetic staff to work in the school during Term 1.• School to use in-house staff before considering use of supply staff during Term 1.• No volunteers to work directly with pupils during Term 1• School will not be hosting ITT trainees.							
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3.	<p>Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September</p> <p>Useful planning resources:</p> <ul style="list-style-type: none"> DfE Guidance for full opening of schools – section 1 <p>See the LA model recovery plan on the message board</p>	All members of the school community	<p><i>The following control measures have been 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>(ii) <i>General classroom activities,</i></p> <p>(iii) <i>Playground activities,</i></p> <p>(iv) <i>Play equipment</i></p> <p>Context: <i>In the DfE guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</i></p> <p>In the event of a new local restriction being imposed, schools need to communicate the new arrangements quickly and clearly. At Pevensey and Westham this will be through multiple channels such as class dojo, email, letter.</p> <p>3a – Pupils</p> <ul style="list-style-type: none"> Pupils grouped in class bubbles throughout the day. Parents informed that all pupils in all year groups are expected to return and that the usual rules on school attendance will apply from September. Parents informed of limited equipment that children are expected to bring in to school. NHS guidance on hand cleaning reviewed Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times: <ol style="list-style-type: none"> arrival to school 	2	4	8	<p>3a – Pupils</p> <ul style="list-style-type: none"> Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on safe working in education, childcare and children’s social care – parents have been informed to take any coverings home n/a Children encouraged to wash hands after using the toilet and also required to use hand sanitiser upon returning to classrooms. <p>3c – Buildings & resources</p> <ul style="list-style-type: none"> Systems to reduce congestion in corridors and access via external doors where possible. Furniture arranged to allow for seating pupils side by side and facing forwards where possible. Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Site staff to ensure they are regularly 	2	4	8
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visiting specialists in line with the DfE Guidance for full opening – schools

- Leaders have produced individual risk assessments for pupils with EHC plans attending school. These may need amending.
- Toilet arrangements in line with government guidance for each group
- Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups
- Whenever possible, good ventilation ensured through open windows.
- Where possible doors to be propped open to reduce door handle contact etc. Approved hold open devices use.
- Timetable reviewed to reduce movement around the school buildings and for opportunities for activities to take place outdoors.
- Breaks and lunchtimes staggered to limit potential for groups mixing. Teachers to lead bubbles to allocate places.
- Ongoing leadership support for any emerging anxiety and/or wellbeing issues

3b – Staff

- Plan in place to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5

			<ul style="list-style-type: none"> • School to maintain class bubbles. • Computers shared by users to be wiped down at the start and end of use. • Support in place for pupils with SEND with any specific help and preparation they may need to adapt for the changes to routine from September • Most staff will operate within one class bubble. Some staff, including specialist teachers and support staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where possible, support staff will limit movement only across year group bubbles. If moving between classes / year groups they should keep their distance from other staff and pupils as much as possible (2m from staff) • Staff are aware of DFE guidance that social distancing guidance is to avoid close face to face contact and minimise time spent within 1m of anyone. • All staff to reinforcing learning and practice of good hygiene habits including through games, songs and repetition • Consider how to continue remote education if it should become applicable from September • NHS <u>guidance on hand cleaning reviewed</u> • Class bubbles in place and all stakeholders encouraged to social distance in line with the detailed actions within the DfE guidance for full opening of schools – <u>see Section 1 Prevention point 5</u> • Breaks and lunchtimes staggered to limit staff in staffroom and offices. Staff to maintain social distancing during lunch and break times 							
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			<p>3c – Buildings and resources</p> <ul style="list-style-type: none"> All the usual pre-term building checks undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in <u>Legionella risks during the coronavirus outbreak</u>. Classrooms and other areas deep cleaned during the summer break. 							
4.	<p>Site Safety risks</p> <ul style="list-style-type: none"> Fire procedures Lockdown Movement for lunch / transition s Toilets Security including risk of theft Data breaches 	All members of the school community	<ul style="list-style-type: none"> In autumn term resume taking the attendance register and following up any absences in line with statutory guidance School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. Pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Share updated fire evacuation information with all staff during INSET (3/9/20) Share updated fire evacuation information with children on 1st day of term Share lockdown procedures with all staff Follow revised lunch and break rotas to ensure safe movement around school Children to seek permission to use toilets to ensure staff know where children are at all times 	2	4	8	<ul style="list-style-type: none"> Online safety policies and procedures considered in light of lessons learned during home learning 	2	4	8

