

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

**Updated Tuesday 1st September**

**Reviewed Monday 16th September**

**Amendments and additions in purple**

<b>Issue/risk area</b>	<b>Identified risks</b> <i>(Pre populated with examples of key risks but each school will need to review its own risks)</i>	<b>Overall assessment of risk BEFORE mitigation</b> <b>(Red/Amber/Green)</b>	<b>Mitigating actions</b> <i>(Including who will be responsible)</i>	<b>Overall assessment of risk AFTER mitigation</b> <b>(Red/Amber/Green)</b>	<b>Evidence to support assessment</b>
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**Prevention: (to be adhered to at all times)**

- 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**

<p><b>Site issues</b></p>	<p>1. Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning</p>	<p>16</p>	<p>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</p> <p>Usual daily clean of the school from 6am - 9am each morning</p>	<p>2</p>	<p>Deep clean of school over summer break Extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning</p>
	<p>2. Risk of inadequate daily cleaning</p>	<p>16</p>	<p>All areas used during the day should be cleaned each morning</p> <p>Tables and door handles wiped down during the day</p> <p>Bannisters to be wiped before school, at lunchtime and after school</p> <p>Pedal bins within each classroom - waste will be double bagged</p>	<p>4</p>	<p>Site supervisor to liaise with cleaners. Site supervisor to report any issues to DHT</p> <p>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.</p> <p>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</p> <p>Pedal bins purchased</p>

	3. Risk of external visitors bringing infection into the school	8	<p>Minimise external visitors</p> <p>Visitors only allowed on site if an appointment has been made in advance</p> <p>Essential visitors to follow staff cleaning protocol on entry to the school and wear masks where appropriate</p>	3	<p>Signs up at entrances to the building reminding visitors of our protocol.</p> <p>Hand sanitiser available at all entrances</p>
	4. Risk of transmission from clothing if school uniform	6	<p>Frequent reminders to parents to provide clean uniform each day where possible</p> <p>Any face coverings worn to and from school should be either disposed of or placed in the children book bag.</p> <p>Coats to be left on chairs, not in cloakrooms</p>	2	
	5. Risk of transmission during the conduct of practical activities in school	16	<p>Children to be allocated their own stationery</p> <p>Cleaner to wipe down tables and door handles in all classrooms being used at lunchtime</p> <p>All shared resources to be wiped with antibacterial wipes/dettol aerosol spray at the end of the day by children/staff within the bubble</p> <p>All cleaning products within the classrooms to be kept out of reach of the children.</p> <p>Instruments for individual music lessons to be left in the hall</p>	3	<p>Charging iPads each evening - bubble adults to wear gloves to wipe and place iPads in the charger</p> <p>Extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning</p> <p>Purchase non wipe down dettol spray</p>
	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</p> <p>Usual behaviour policy applies with amended buddy classes</p> <p>Visors available for staff</p>	2	

			<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>		
<p><b>5) minimise contact between individuals and maintain social distancing wherever possible</b></p> <p><b>6) where necessary, wear appropriate personal protective equipment (PPE)</b></p>					
	<p>7. Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk.</p>	12	<p>Continuous service for dinner</p> <p>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</p> <p>Midday supervisors will be allocated for each bubble</p>	4	<p>All serving hatches to be in use.</p>
	<p>8. Risk of infection to staff in relation to meeting intimate care needs and first aid needs</p>	16	<p>Staff must wear appropriate PPE for intimate care and first aid procedures</p> <ul style="list-style-type: none"> <li>- masks, visors, gloves , aprons</li> </ul>	4	<p>PPE purchased</p>

