

Reviewed and amended in light of September opening for all pupils - Monday 13th July 2020

Updated Tuesday 1st September

Reviewed Monday 16th September

Reviewed Tuesday 22<sup>nd</sup> September

Reviewed Thursday 24th September

Reviewed Monday 5th October

Reviewed Thursday 15<sup>th</sup> October

Reviewed Tuesday 3<sup>rd</sup> November

Amendments and additions in purple

Issue/risk area	Identified risks	Overall assessment of risk before mitigation (Red/Amber/Green)	Mitigating actions	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Evidence to support assessment

**1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (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**

<b>Site issues</b>	1. Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning	16	Deep clean of whole school prior to September opening  Lunch time cleaners will wipe down all door handles, banisters, desks, chairs, sinks and clean the toilets  Usual daily clean of the school from 6am - 9am each morning	2	Deep clean of school over summer break  Extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning
	2. Risk of inadequate daily cleaning	16	All areas used during the day should be cleaned each morning  Tables and door handles wiped down during the day  Bannisters to be wiped before school, at lunchtime and after school  Pedal bins within each classroom - waste will be double bagged	4	Site supervisor to liaise with cleaners.  Site supervisor to report any issues to DHT   Extra cleaner employed from 10am - 1pm every day for break and lunchtime cleaning Checklist to be provided to the cleaner. Once each area is clean then checklist to be signed.

					Head cleaner to check there is enough dettol spray, soap, tissues and paper towels in each class daily. Staff to report to DHT if any issues  Pedal bins purchased
	3. Risk of external visitors bringing infection into the school	8	Minimise external visitors Visitors only allowed on site if an appointment has been made in advance Essential visitors to follow staff cleaning protocol on entry to the school and <b>wear masks when in communal areas.</b> Music teachers and speech and language therapists to have their own id badge to enter the school. PPE to be worn as appropriate. Visitors to check in using NHS track and trace QR code Written guidelines to be given to visitors and supply teachers	3	Signs up at entrances to the building reminding visitors of our protocol. Hand sanitiser available at all entrances
	4. Risk of transmission from clothing if school uniform	6	Frequent reminders to parents to provide clean uniform each day where possible Any face coverings worn to and from school should be either disposed of or placed in the child's book bag. Coats to be left on chairs, not in cloakrooms	2	
	5. Risk of transmission during the conduct of practical activities in school	16	Children to be allocated their own stationery  Cleaner to wipe down tables and door handles in all classrooms being used at lunchtime  All shared resources to be wiped with antibacterial wipes/dettol aerosol spray at the end of the day by children/staff within the bubble  All cleaning products within the classrooms to be kept out of reach of the children.	3	Charging iPads each evening - bubble adults to wear gloves to wipe and place iPads in the charger  Extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning

Instruments for individual music lessons to be left in the hall

Purchase non wipe down dettol spray

	6. Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)	4	<p>Remind pupils to cough or sneeze into their elbow if they can't get a tissue quickly enough as part of daily slides Usual behaviour policy applies with amended buddy classes Visors available for staff</p> <p>Frequent reminders of 'catch it, bin it, kill it' Posters on display around school.</p> <p>Pedal bins available in all classrooms and toilets</p>	2	
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## **5) minimise contact between individuals and maintain social distancing wherever possible**

## **6) where necessary, wear appropriate personal protective equipment (PPE)**

	7. Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk.	12	<p>Continuous service for dinner <b>No salad bar in operation</b> Only one bubble to be eating in the dining room at a time</p> <p>Tables set in out to allow for smaller groups to share a table. 4 per large table (instead of 6) and 2 per small table (instead of 4)</p> <p>Children to stay at their table until they are told to leave.</p> <p>All tables to be cleaned after the each sitting Midday supervisors will be allocated for each bubble <b>3 Year group bubbles to eat in classrooms - alternate weeks: years 1,3,5 and 2,4,6</b></p>	4	All serving hatches to be in use.
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	8. Risk of infection to staff in relation to meeting intimate care needs and first aid needs	16	Staff must wear appropriate PPE for intimate care and first aid procedures - masks, visors, gloves , aprons	4	PPE purchased
Pupils attending school	9. High infection risk due to pupils and staff unable to maintain social distancing - through not being able to keep small groups apart	12	Furniture to be arranged to give the maximum distance between children and adults possible Teacher to be 2 metres from children where possible.  Staff brief children with slides each week, reminding of the rules  Staggered break times Playground zoned into sections for each ‘bubble’ Doors and windows must be open for ventilation. <b>However, when weather is cold or wet, doors or windows must be open. Additionally, at break or lunch both doors <u>and</u> windows <u>must be opened</u> for a ventilation break of at least 15 minutes.</b>  Stair cases allocated to bubbles  All classroom/office doors and windows to be kept open. No use of fans or air conditioning within the classrooms/offices	4	
	10. High infection risks due to pupils not moving around school at safe distance from other groups	16	Staggered play and lunch times Allocated staircases for each bubble located near to their entrance gate Activities outside controlled by adults. Equipment cleaned after each use	4	Each ‘ bubble ‘ stays in zoned areas Ade Cole to organise activities where children can stay two

