

RISK ASSESSMENT FORM



Service: Educational Setting, Primary for pupils aged 2-11 years	Location: Risley Avenue Primary School, The Roundway, Tottenham, London, N177AB	Assessment Completed by: SLT – Linda Sarr, Headteacher
Description of Activity/Task Assessed: Opening schools fully – September 2020	Date of Assessment: 28.8.2020	Review Date: On going, daily

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
1	<p>Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school for the September term.</p> <p>The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded to show how the controls have been applied.</p> <p>Where points are not completed but will need to be addressed, they should be placed in the Further Actions Required column with a time frame for completion. Items that are not applicable to the school's specific settings should be deleted.</p>						
2	<p>Pupils who are shielding or self-isolating</p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. 						

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School workforce

Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.

It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.

Staff who are clinically vulnerable or extremely clinically vulnerable

Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.

No	Hazard Description (i.e. potential causes of injury/damage)	Potential injury/damage	Persons at risk	Current preventative and protective measures	Risk Level (See method)	Further action required	Residual Risk Level
3	Contact with persons who are unwell with Covid-19 symptoms	Infection and transmission of the Covid-19 Virus	Staff, pupils, other adults on site.	<ul style="list-style-type: none"> Pupils, staff and other adults are not allowed to come into school if they have Corona virus (Covid - 19) symptoms or have tested positive in the last 10 days. Staff are aware of these requirements. Anyone in the school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), is sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) self-isolate for 14 days from when the symptomatic person first had symptoms. If a child, or staff member develops symptoms compatible with coronavirus while at school they are isolated under supervision in the Welfare Room (or nearest available suitable space if welfare room being used for other medical reason) until they can be collected/sent home. 	Med	<p>Updated guidance to be created for staff and families explaining what to do if someone displays symptoms of COVID-19 or has a positive test result. (By 02.09.2020/SLT) INSET day 02.09.2020 all staff to be briefed on procedures. Parents to be informed via letter of procedures by 04.09.2020.</p> <p>Revisit procedures in staff briefing 02.09.2020. Staff and parents to be reminded of procedures and advice by 04.09.2020</p> <p>Office to maintain a log of people</p>	Low

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			<ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected/sent home, they use a separate bathroom (opposite 1K classroom) The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • The Welfare room is deep cleaned and kept ventilated at all times • First Aiders wear PPE when administering First Aid to children/adults becoming unwell at school. • Laser type thermometers are used to ensure distancing measures can be maintained while taking someone's temperature. • PPE (mask, apron and gloves) are worn by staff caring for a child while they await collection when a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • As is usual practice, in an emergency, we call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms is advised not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with are not sent home to self-isolate unless they develop symptoms themselves (in which case, they are asked to arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms is cleaned with an anti-bacterial/viral 	<p>who leave school with COVID-19 symptoms. (02.09.2020). Suspected case needs to be advised to have a COVID-19 test. Office to contact families for test results. If a positive test has been identified HT to contact public health for advice. (02.09.2020 - office to create the log).</p> <p>Office to inform the site team. They will arrange for an immediate deep clean of the bathroom used and any other areas the suspected COVID-19 case has been present.</p> <p>On collection, staff member supervising the child displaying COVID-19 symptoms walks the child to a waiting parent at the main school gate. Staff member to then double bag disposable PPE and thoroughly wash visors in detergent and then anti-viral cleaner. Parent handed a guidance leaflet explaining why their child has been sent home and why they are advised to get their child a COVID-19 test. (02.09.2020 - office to create the leaflet).</p> <p>Staff member on medical duty to be advised to bring a change of clothes and a towel to shower and change should they need to deal with a</p>	
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				cleaning agent after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .		suspected case.	
4	Hygiene	As above	As above	<ul style="list-style-type: none"> • All children/staff are expected to clean hands thoroughly more often than usual (at the very least when they arrive at school, when they return from breaks, when they change rooms, before and after eating, before and after using PPE and face coverings, and when they have come across people with symptoms)– posters are displayed in all rooms and communal spaces in use during the summer term • Younger children and pupils with complex needs are helped to clean their hands properly with soap and water and/or wipes if necessary. • Sufficient handwashing facilities are available around the school • There is a sink in every classroom with soap and paper towels. • Mobile sanitising stations are provided on entry to the school site. 		<p>Hygiene posters to be added to all rooms that have not been in use during the summer term. (02.09.2020 – Office team)</p> <p>Wall mounted sanitiser dispensers to be available at key points around the school where equipment is touched frequently eg in RISO room to use before and after photocopying</p>	
	Respiratory Hygiene	As above	As above	<ul style="list-style-type: none"> • Younger children and those with complex needs are helped with respiratory hygiene. • Children who spit uncontrollably or use saliva as a sensory stimulant are supported and methods of managing behaviour is in place. Individual risk assessments are in place for pupils with EHCPs. • Lidded Pedal bins are provided in each room • Hands are washed before and after eating, and after sneezing or coughing • Hand dryers are currently disconnected and paper towels are provided • Drinking fountains are out of use and pupils bring in their 		<p>Glass screen to be added in the office to safely divide working staff. (02.09.2020 – Site team)</p> <p>Individual risk assessments to be reviewed for children with EHCPs by Inclusion Manager</p>	

