

24th February 2021- Reviewed and amended in light of school reopening for all pupils on 8th March

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.**
- 2) Ensure face coverings are used in recommended circumstances.**
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.**
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.**
- 5) Maintain enhanced cleaning, including clearing frequently touched surfaces often, using standard products such as detergents.**
- 6) consider how to minimise contact across the site and maintain social distancing wherever possible.**
- 7) Keep occupied spaces well ventilated.**

Identified risks	Overall assessment of risk before mitigation (Red/Amb er/ Green)	Mitigating actions	Overall assessment of risk AFTER mitigation (Red/Amb er/ Green)	Evidence to support assessment
------------------	---	--------------------	--	--------------------------------

<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 in February half term.</p> <p>Usual daily clean of the school from 6am - 9am each morning</p> <p>Lunch time cleaners will wipe down all door handles, banisters, desks, chairs, sinks and clean all staff and pupil toilets</p> <p>All classrooms used daily since Christmas will be cleaned prior to full re-opening.</p>	<p>2</p>	<p>2 x extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning</p> <p>All cleaners follow Juniper guidelines. Detergent in the water disinfects the cloth as cleaning.</p> <p>Manager from Juniper to perform regular checks on clearers</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.</p> <p>Site supervisor to report any issues to DHT</p> <p>2 x extra cleaners employed from 10am - 1pm every day for break and lunchtime cleaning. 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>
<p>3. Risk of external visitors bringing infection into the school</p>	<p>12</p>	<p>Minimise external visitors</p> <p>Only prearranged contractors allowed on site if an appointment has been made in advance</p> <p>Contractors to follow staff cleaning protocol on entry to the school and wear masks when in communal areas.</p> <p>Visitors to check in using NHS track and trace QR code</p> <p>All details of visitors recorded for track and trace.</p>	<p>4</p>	<p>Signs up at entrances to the building reminding visitors of our protocol.</p> <p>Hand sanitiser available at all entrances</p>
<p>4. Outside educational professionals working with individual children bringing infections from other schools</p>	<p>12</p>	<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>	<p>4</p>	<p>SLT to receive risk assessments from each organisation</p>

5. 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. Each peripatetic teacher to maintain their own Nelson lanyard.</p> <p>Music lessons to take place in the library 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 library via the school reception.</p>	4	
6. Risk of transmission from items brought in from home.	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 child's book bag.</p> <p>Coats to be left on chairs, not in cloakrooms. Only book bags and packed lunch boxes to be brought in from home.</p>	2	

<p>7. Risk of transmission during the conduct of practical activities in school</p>	<p>16</p>	<p>Children to be allocated their own stationery in a zippy wallet labelled with their name.</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>Staff moving between classrooms should have their own stationery pack.</p>	<p>3</p>	<p>Charging iPads each evening</p> <p>- bubble adults 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>
---	-----------	--	----------	---

<p>6. Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)</p>	<p>4</p>	<p>Remind pupils to cough or sneeze into their elbow if they can't get a tissue quickly enough. All pupils to wash hands after coughing or sneezing.</p> <p>Usual behaviour policy applies. SLT members will be on site for stage 4 or 5. Buddy classes to be within own year group. Staff within the buddy class should remain 2m from child.</p> <p>Visors available for staff</p> <p>Staff may wear see through 'facemask' or visor when working with children.</p> <p>Frequent reminders of 'catch it, bin it, kill it'</p> <p>Pedal bins available in all classrooms and toilets</p>	<p>2</p>	
---	----------	---	----------	--

<p>7. Risk that catering arrangements do not allow for social distancing to be maintained resulting in higher infection risk.</p>	<p>12</p>	<p>Continuous service for dinner No salad bar in operation Children to sit in bubble/year groups. One bubble at a time in the dining room.</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 by their allocated midday.</p> <p>All tables to be cleaned after the each sitting</p> <p>Midday supervisors will be allocated for each bubble</p> <p>3 Year group bubbles to eat in classrooms - alternate weeks: years 1,3,5 and 2,4,. All day nursery to eat in the classroom.</p> <p>Year R and T9 to always eat in the dining room.</p>	<p>4</p>	<p>All serving hatches to be in use.</p> <p>Half the school to have dinner in the dining room. The other half to have sandwiches in the classroom.</p>
<p>8. 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 Adults to be 2 metres from each other and children where possible</p> <p>Head teacher to hold a zoom assembly on 8th March for all children to share reminders about the rules.</p> <p>Playground zoned into sections for each 'bubble'</p> <p>All staff (unless exempt) to wear masks in staff communal areas and when travelling around the school.</p> <p>All staff to wear masks at the gates at the beginning and end of the day. If a visor is worn in a staff communal area and when moving around school then a mask must also be worn.</p> <p>Visors or see through masks may be worn in the classroom.</p>	<p>4</p>	

