

ACTIVITY RISK ASSESSMENT FORM

TASKS UNDERTAKEN/ACTIVITY ASSESSED: **Operation of the school for teaching and learning during the Covid-19 outbreak**

RISK ASSESSMENT REF:

PP04

LOCATION: Pimlico Primary - Version 7 as of January 2021 - Work in Progress

HAZARDS IDENTIFIED	PERSON(S) AT RISK students/staff contractors/visitors	POTENTIAL HARM or LOSS	WORKPLACE PRACTICES RISK CONTROL PROCEDURES	Severity	Likelihood	Risk Factor	Acceptable	Additional Controls 0 to 5 no further action 6 to 11 consider action >12 Further actions MUST be implemented
				(1-5)	(1-5)	(S x L)	Y/N	
What can actually cause the harm or loss? Most hazardous harm or loss first.	What can actually cause the harm or loss? Most hazardous harm or loss first.	What would be the type of outcomes if the hazard was realised? Types of injuries. Types of damage.	Prioritise your controls 1. Can we eliminate the hazard? 2. Can we reduce the hazard or use something else?? 3. Can we control the hazard through an engineered solution: barriers/isolate? 4. Can we use administration controls: signage/ rules/ monitoring/training/emergency procedures? 5. What PPE is required? /Emergency processes?	From the grid below				What else can we do to reduce the risk to a lower level?
Direct and indirect transmission of the Covid-19 virus	Staff, students, visitors, contractors, Governors, Trust representatives	Infection with Covid-19 symptoms including but not limited to: Breathlessness Coughing Fever Fatigue Muscle cramps Major organ complications Fatality	<ul style="list-style-type: none"> The virus is now in general transmission so cannot be eliminated. However, the prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running and there are clear the measures that need to be in place to create safer environments within schools. Reduction is through following Government, NHS, PHE and DfE guidance for each facet of operation 	5	2	10	Y	Review date:

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|--|--|--|--|--|--|--|--|
| | | <ul style="list-style-type: none">• Staff will be offered daily Covid-19 lateral flow testing each morning.• Physical working practices from timetables, screens and social distancing to furniture placement will be implemented as detailed for each key area• All stakeholders will be trained in the new practices and protocols, with regular reminders and signage displayed• PPE will be assessed for specific requirements and procured in accordance with risk assessment, PPE regulations and the Government guidance• Emergency response protocols in place for anyone suspected of developing symptoms in the day• Protocol for those feeling unwell before attending• Protocol for informing staff and students who have close contact with a potential case• Visitors to wear face coverings and limited to essential visitors only, e.g. supply teachers in case of staff absence.• No school tours, no enrichment visitors and no parents are to be on site. | | | | | |
|--|--|--|--|--|--|--|--|

Transmission - General controls			<ul style="list-style-type: none"> Reduction is through: <ul style="list-style-type: none"> Limiting the number of staff and students contact by organising children into key stage bubbles (Reception bubble 1, KS1 as bubble 2 and KS2 as bubble 3). Staggered start and finish times: <ul style="list-style-type: none"> Reception: 8.55am - 3.25pm KS1: 8.50am-3.30pm KS2: Y3/4 8.40-4.05pm KS2: Y5/6 8.40-4.15pm Classes stay together for the whole day only mixing at break and lunch times within their bubbles. Separate bubbles will not mix throughout the day. Timetable designed to reduce movement around the building Appropriate staff ratios and emergency cover in place Staff training refreshed regularly Comms to staff, students, and parents sent regularly on processes 	5	2	10	Y	<ul style="list-style-type: none"> Staff allocated where possible to one group, taking into account the subject specific teaching and the consequent need to change teachers during the day Agree all comms
Transmission of virus and exacerbation of current condition in students and staff			<ul style="list-style-type: none"> Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding 	5	2	10	Y	

identified as “Clinically extremely vulnerable” (shielded)			<p>will continue. Whilst this is the case, all staff who were shielding will be able to return to work.</p> <ul style="list-style-type: none"> • Individual RA’s put in place where appropriate • Continual following of enhanced hygiene procedures and social distancing to be maintained. 					
Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically vulnerable”			<ul style="list-style-type: none"> • Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Whilst this is the case, all staff who were shielding will be able to return to work. • Individual RA’s put in place where appropriate • Continual following of enhanced hygiene procedures and social distancing to be maintained. <ul style="list-style-type: none"> • Every child with an EHCP has an individual risk assessment that has been sent to WCC. These will be updated with the parents at the beginning of term. <p>To support SEN children:</p> <ul style="list-style-type: none"> • Social stories were sent home to those children who will need extra time to understand how the school day will have changed. • Pictures of new school layouts sent home to help all children, including those with SEN, 	5	2	10	Y	