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			<ul style="list-style-type: none"> own water bottles Children and adults are encouraged not to touch their mouth, eyes, and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Help is available for children who have trouble cleaning their hands independently Handwashing posters are in all bathrooms, classrooms and toilets being used. Posters are around the school promoting 'Catch it, bin it, kill it' in the rooms being used. Children earn and practise these habits through games, songs, and repetition Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation The outdoor space for learning and curriculum work is used where possible AIR CON is currently not in use Where possible, all spaces are well ventilated using natural ventilation (opening windows) Lidded pedal bins are in all areas used by pupils and staff; tissues are available and used ones are double bagged for waste disposal 		<p>Hygiene posters to be added to all rooms that have not been in use during the summer term. (02.09.2020 – Office team)</p>
Cleaning of school and resources	As above	As above	<ul style="list-style-type: none"> Ensure cleaning regimes/schedules are enhanced for the increased population of the school. Rooms and areas that are shared are cleaned thoroughly and frequently. Frequently touched surfaces (handrails, door handles, switches) are cleaned regularly throughout the school day Toilets cleaned regularly throughout the school day. Additional member of agency cleaning company (Steven) to be on site during the day for cleaning emergencies. Water systems have been tested as per usual requirements; gas safety certificate is up to date and all kitchen equipment 		<p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p> <p>HT and Site team to work closely</p>

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			<p>serviced as per latest H&S inspection. Risley is fully compliant</p> <ul style="list-style-type: none"> • There are sufficient supplies of soap, antibacterial gel and cleaning products available and portable hand sanitising stations that can be moved to areas of need; currently used by pupils at the school gate on entry • Antibacterial spray (COSHH approved) and disposable tissues are provided in each classroom currently used and stored with medicines/out of reach . • Antibacterial spray is provided for shared adult bathrooms and communal staff areas. • Surfaces that children are touching, such as toys, books, chairs, doors, sinks, toilets, light switches, handrails, are cleaned more regularly throughout the day. There is an additional cleaner on site all day to undertake additional cleaning requirements • Classrooms are cleaned every morning by agency cleaners (This is in addition to the two site managers) 		<p>with Agency cleaners and have agreed a schedule of day to day cleaning. It has also been agreed what will happen if there is a suspected case. Continue booking of additional cleaner.</p> <p>The school will be deep cleaned over the summer break. Additional bio-fogging of all areas is scheduled</p> <p>Disinfectant spray and disposable tissue to be provided in all classrooms</p>	
Minimise contact between individuals and maintain social distancing wherever possible	As above	As above	<ul style="list-style-type: none"> • We will continue to minimise the number of contacts between children and staff. • We keep Year groups (bubbles 90 pupils as school 3 form entry) separate and will continue to maintain social distancing where possible. (see below) • Interaction is mostly limited to classrooms during learning times for each class unless they are in the playground or dining room in which case they maybe with their year group. • Risley has established effective hygiene and respiratory hygiene measures as outlined in section 4. • Teaching staff who need to move between classes and year groups have been briefed on social distancing (ideally 2 metres) from other adults and children. 		<p>From September 7th, Risley will follow its recovery curriculum plan for two weeks which includes a whole school unit of work form the Power of Reading called 'Where we are' and informal assessments. Following this period Risley will be teaching the full curriculum.</p> <p>To reduce the number of contacts between pupils and staff the school will run in year group bubbles.</p> <p>Year group bubbles will have designated playground and dinner hall times and space.</p>	
Measure within the	As above	As above	<ul style="list-style-type: none"> • Staff have been advised to avoid face to face contact and minimise time spent within 1 metre of others. 		<p>All year groups will be in Year group bubbles. The smallest bubble is Y3</p>	