<p>9. Increased risk of transmission due to lack of ventilation.</p>	<p>12</p>	<p>Doors and windows must be open for ventilation.</p> <p>However, when weather is cold or wet, doors or windows must be open. Additionally, at break or lunch both doors and windows must be opened for a ventilation break least 15 minutes.</p> <p>Staircases and entrance doors allocated to each year group bubble.</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>Allocated staircases for each bubble located near to their entrance gate</p> <p>Activities outside controlled by adults. Playground zoned for each year group bubble</p> <p>Equipment cleaned using Dettol aerosol after each bubble use</p> <p>Wet play - children to stay in own classroom</p> <p>Children 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>4</p>	<p>Each 'bubble' stays in zoned areas</p>

<p>11. High infection risk due to parents and/or pupils not observing social distancing on journeys to and from school</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. Staff on gate to wear face coverings. Parents requested to wear face coverings. 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>4</p>	<p>Letter to parents to inform them of the arrangements</p> <p>Site supervisor to fasten the marks to the fence</p> <p>Posters on fence checked daily and replaced as needed</p>
<p>12. High risk of infection due to inadequate hand washing</p>	<p>16</p>	<p>Clear guidelines for pupils on hand-washing/sanitising throughout the day.</p> <p>Signs in all classrooms and toilets regarding hand-washing. Soap and sanitiser replenished daily.</p>	<p>13</p>	
<p>13. Risk of cross contamination with staff sharing toilets</p>	<p>16</p>	<p>Toilets allocated to specific members of staff to reduce the risk of cross contamination</p> <p>Disinfectant wipes available in every staff toilet. Soap topped up every morning by cleaners.</p> <p>Toilets cleaned throughout the day.</p>	<p>13</p>	

<p>14. Staff at higher risk of infection e.g. pregnant</p>	<p>16</p>	<p>Ensure safety measures are the best measures we can put in place for all staff</p> <p>Staff at higher risk of infection will not be asked to supervise children or colleagues with Covid-19 symptoms whilst arrangements are made for them to go home.</p> <p>Individual risk assessment carried out for individual staff members.</p>	<p>4</p>	<p>.</p>
<p>15. Some staff members are extremely clinically vulnerable</p>	<p>16</p>	<p>Extremely clinically vulnerable staff who have received letters from their GP advising them to shield are able to work from home.</p>	<p>1</p>	
<p>16. Risk pupils of clinging to parents</p>	<p>6</p>	<p>Staff to encourage but not touch physically</p>	<p>2</p>	
<p>17. Risk the needs of pupils with complex SEND cannot be safely met in school</p>	<p>16</p>	<p>Individual risk assessments completed for each SEND pupil with High Needs Funding</p> <p>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</p>	<p>4</p>	
<p>18. Risk that pupils and parents do not understand the new arrangements; behaviour resulting in increased infections</p>	<p>12</p>	<p>Regular information sent to all parents via Parentmail</p>	<p>2</p>	<p>Information to parents will include a disclaimer that we cannot guarantee 100% social distancing with children</p>

<p>19. Children in different bubbles meeting at clubs</p>	<p>9</p>	<p>No general after school clubs to resume until further notice.</p> <p>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.</p> <p>Maths Challengers to continue via zoom.</p>	<p>2</p>	
<p>20. Children in different bubbles meeting wraparound care</p>	<p>9</p>	<p>Breakfast club and ESP to resume to support working parents.</p> <p>Breakfast club and ESP to both take place in the dining room due to space.</p> <p>Dining room to be divided into 7 zones. One for each year group bubble. Children to stay within their own zone.</p> <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 where possible.</p> <p>Staff to distance themselves from other adults.</p>	<p>2</p>	
<p>21. Admissions interviews - parents coming on site with documents</p>	<p>16</p>	<p>All admissions interviews to be carried out remotely.</p>	<p>1</p>	

In specific circumstances:

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

Identified risks	Overall assessment of risk before mitigation (Red/Ambler/Green)	Mitigating actions	Overall assessment of risk AFTER mitigation (Red/Ambler/Green)	Evidence to support assessment
------------------	--	--------------------	---	--------------------------------

22. 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 All PPE to be kept in the first aid room	4	PPE purchased and continually audited and replenished as needed Spare clothes audited and replenished as needed
---	----	--	---	--

<p>23. COVID-19 spreading in the school community</p>	<p>16</p>	<ul style="list-style-type: none"> · Schools following government recommended control measures set out in the school’s protective measures risk assessment. · Mass testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart · Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution. <ul style="list-style-type: none"> ● Any positive result would lead to closure of bubble if appropriate and member of staff and their household isolating ● Families invited to collect lateral flow tests for each member of their family and take the tests twice a week at home. 	<p>4</p>	<p>Send invite to all parents via parentmail.</p> <p>https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</p> <p>Ensure more tests for staff are ordered as required.</p>
<p>24. Regular communication to staff about testing</p>		<ul style="list-style-type: none"> · Information booklet given to staff including: <ul style="list-style-type: none"> - what rapid testing is, about using the how to guide and the video content available - the requirement for them to report their test results. - the process and who to contact if they have an incident while testing at home. - zoom meeting with head teacher to explain how it works and for staff to ask any questions. · Staff will need to sign for their test kits. These are collected from the school office. 		