			<p>understand visually how school will have changed.</p> <ul style="list-style-type: none"> • PPE equipment (face masks as outlined in the DfE guidance) to be provided for those staff working 1:1 with children who may not understand the rules of social distancing. • Visual timetables provided to show timings of increased hygiene routines. 					
Transmission of virus and exacerbation of current condition in BAME staff			<ul style="list-style-type: none"> • As of 16th June 2020 the government released a paper on the research into the impact of COVID-19 on the BAME community. Our general risk assessment applies to all staff and will be used accordingly. Where staff have underlying health conditions, as highlighted by our staff survey, an individual risk assessment is being created in collaboration with that person. In addition we will contact all BAME staff, even if they are not on the clinically vulnerable or extremely clinically vulnerable list, to ascertain if they have any specific worries and will work hard to address these. 	5	2	10	Y	

<p>Transmission to householder who is designated as clinically extremely vulnerable 8</p> <p>Minimising contact with individuals who are unwell at home</p>			<ul style="list-style-type: none"> Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Whilst this is the case, all staff, child or family member who were shielding will be able to return to work. Individual RA's put in place where appropriate Continual following of enhanced hygiene procedures and social distancing to be maintained. 	5	2	10	Y	
<p>Transmission to householder who is designated as clinically vulnerable (including pregnant women)</p>			<ul style="list-style-type: none"> Shielding measures were paused from the 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. Whilst this is the case, all staff, child or family member who were shielding will be able to return to work. Individual RA's put in place where appropriate Continual following of enhanced hygiene procedures and social distancing to be maintained. 	5	2	10	Y	
<p>Minimising contact with individuals who are unwell at home</p>			<p>Communications to parents sent to emphasise that if their child becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must keep them at home and are advised to follow guidance for</p>	5	2	10	Y	

			<p><u>households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>					
Minimising contact with individuals who become unwell at school - students			<ul style="list-style-type: none"> Any child who becomes unwell at school will be sent home immediately and advised to follow the government COVID-19 guidance Whilst waiting for the parent to collect the child: <ul style="list-style-type: none"> the child will be moved to the medical room where they can be isolated, with appropriate adult supervision as required. If they need to go to the bathroom whilst waiting, the bathroom will be cleaned and disinfected using standard cleaning products before being 	5	2	10	Y	

			<ul style="list-style-type: none"> - used by anyone else - Appropriate PPE will be worn by the member of staff looking after the child if a distance of 2 metres cannot be maintained - We will call 999 if we believe that the child is seriously ill - Staff will wash their hands for 20 seconds if they have been in contact with someone who has been unwell - Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. 					
Minimising contact with individuals who become unwell at school - staff/adults			<ul style="list-style-type: none"> • If a staff member becomes ill, with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow the Government Covid 19 	5	2	10	Y	

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			guidance.					
Minimising transmission following an individual becoming unwell			<ul style="list-style-type: none"> • Staff and students who are displaying symptoms will be advised to go home and may apply to be tested • Staff and students who advise the school that they have symptoms will be given a copy of the Government self-referral guide • Staff and students in such cases will be asked to book a test via the on-line portal • https://www.gov.uk/apply-coronavirus-test Staff and students will remain in isolation at home until the test result has been received • Staff must inform HR of the result of the test • Parents must inform the school of the results of the student's test • Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. • When a child or adult tests positive, the school will contact the health protection team through Track and Trace. • Based on the advice from the health protection team, schools must send home those people who have been in close contact 	5	2	10	Y	

with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

- The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.
- We will ensure that staff members and parents/carers understand that they will need to

be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have

			<p>priority access to testing.</p> <ul style="list-style-type: none"> • A provision of a small number of tests on site to be used with any families will believe would not get tested. • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required. 					
Transmission during travel to and from the site			<ul style="list-style-type: none"> ▪ The communications to staff and students will include reference to the Government guidance on travel ▪ The timetable has been adjusted to allow for staggered start and finish times, as follows: Reception: 8.55am - 3.25pm - KS1: 8.50am-3.30pm - KS2: Y3/4 8.40-4.05pm - KS2:Y5/6 8.40-4:15pm ▪ Adhering to government advice, staff have been advised to walk or cycle where appropriate. 					
Failure to socially distance during access, egress and transit around the school			<ul style="list-style-type: none"> ▪ Neither parents nor other external visitors will be allowed inside the school grounds without prior arrangement. Parents and external visitors will have to 	5	2	10	Y	