<p><b>Pupils attending school</b></p>	<p>9. High infection risk due to pupils and staff unable to maintain social distancing - through not being able to keep small groups apart</p>	<p>12</p>	<p>Furniture to be arranged to give the maximum distance between children and adults possible Teacher to be 2 metres from children where possible.</p> <p>Staff brief children with slides each week, reminding of the rules</p> <p>Staggered break times Playground zoned into sections for each 'bubble'</p> <p>Doors and windows open</p> <p>Stair cases allocated to bubbles</p> <p>All classroom/office doors and windows to be kept open. No use of fans or air conditioning within the classrooms/offices</p>	<p>4</p>	
	<p>10. High infection risks due to pupils not moving around school at safe distance from other groups</p>	<p>16</p>	<p>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</p> <p>Wet play - children to stay in classroom</p>	<p>4</p>	<p>Each 'bubble' stays in zoned areas Ade Cole to organise activities where children can stay two metres apart from each other - skipping Goal shooting Cricket nets , scooters etc</p>
<p><b>Journeys to and from school</b></p>	<p>11. High infection risk due to parents and/or pupils not observing social distancing on</p>	<p>16</p>	<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.</p>	<p>4</p>	<p>Letter to parents to inform them of the arrangements</p> <p>Site supervisor to fasten the marks to the fence</p>

	journeys to and from school		Doors open continually during entrance time Marks on the fence to indicate the 2 metre spacing for families waiting to enter the premises		Extend arrival and leaving times Posters on fence checked daily and replaced as needed
<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	Ensure appropriate PPE is available for first aiders Rota of first aiders	2	Purchase enough appropriate PPE
<b>Response to any infection:</b>					
<b>7) engage with the NHS Test and Trace process</b>					
<b>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</b>					
<b>9) contain any outbreak by following local health protection team advice</b>					
<b>Track and Trace</b>	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		Child to be taken to the small room in the community room. Staff member to wait with the child in full PPE.		

			<p>Child's parent phoned to come and collect the child.</p> <p>Test ordered by parent or member of staff.</p> <p>Letter to be given to the parent/member of staff from the school stating that they need a test.</p>		
	15. Child or staff member tests positive		<p>Head teacher to contact local health authority via Newham's 119 line.</p> <p>Parents and staff contacted of everyone in the bubble.</p> <p>Children and staff isolate for 14 days.</p> <p>Home learning is invoked.</p>		See attached document ( Covid -19 what to do table) - what to do if a child/staff member has symptoms.
<b><u>Additional measures</u></b>					
	16. High proportion of BAME staff at higher risk of infection	16	<p>Ensure safety measures are the best measures we can put in place for all staff</p> <p>BAME staff will not be asked to supervise children or colleagues with Covid-19 symptoms whilst arrangements are made for them to go home.</p>	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	16	Only opening enough classes with correct adult/pupil ratio	4	Timetables adjusted

	alerts staff members to self isolate		Utilise all available staff to cover classes as needed.		
	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	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



	in increased infections				
<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.	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.	2	

			<p>Resources to stay within one zone. All resources to be sprayed after use. Ipads to stay within zone and be wiped down after use.</p> <p>Staff to distance themselves from the children.</p>		
	31. Peripatetic music teachers bringing infections from other schools	12	<p>Liaise closely with Newham Music regarding risk assessment of staff</p> <p>Teachers sign in and use hand sanitiser on entry to school.</p> <p>Music lessons to take place in the community room to allow for distancing between pupils and the teacher.</p> <p>Music stands to be wiped down between each group of pupils.</p> <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>	4	
	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		Sensory room to be used by T9 bubble only Cleaned daily.		
	34 Admissions interviews - parents coming on site with documents		All staff carrying out admissions interviews to do in the community room with the door open. All staff to wear a visor Parents will be asked to wear masks Gloves should be worn for handling of documents by all members of staff. Gloves should be disposed of safely after use.		

## 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.

A risk assessment matrix with 'Impact' on the vertical axis and 'Likelihood' on the horizontal axis. The vertical axis has four levels: Major, Serious, Significant, and Minor. The horizontal axis has four levels: Remote, Unlikely, Likely, and Very Likely. The matrix cells contain risk ratings (1-16) and are color-coded: Green for ratings 1-4, Amber for 6-8, and Red for 9-16.

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

**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.