<p>25. Tests to be stored correctly and collection managed in a safe way</p>		<ul style="list-style-type: none"> · Tests to be kept securely in school office to prevent unauthorized access · Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. · The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using. · Enough space for social distancing will be allowed when giving out tests. · Those collecting their kit should: <ul style="list-style-type: none"> - wear appropriate face covering at all times - hand sanitise before collecting and signing - maintain 2m from staff coming to collect their test 		
<p>26. Staff not reporting results</p>		<ul style="list-style-type: none"> · Void, double void and positive results are communicated to the school once the test is completed. · A negative test is assumed by 9am on Monday and Thursday <ul style="list-style-type: none"> · Staff must report a positive result via e mail to HT. ● Staff must report test result as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit. 		
<p>27. Low uptake on taking tests.</p>		<ul style="list-style-type: none"> · Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing. · Staff are able to ask key questions about the testing to the head teacher directly 		

<p>28. Swabs are taken incorrectly causing a false reading or cause contamination</p>		<p>School is following government control measures. Head teacher and DHT have undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme.</p> <ul style="list-style-type: none"> · Instructions dated 15th January 2021 to be issued alongside the kits and staff informed that the old instructions which are contained in box must be recycled · Test conducted on a dry, clean, flat surface. · Hands washed or use sanitiser before taking the test. · Online information, training and webinars available. <p>Video available on how to take your own test. · Information with the kits to be followed. · Regular communication with staff about the testing process.</p> <ul style="list-style-type: none"> · If test is void, take another test. If 2 void results in a row, a PCR test should be taken. · If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. 		
---	--	---	--	--

<p>29. Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection</p>	<p>16</p>	<p>Appropriate PPE is available for first aiders</p>	<p>2</p>	<p>Purchase enough appropriate PPE</p>
--	-----------	--	----------	--

Response to any infection:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

Identified risks	Overall assessment of risk before mitigation (Red/Amb er/ Green)	Mitigating actions	Overall assessment of risk AFTER mitigation (Red/ Amb er/ Green)	Evidence to support assessment
30. Due to incorrect contact numbers for parents pupils can't be traced	16	SIMS updated. Staff to ensure up to date contact details are stored on SIMS	1	

<p>31. Staff member or pupils displays coronavirus symptoms in school</p>	<p>16</p>	<p>Staff member to leave school straight away.</p> <p>Child to be taken to the old school office. Staff member to wait with the child in full PPE 2 metres away.</p> <p>Child's parent phoned to come and collect the child.</p> <p>Office to be wiped down and cleaned after the child has left.</p> <p>Test ordered by parent or member of staff.</p> <p>In cases where staff are finding it hard, tests ordered by school will be given</p>	<p>4</p>	
---	-----------	--	----------	--

<p>32. Child or staff member tests positive</p>	<p>16</p>	<p>Head teacher to e mail local health authority via Newham's 119 line.</p> <p>Head teacher to phone DFE's special covid line for advice if necessary</p> <p>If the test is positive. Parents and staff contacted of everyone in the bubble.</p> <p>Children and staff isolate for 10 days.</p> <p>Remote learning is invoked. (see separate guidance and policy)</p>	<p>4</p>	<p>See document in google (Covid -19 what to do table) - what to do if a child/staff member has symptoms.</p>
<p>33. Risk of not enough members of staff because 'Track and Trace' system alerts staff members to self isolate</p>	<p>16</p>	<p>Utilise all available staff, including SLT, to cover classes as needed.</p>	<p>4</p>	<p>Timetables adjusted</p>

34. 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 opening
--	----	--	---	--

Additional measures

35. Risk of mental health impact on staff	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
---	----	--	---	--

36. 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.
--	----	---	---	------------------

37. Use of water cooler	8	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	1	
38. Use of staff room	12	Face masks to be worn in the staff room unless eating or drinking. Staff to stay 2 metres apart. Extra microwaves to be placed on ground and top floor hall for staff use. Use of community room and the meeting room at lunch to aid social distancing. Tables to be wiped down after use.	4	

39. Staff with individual health and safety concerns		Staff to speak to the headteacher, Fiona Cullen, directly about individual concerns relating to them attending work within school.		
--	--	--	--	--

40. Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels	12	<p>Suggesting cycling, walking</p> <p>Staff to inform leadership of any difficulties or concerns</p> <p>Limited parking spaces available in on site car park.</p> <p>If staff have to use public transport, follow TFL safety guidelines. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	8 (outside factors)	
41. 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>	3	
42. Work scrutiny	8	<p>When work is scrutinised books should be left outside the classrooms labelled with the teacher's name. Any member of staff looking at books must wash or sanitise their hands between every set of books that they touch.</p>	2	
43. PPA staff teaching in different bubbles	9	<p>PPA timetable created to minimise crossing of bubbles.</p> <p>PPA staff member covering classes to maintain distance from pupils.</p> <p>Teachers have one day PPA per fortnight.</p>		
44. TAs working with different bubbles	9	<p>TA timetable created to minimise crossing of bubbles. TAs to maintain distance from other adults. Avoid going into classrooms that are in different bubbles. Collect children from door of classroom.</p> <p>Visors or clear masks may be worn when working closely with a child and unable to socially distance.</p>	3	

National lockdown restrictions apply to all staff

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.