			<p>phone or e-mail the school office to organise this. Parents will have to drop off and pick up their children at the school entrance and will not be admitted on to the school site.</p> <ul style="list-style-type: none"> ▪ When dropping off or picking up their children at the school gate, parents will have to stay 2 metres from each other outside the school gate, follow the one-way system, and wait on the yellow markings provided ▪ Staff will wear a face mask when at the school entrance if a 2m distance cannot be adhered to. ▪ Parent workshop will be held outside where possible with all parents facing towards the presenter - facemasks to be worn ▪ Tours will take place with a maximum of 6 parents - facemasks to be worn by parents and the Headteacher ▪ ‘Stay and Play’ session to take place outside with maximum of 6 parents - one parent per household - face masks to be worn ▪ Masks to be worn if staff are moving between PP & PA ▪ All adults to wear masks in PA Lunch hall 					
Failure to socially distance during breaks			<ul style="list-style-type: none"> ▪ Each bubble of students will stay together during the whole time at school in designated spaces. ▪ Breaks and meal times in the canteens will be staggered during the day. 	5	2	10	Y	

			<ul style="list-style-type: none"> All play equipment will be organised into KS1 and KS2 packs. Any shared equipment will be subject to enhanced cleaning procedures. 					
Failure to socially distance during lunch Direct contact during lunch service			<ul style="list-style-type: none"> Staggered meal times and socially distanced queuing system. Year 1 and 2 will eat lunch at PA. KS2 and EYFS will eat in year groups in the PP hall. Designated areas to sit Hygiene of seating area and in-between settings cleaning Schedule for handwashing and toilet use Masks to be worn if staff are moving between PP & PA All adults to wear masks in PA Lunch hall 	5	2	10	Y	<ul style="list-style-type: none"> Catering supplier to apply appropriate protocols
Failure to socially distance during assembly/shared use spaces/staff room			<ul style="list-style-type: none"> Virtual assemblies to replace physical ones Reduced/Stagger numbers Allocate seating 2m apart Lining up spaces to allow social distancing Limit occupancy of staff rooms Cleaning between sessions/periodic cleaning Protocol for items in fridge No shared direct contact items i.e. milk/protocol to make safe Signage to remind all Masks to be worn if social distancing is not possible 	5	2	10	Y	
Failure to socially distance during classroom-based lessons			<ul style="list-style-type: none"> Yellow tape on floor to indicate where students should sit and one-way system Lining up spaces 	5	2	10	Y	

			<ul style="list-style-type: none"> Seating spaces and desks facing forward Allocated seating Access to seating - one way Use of individual only IT and other equipment Spacing of desks Floor markings Access to handwashing facility Signage. Children's coat pegs will be spaced out and labelled accordingly Staff will maintain 1.5-2m distance from children, where possible, whilst teaching. 					
Failure to socially distance during practical based lessons			<ul style="list-style-type: none"> Limited practical based lessons Greenhouse sports and music sessions to have own RA - NB/RW to arrange 	N/A	N/A	N/A	N/A	
Indirect contact via surfaces			<ul style="list-style-type: none"> Visors for staff on Reception to be procured All shared areas to require enhanced cleaning as outlined in the cleaning RA 	5	2	10	Y	<ul style="list-style-type: none"> Cleaning schedule TBC (Matt Wyatt in contact with cleaners about cleaning during the day instead of between 5-7am, as there are no lettings from the previous evening to clean up after. Assurances from cleaners also being sought)
Indirect contact via shared resources			<ul style="list-style-type: none"> Workstations and equipment allocated to one person or subject to enhanced cleaning between sessions No shared resources to be taken home 	5	2	10	Y	<ul style="list-style-type: none"> Cleaners schedule for workstations and equipment TBC

			<ul style="list-style-type: none"> ▪ No sharing of items such as stationary. Children will have their own stationary packs 					
Sports/Changing rooms			<ul style="list-style-type: none"> • Children will come to school in their PE kits on the days that have PE and return home in their PE kits. There will be no changing on site. • All equipment used will be cleaned between bubbles. It will be placed in a container and cleaned by the cleaners and placed back in the PE cupboard. 	N/A	N/A	N/A	N/A	
Poor hygiene			<ul style="list-style-type: none"> ▪ Daily timetable will include provision for hand washing before and after each lesson ▪ Hand sanitiser available in each classroom and in communal areas ▪ Use of Catch It, Bin It, Kill It signage and bins ▪ Hand sanitiser distributed to all children on arrival and departure at the school gate. 	5	2	10	Y	Staff will be trained / provided with correct cleaning equipment to clean down classrooms between lesson change overs in KS2, if there are not sufficient cleaners available to do so
Contact or transmission via delivery drivers			<ul style="list-style-type: none"> ▪ Delivery drivers will not be allowed onto the school premises. The School Receptionist will come to the School Entrance to collect deliveries 	5	2	10	Y	
Transmission where social distancing is not possible such as welfare emergency			<ul style="list-style-type: none"> ▪ PPE procured and delivered for those staff who have medical responsibilities in looking after children, where required. ▪ PPE identified, procured, issued and training given for: “children, young people and students whose care routinely already involves the use 	5	2	10	Y	