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	classroom		<ul style="list-style-type: none"> • Children in KS2 are supported to distance from other children and staff. • At Risley, where children cannot maintain social distancing, children are kept in smaller groups. • Classrooms have been adapted to support distancing where possible. • We have moved unnecessary furniture out of classrooms. 		<p>as there are less children in this year groups Table formations are carefully planned so that children do not face each other and tables will be as far apart as possible.</p>	
	Measures outside the classroom	As above	<p>As above</p> <ul style="list-style-type: none"> • We will avoid assemblies and large gatherings with other groups. • Timetables have been reviewed to support separation of keyworker and Y6 groups • Movement around the school is kept to a minimum to avoid busy corridors, entrances and exits. A one way system supports this with arrows indicating which way to walk on stairs and corridors – KEEP LEFT • Staggered start and finish times, break and lunch times are in place for keyworker and Y6 groups <ul style="list-style-type: none"> • Communal staff spaces and offices (staffroom, kitchens, main office) have been rearranged to allow for social distancing. Numbers are limited according to size of space and bubble. 		<p>We will investigate technology to deliver assemblies, open mornings and other events involving members of the public. Timetables are being carefully reviewed to support the separation of groups when all children return, such as PE, playtime and lunchtime.</p> <p>Children will be required to where PE clothing on PE days to avoid the need for changing.</p> <p>Arrival staggered from 8:45 & 9:00. Double gates used where possible to widen entrances at Y1/2 gate and canteen gate– arrows and barriers to differentiate between IN and OUT</p> <p>Departure from 3:10 to 3:30. Separate gates in use.EYFS gate, Y1&2 gate, Y3&4 gate and Y5&6 gate/canteen gate. Break times either 10:15, 10:30, 10:45 or 11:00. Three different playgrounds in use. Junior playground sectioned off for different year groups.</p>	

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					<p>Lunchtimes staggered between 11:30 and 1:30. Bubble kept separate in the dining room. Cleaning after each year group uses the space.</p> <p>A glass screen is to be installed between two office staff where a 2m distance cannot be maintained.</p>
Measures for arriving at and leaving school	As above	As above	<ul style="list-style-type: none"> Staggered start and finish times between groups are in place, ensuring that overall teaching time is not affected. We have revised arrangements for start and finish times and this will be communicated to parents along with instruction not to gather at school gates. We have put in place procedures for removing face coverings worn by children and staff arriving at school. Disposable coverings to be put into a bin or reusable face coverings placed in a plastic bag to be taken home at the end of the day. Staff will continue wash their hands upon arrival at the school for at least 20 seconds or use hand sanitizer. Children enter the classroom directly from the playground and will wash hands for at least 20 seconds on arrival or use hand sanitizer 		<p>Arrival staggered between 8.45 and 9am, Children come straight into school sanitising hands on entry. Staff at each doorway until 9.10am. Separate gates in use. Double gates open to widen entrances where possible e.g. Infant playground gate and gate by canteen. Departure either staggered at 5 minute intervals between 3:10 & 3:30 for different year groups.</p> <p>Collection points will be mapped out and designated areas will be marked clearly for each class. Social distancing reminders will be sprayed on the playground floor.</p> <p>Letter will be sent to parents with all details of school opening before 07.09.2020.</p> <p>Parents will be reminded by letter about the procedure for face coverings and staff will be briefed through the staff guidance document.</p>