			<p>Wet play - children to stay in classroom</p> <p><b>C</b>hildren to wash hands as they enter classrooms unless there is not a sink in the room that they are being taught in when they will sanitise their hands</p>		<p>metres apart from each other - skipping Goal shooting Cricket nets , scooters etc</p>
<b>Journeys to and from school</b>	11. High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school	16	<p>Anti bacterial gel dispensers on walls at all entrances hand sanitiser used on entry to building</p> <p>Staff meeting children at the gates rather than school doors Each bubble allocated a gate. <b>S</b>taff on gate to wear face coverings.</p> <p>Doors open continually during entrance time</p> <p>Marks on the fence to indicate the 2 metre spacing for families waiting to enter the premises</p> <p>3pm – Year R, 1, 2 home 3.15pm – Years 3-6 home</p>	4	<p>Letter to parents to inform them of the arrangements</p> <p>Site supervisor to fasten the marks to the fence</p> <p><b>S</b>taggered leaving times</p> <p>Posters on fence checked daily and replaced as needed</p>
<b>First Aid and Pupils with Medical Conditions</b>	12. Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection	16	<p>Ensure appropriate PPE is available for first aiders</p> <p>Rota of first aiders</p>	2	Purchase enough appropriate PPE
<b>Response to any infection:</b>					
<b>7) engage with the NHS Test and Trace process</b>					

**8) manage confirmed cases of coronavirus (COVID-19) amongst the school community****9) contain any outbreak by following local health protection team advice**

Track and Trace	13. Due to incorrect contact numbers for parents pupils can't be traced	16	Updated contact sheets to be sent to all parents in the first week of return to school in September. SIMS updated. Staff to ensure up to date contact details are stored on SIMS	1	
	14. Staff member or pupils displays coronavirus symptoms in school	16	Child to be taken to the small room in the community room. Staff member to wait with the child in full PPE. Child's parent phoned to come and collect the child.  Test ordered by parent or member of staff. <a href="#">Letter to be given to the parent/member of staff from the school stating that they need a test.</a>  <a href="#">In cases where staff are finding it hard, tests ordered by school will be given</a>	4	
	15. Child or staff member tests positive	16	Head teacher to contact local health authority via Newham's 119 line. <a href="#">Head teacher to phone DFE's special covid line</a>  Parents and staff contacted of everyone in the bubble.  Children and staff isolate for 14 days.  Home learning is invoked. (see separate guidance and policy)	4	See attached document ( Covid -19 what to do table) - what to do if a child/staff member has symptoms.

## Additional measures

	16. High proportion of BAME staff at higher risk of infection	16	Ensure safety measures are the best measures we can put in place for all staff BAME staff will not be asked to supervise children or colleagues with Covid-19 symptoms whilst arrangements are made for them to go home.	8 External factors outside of school have deemed this orange	.
	17. High proportion of BAME staff at higher risk of infection leads to greater staff shortages	16	As above	8 External factors outside of school have deemed this orange	School will keep up to date with any new advice given from the government as it is published.
	18. Risk of not enough members of staff because 'Track and Trace' system alerts staff members to self isolate	16	Only opening enough classes with correct adult/pupil ratio  Utilise all available staff to cover classes as needed.	4	Timetables adjusted
	19. High proportion of BAME pupils and higher risk of infection within some communities	8	Ensure safety measures are the best measures we can put in place for all pupils	6 External factors outside of school have deemed this orange	School will keep up to date with any new advice given from the government as it is published.
	20. Risk pupils of clinging to parents	6	Staff to encourage but not touch physically	2	
<b>Fire Safety</b>	21. Risk of unsafe fire management practice due to staff shortages	16	Ensure that there are enough trained fire marshalls Staff to be briefed on correct fire procedures	2	Fire drill during first weeks of full opening

<b>Pupils with Special Needs</b>	22. Risk the needs of pupils with complex SEND cannot be safely met in school	16	Individual risk assessments completed for each SEND pupil with High Needs Funding Plan resources that will be appropriate for SEN pupils. Use 'hard' toys only. Packs of resources made for each child/bubble. All resources to be wiped with antibacterial wipes or sprayed with non wipe spray at the end of the day by children/staff within the bubble	4	
	23. Risk the needs of pupils with complex SEND cannot be safely met out of school	16	Individual risk assessments completed for each SEND pupil with High Needs Funding	4	
<b>Communication</b>	24. Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections	12	Parentmail instructions issued in other languages by staff where possible and using google translate. Weekly briefing to children	2	Information to parents will include a disclaimer that we cannot guarantee 100% social distancing with children
<b>Staff wellbeing</b>	25. Risk of mental health impacts	12	Supervision timetable resumed Links to websites sent out Checking in meetings Briefing meetings by email  Clear communication	4	Weekly briefing meeting will be via e mail on a Friday
<b>Reviewing plans</b>	26. Plans may become unfit for purpose	16	SLT to review plans weekly on a Thursday, Juniper catering and cleaning, bearing in mind any new advice from the government	1	Reviewed weekly.
	27. PPA staff teaching in different bubbles	9	PPA timetable created to minimise crossing of bubbles. PPA staff member covering classes to maintain distance from pupils. Marking to be done verbally and recorded by the pupil to avoid contact with books.	3	