			<p>of PPE due to their intimate care needs will continue to receive their care in the same way”</p> <p>“a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn”</p>					
Poor housekeeping and inappropriate cleaning standards			<ul style="list-style-type: none"> ▪ Protocols and Covid-Secure commitment from cleaning contractors ▪ Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance ▪ Protocols for cleaning toilets, handwashing facilities, catering, workshops, labs, furniture ▪ Bin removal and clinical waste management (tissues) 	5	2	10	Y	<ul style="list-style-type: none"> ▪ Covid Secure commitment to be obtained from the cleaners KGB

Inappropriate facilities management			<ul style="list-style-type: none"> ▪ Mandatory and statutory testing to be continued ▪ Protocols and Covid-Secure commitment from facilities contractors ▪ All relevant mandatory and statutory testing and recording is completed ▪ Good ventilation maintained ▪ Water system maintained in good health ▪ Doors propped open where possible and not contravening fire or safeguarding strategy 	5	2	10	Y	
Additional Risks			<ul style="list-style-type: none"> ▪ Direct and indirect transmission of the Covid-19 virus ▪ Transmission - General controls ▪ Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically extremely vulnerable” (shielded) ▪ Transmission of virus and exacerbation of current condition in students and staff identified as “Clinically vulnerable” ▪ Transmission of virus and exacerbation of current condition in BAME staff ▪ Transmission to householder who is designated as clinically extremely vulnerable ▪ Transmission to householder who is designated as clinically vulnerable (including pregnant women) ▪ Minimising contact with individuals who are unwell at home ▪ Minimising contact with 					

- individuals who become unwell at school - students
- Minimising contact with individuals who become unwell at school - staff/adults
- Minimising transmission following an individual becoming unwell
- Transmission during travel to and from the site
- Failure to socially distance during access, egress and transit around the school
- Failure to socially distance during breaks
- Failure to socially distance during lunch
- Direct contact during lunch service
- Failure to socially distance during assembly/shared use spaces/staff room
- Failure to socially distance during classroom-based lessons
- Failure to socially distance during practical based lessons: Science, Technology , Performing Art, Creative Arts, Media, Sport
- Indirect contact via surfaces
- Indirect contact via shared resources
- Transmission in Sports/Changing rooms
- Risk of transmission through poor hygiene
- Contact or transmission via delivery drivers
- Transmission where social distancing is not possible such as welfare emergency
- Inadequate first aid allowing

transmission

- Poor housekeeping and inappropriate cleaning standards
- Transmission of Covid 19 while using shared areas for breaks
- Inappropriate facilities management
- Inadequate ventilation
- Poor/Inappropriate communication - staff and students
- Poor/Inappropriate communication - parents

- Non compliance with face covering requirements
- Transmission and failure to distance during parental engagement sessions
- Transmission of Covid19 through indirect contact while making beverages
- Transmission of Covid19 in shared reprographic areas
- Transmission of Covid19 when using lifts
- Indirect transmission of Covid19 from visitors to reception
- Indirect transmission of Covid19 from staff, students and visitors and contractors using toilets
- Mixing bubbles causing cross transmission - eg intervention spaces
- Transmission during school trips and excursions
- Transmission through use of play or gym equipment internally
- Transmission through use of play or gym equipment externally

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			<ul style="list-style-type: none"> ▪ Deterioration in mental health and increased stress for staff ▪ Determination of mental health for students ▪ Non-compliance with new restrictions on out of school activities ▪ Transmission during 1-2-1, counselling and guidance sessions ▪ Transmission and failure to distance during exams ▪ Potentially adding controls implemented for safeguarding or behavioural management due to CV-19 to keep staff and students safe 					
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FOR CALCULATION OF RISK FACTOR FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES									
SEVERITY					LIKELIHOOD				
5	4	3	2	1	5	4	3	2	1
FATAL	MAJOR INJURY	MEDIUM INJURY	MINOR INJURY	TRIVIAL/NO INJURY	LIKELY	PROBABLE	POSSIBLE	REMOTE	HIGHLY UNLIKELY
<i>Fatality - RIDDOR</i>		<i>Major - Fracture/Amputation - RIDDOR</i>			<i>Medium - Significant sprain/Digit fracture/Significant burn - possible RIDDOR</i>		<i>Minor - Minor sprain/Small burn</i>		<i>Trivial/No injury - Scratch</i>

AUTHORED BY: Alex Gamon /Rob Williams **DATE:** 13th January 2021 **REVIEW DATE:** Ongoing