			<ul style="list-style-type: none"> • High expectations of how children move around school upheld by all members of staff • 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 							
5.	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"> • Parents and carers informed that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule • Parents/carers and pupils informed of their allocated staggered 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) • Pupils to use hand sanitizer on arrival • Parents and carers encouraged not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Additional SLT supervision of drop off and collection • Review and revise drop off and pick up protocols as necessary to minimise social contact 	2	4	8				
6.	Risks of possible transmission to pupils who travel	Pupils	<p>The school does not use any dedicated public transport</p> <p>Arrangements for pupils in taxis have been made.</p>	2	4	8	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-			

	<p>to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The <u>DfE Guidance for full opening – Section 2</u> details a new framework for transporting pupils to and from schools</p>		<ul style="list-style-type: none"> Staff, pupils and parents aware that social distancing will not apply on dedicated transport from September Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See <u>DfE Guidance for full opening – Section 2</u> <p>Wider public transport</p> <ul style="list-style-type: none"> Communicate to parents that public transport capacity is likely to continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible Where possible parents, staff and pupils encouraged to walk to school. Refer any families using public transport to the <u>safer travel guidance for passengers</u>. 				<p>outbreak/guidance-for-full-opening-schools#transport</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>			
7.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). Pupils to be provided packed lunch instead of School meals to reduce risk of cross contamination with Catering Team. A copy of the COVID-19 specific risk assessment for catering is kept by the school Isolate and send children and staff home immediately if they display symptoms School has reviewed effectiveness of revised site management systems – e.g. corridor use and hand 	2	4	8	<ul style="list-style-type: none"> Ensure communication to and from catering company - Harrisons - if case of Covid -19 confirmed. 	2	4	8

			<p>washing routines etc to ensure appropriate social distancing for any visitors.</p> <ul style="list-style-type: none"> School has revised visitor 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. 							
8.	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 <u>DfE Planning Guidance for full reopening – Section 2 School Operations</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed should be followed following a suspected or confirmed case With all children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly each day. 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 Any resources shared between classes or bubbles, (eg sports, art and science equipment) will be cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics). Outdoor play equipment will not be used by different bubbles without cleaning. School has review any use of shared equipment by extended school Cleaning schedule in place to ensure effective hygiene standards 	2	4	8	<ul style="list-style-type: none"> Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. Plan for safe return of equipment previously removed from classrooms, such as books and games, which can from September be used and shared within a group/bubble. Plan to ensure they are regularly cleaned along with all touched surfaces. Purchase additional pressurised antibacterial spray cleaner for easy disinfecting. Staff to contact office if stocks of soap/hand sanitisers are low 	2	4	8

9.	<p>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)</p>	<p>All members of the school community</p>	<p>School MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see <i>contact details on the first page of this document</i>)</p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance • Suitable PPE supplies to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. ○ staff caring for pupils with routine intimate care needs that involve the use of PPE • Dynamic risk assessment needed in the event of any behavioural issues etc. that may lead to use of restraint. • If anyone becomes unwell with signs of COVID-19 they will be sent home and households advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u> • Pupil / member of staff will be isolated 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. • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as 	2	4	8	<ul style="list-style-type: none"> • Cleaning laminated check sheet for first aid and isolation room • Guidance sheet on correct procedures given to parents when collecting pupils who are unwell with symptoms of Covid-19. 	2	4	8

soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'

- Deep clean any rooms and facilities as necessary before they are used again. The cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.
- If the school is notified of a positive COVID19 test result for a member of staff, the school will contact Public Health England immediately for advice. (Telephone – 0344 225 3861, Option 3 Option 1.) PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.
- In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others
- If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.
- Revise plans and PPE supplies in the light of experience or any updated guidance.

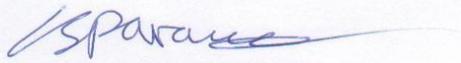
For schools that purchase the HR Advisory Service, further information can be accessed here or through their designated HR Consultant

			https://www.services2schools.co.uk/resources/personnel/wellbeing-benefits/coronavirus-hr-faqs						
10.	Contingency planning for a potential local outbreak	All pupils and staff	<ul style="list-style-type: none"> • During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum. • For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on remote education support). • Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. The DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans. 				<ul style="list-style-type: none"> • Need to consider the case for pupils at home who will not engage 		

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

Action	By Whom?	Deadline	Date Completed
Policy Review	LP/SLT	Ongoing	

Signature and review

Name of Manager:	Luke Paramor	Signature of Manager:		Date:	4/9/20
1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	