	28. TAs working with different bubbles	9	TA timetable created to minimise crossing of bubbles. TAs to maintain distance from pupils. Avoid going into classrooms that are in different bubbles. Collect children from door of classroom. Marking to be done verbally and recorded by the pupil to avoid contact with books.	3	
	29. Children in different bubbles meeting at clubs	9	No general after school clubs to resume until further guidance is released. East Ham Groove will take place in middle floor hall on Friday after school. Music scholars from year 5 only to attend. Chairs to be left out over the weekend so that they can be cleaned on Monday morning.	2	
	30. Children in different bubbles meeting wraparound care	9	Breakfast club and ESP to resume to support working parents.  Breakfast club and ESP to both take place in the dining room due to space.  Dining room to be divided into 7 zones. One for each year group bubble. Children to stay within their own zone.  Resources to stay within one zone. All resources to be sprayed after use. Ipads to stay within zone and be wiped down after use.  Staff to distance themselves from the children.	2	
	31. Peripatetic music teachers bringing infections from other schools	12	Liaise closely with Newham Music regarding risk assessment of staff  Teachers sign in and use hand sanitiser on entry to school.  Music lessons to take place in the community room to allow for distancing between pupils and the teacher.  Music stands to be wiped down between each group of pupils. Music teachers to have their own id badge to enter the premises	4	

			<p>Children to put their instruments outside their classroom on arrival to school.</p> <p>Children to get to the community room via the school reception.</p>		
	32. Outside educational professionals working with individual children bringing infections from other schools	12	<p>Liaise closely with NHS and other appropriate bodies ( ed Psych team etc) regarding risk assessment of staff</p> <p>Professional to sign in and use hand sanitiser on entry to school.</p> <p>Professional to sanitise any equipment used after each child's use.</p> <p>Collect child from their classroom, wait at the door and not enter the room.</p> <p>Maintain distance from the child</p>	4	SLT to receive risk assessments from each organisation
	33. Cross contamination when different children are using the sensory room	12	<p>Sensory room to be used by EYFS bubble only on Mondays and Fridays to ensure no virus left in between uses.</p> <p>Cleaned daily.</p>	2	
	34 Admissions interviews - parents coming on site with documents	12	<p>All staff carrying out admissions interviews to do in the community room with the door open.</p> <p>All staff to wear a visor</p> <p>Parents will be asked to wear masks</p> <p>Gloves should be worn for handling of documents by all members of staff. Gloves should be disposed of safely after use.</p>	4	
	35. Work scrutiny	9	When work is scrutinised books should be left outside the classrooms labelled with the teacher's name. Any	1	

			member of staff looking at books must wash or sanitise their hands between every set of books that they touch.		
	36. Use of water cooler	9	Water fountains remain out of use for staff and pupils  Staff and pupils may fill up water bottles using the coolers in the halls or staff room. Water cooler to be wiped down by cleaners in the morning and at lunchtimes	2	
	37. Use of staff room	12	Face coverings to be worn in the staff room unless eating or drinking.  Extra microwaves to be placed on ground and top floor hall for staff use.	4	
	38. Staff well-being events	9	Staff choir to be socially distanced in the middle floor hall. Reminders about not singing too loudly.  Staff Fitness club to take place in the playground outside. Staff distanced. Shared equipment sprayed between uses. <b>From 5/11 both choir and fitness club to stop meeting in light of national restrictions.</b>	2	

**Local restrictions**

**19.10.20**

London is now under Tier 2 restrictions. All staff should follow government guidelines with regards to mixing of households socially.

**5.11.20**

National restrictions apply. All staff should follow government guidelines.

## Annex – Guide to assessing risk

### **Impact:**

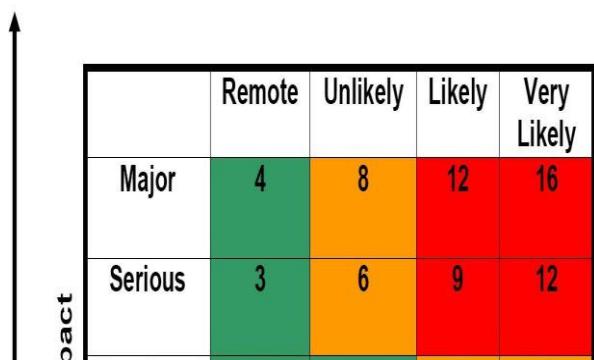
This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

### **Likelihood:**

This is the probability of the risk occurring. You can rate the likelihood of the risk using a scale of between 1 and 4.

### **Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. You should then use this rating to prioritise the risk.



**High Level Risks** are risks rated **9-16** are coded **RED**. You should prioritise and manage these risks first.

**Medium Level Risks** are risks rated **6 – 8** are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

**Low Level Risks** are the risks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.