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					<p>Parents will not be permitted inside the building unless they have a prior appointment or have been given permission by a member of staff e.g. young children distressed when starting school for the first time</p> <p>Children collected late will sit in designated areas of the Infant hall in their year group bubbles. Hall will be ventilated with windows open.</p>
Other considerations	As above	As above	<ul style="list-style-type: none"> • Children with SEND (whether with Education, Health and Care Plans or on SEN support) are provided with specific help and preparation for the changes to routine. The Inclusion Manager meets with teachers to plan for this. • Risk assessments are in place and teachers have been made aware of those that require intimate care and other EHCP children in their new class through transition. Teachers have attended ASD training to support pupils returning to school in September. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools and therefore we advise them of the requirements to minimise contact and maintain as much distance as possible from other staff and children. Specialists, therapists, clinicians, and other support staff for pupils with SEND will provide interventions as usual. • Other visitors to the site, such as contractors make appointments in advance and site guidance on physical distancing and hygiene is explained on or before arrival. Where visits can happen outside of school hours, they do. A record is kept of all visitors and their contact details should we need to trace. • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. • Classroom based resources, such as books and games, are 	<p>Individual risk assessments to be reviewed following updated guidance.</p> <p>Music teachers from Haringey music service will provide their own risk assessment that will be scrutinised and agreed with the school before lessons resume. (07.09.2020). following DFE guidelines.</p> <p>Play therapist/speech therapist to work with children from one year group at a time to avoid compromising bubbles. Other specialists only work with one child at a time and social distance. Any shared resources will be cleaned between sessions.</p>	

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			<p>used and shared within the bubble; are cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles. Outdoor playground equipment is more frequently cleaned. Pupils are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, and books. Bags for lunch are allowed. Any books or shared resources that need to be taken home by staff or children, are limited and subject to the same hygiene, and rotation cleaning protocols established in school. 		<p>Shared resources such as Art, Science and Maths equipment are to be cleaned after each use by an adult in the bubble that has used them and returned immediately</p> <p>Fixed playground equipment to be roped off and to be out of use in Infant and junior playground.</p> <p>Nursery and Reception to use separate play spaces and not share the use of these spaces.</p>	
PPE	As above	As above	<ul style="list-style-type: none"> PPE is provided in Welfare room and in each classroom being used. PPE is available, including visors for any staff who want it. 300 masks, 400 aprons, 800 gloves were last collected 1.6.20 from Haringey Public Health. More available if required. PPE available for staff in case of child needing changing (aprons/masks/ gloves) First aiders are required to wear PPE. Any visitors working with pupils may wear PPE if they wish SEND risk assessments completed for pupils with timetables in place for additional adults to support EHCP pupils 		<p>Staff updated on needs of SEND and those requiring intimate care in their new class.</p> <p>Additional PPE packs to be created by 04.09.2020 (office team). Additional supplies in PPE to be collected from the LA.</p> <p>Risk assessments to be reviewed following updated guidance.</p>	
Response to any infection	As above	As above	<ul style="list-style-type: none"> We ensure that staff/parents and visitors understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. We will reference the flow chart produced by Haringey Public Health to ensure correct procedures are followed. We will ensure that staff members and parents/carers understand that they 		<p>See section 3 – guidance to be shared with staff, parents/carers and visitors. (02.09.2020 – SLT)</p> <p>Procedures for booking tests will be explained clearly in the guidance produced and translated where necessary</p>	

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			<p>will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils are not allowed into the school if they have symptoms and will be sent home to self-isolate if they develop them in school. • provide details of anyone they 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 develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • anyone who displays symptoms of coronavirus (COVID-19) is told how to book a test and will be expected to do so. • Parents and staff are required to inform the school immediately of the results of a test by phoning the school or emailing the office 		<p>Update sign in sheet that request contact details of any visitors to the site. (02.09.2020 – office team)</p> <p>The following information will be included as reminder in the guidance documents for parents and staff:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became</p>	
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					ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days 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.	
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Manage confirmed cases of Coronavirus amongst the school community

- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact 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

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Risk Assessment Method

In order to assess a risk associated to a hazard, two factors need to be considered:-

i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long-term absence
3-day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

Likely	A repetitive occurrence should be expected
Probable	Foreseeable
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Improbable	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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Risk Assessment Method (continuing).

Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required