

COVID-19 Risk Assessment: Phase 2

Section 1: Summary Page

Risk assessment title:	People at direct risk:	Other people who could be affected:
Covid-19 - Back to school, second phase	Staff and pupils	Visitors and the wider school community

Assessment of overall risk		
<p>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</p> <p><i>Click the drop-down to rate the Likelihood:</i></p> <p>- 3 - There is a 50/50 chance that the event will happen</p>	<p><i>Click the drop-down to rate the Severity:</i></p> <p>- 3 - Someone would be incapacitated from normal activities</p>	<p>Risk rating (before)</p> <p><input type="checkbox"/> High risk</p> <p><input checked="" type="checkbox"/> Medium risk</p> <p><input type="checkbox"/> Low risk</p>
<p>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</p> <p><i>Click the drop-down to rate the Likelihood:</i></p> <p>- 2 - Might happen, but on balance this is unlikely</p>	<p><i>Click the drop-down to rate the Severity:</i></p> <p>- 3 - Someone would be incapacitated from normal activities</p>	<p>Risk rating (after)</p> <p><input type="checkbox"/> High risk</p> <p><input checked="" type="checkbox"/> Medium risk</p> <p><input type="checkbox"/> Low risk</p>

		Severity					
		0	1	2	3	4	5
Likelihood	1	1	2	3	4	5	
	2	2	4	6	8	10	
	3	3	6	9	12	15	
	4	4	8	12	16	20	
	5	5	10	15	20	25	

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the relevant manager should be informed.

COVID-19 Risk Assessment: Phase 2

Section 2: Assessment and Action Plan

What are the hazards?	What might happen?	What are the expectations to manage the risk?	What are we doing?	Are you doing enough?		ACTION PLAN	
				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
Lack of planning	Poor planning can lead to unexpected issues that put the school community at risk from Covid-19.	Complete the 'Back to school – Phase One – Planning Checklists' document attached to this risk assessment.	We have considered all the points on the checklist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Checklist is in progress and is a 'working document'. It will be added to as we progress.	Yes
Pupil numbers	Too many pupils can lead to difficulty with social distancing and therefore potential to spread coronavirus.	As per government guidance, between the 1 st June and the 15 th June, only Nursery, Reception, Year 1 and Year 6 and the children of key workers were permitted to attend school at this stage. On the 15 th June, the government updated their guidance to allow schools to welcome back other year groups should they have space.	Littlegarth School, from 1 st June, only welcomed back Nursery, Reception, Year 1 and Year 6 and the children of key workers. From 22 nd June, we will welcome back all years on a rota system: Monday – Year 5 Tuesday – Year 2 Wednesday – Year 3 Thursday – Year 4 Friday – Year 5	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
Class sizes and staff availability	Difficulty with social distancing and therefore potential to spread coronavirus.	<p>Follow the hierarchy of measures set out in https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Ensure children, and staff where possible, mix in a small group and keep that small group away from other people and groups.</p> <p>A written plan has been formulated which details where 'pods' of children are going to be based and what measures will be in place.</p>	<p>A written plan has been produced detailing the protective measures in place. In the staff training material, this is also detailed.</p> <p>Children are split up into pods of no more than 15 children.</p> <p>After discussion with the Department for Education and the latest EYFS guidance, the Nursery can keep to a pod of no more than 16 children with two adults.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written plan to be created detailing maximum class sizes and locations of classrooms. According to guidance, we must cater for all children (in eligible years) to be back at school.	Yes

COVID-19 Risk Assessment: Phase 2

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Attendance	Potential for infected people to spread coronavirus.	Parents and carers must be told that: No one with symptoms should attend for any reason. Children are strongly encouraged to attend, unless they are self-isolating or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions. Families should notify the school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.	A document has been written for parents to detail expectations. We have also detailed the procedure should a child become ill while at school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document to be written to parents to detail expectations for children to be on site.	Yes

COVID-19 Risk Assessment: Phase 2

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Vulnerable children	These children may be at greater risk if they are not in school.	<p>There is a continuing expectation that vulnerable pupils of all year groups will attend, where it is safe and appropriate for them do so. As per the current guidance, where these pupils are currently not attending but attendance is appropriate, staff will consider how to encourage their attendance.</p> <p>Vulnerable pupils in this context include those who:</p> <ul style="list-style-type: none"> are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child. have an education, health and care (EHC) plan and it is determined, following a risk assessment, carried out with educational providers and parents, that their needs can be as safely or more safely met in school. have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who are therefore in need of continued education provision. 	At Littlegarth, we have no children classed as officially vulnerable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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Staff workload and wellbeing	Staff mental health may be adversely affected.	<p>Governors and senior leaders should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</p> <p>Workload should be carefully managed. There should be a balance between staff who are having to stay at home due to health conditions (and therefore are able to support remote education), while others focus on face-to-face provision.</p>	Governors and SMT are aware of the need to ensure the wellbeing of all staff. This is regularly monitored and individuals spoken to directly if necessary. The school also has access to the 'Health Assured' programme, which offers impartial advice to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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Transport	Potential for infected people to spread coronavirus.	<p>Parents and pupils should be encouraged to walk or cycle where possible, and avoid public transport at peak times.</p> <p>Refer to guidance on safe travel, particularly on public transport.</p> <p>Work together and with relevant transport providers to put in place arrangements, including the measures being put in place to reduce contact.</p> <p>Also see the additional transport information in the 'Lack of suitable systems and processes' section below.</p>	Due to the rural location of the school, all children are driven in by parents/carers, so we do not need to advise against using public transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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Food	<p>Pupils missing out on much needed nutrition.</p> <p>Potential for infected people to spread coronavirus.</p>		<p>Children sent to school are well nourished and any issues would be noticed quickly by pastoral staff if this were not the case.</p> <p>At present, the risk of reopening our kitchen is considered to be too high, as kitchen staff would need to work in close proximity of each other. Social distancing measures would also be very difficult to manage if seating children in the dining. Therefore, we have decided not to offer meals at this time. However, we will keep this under review.</p> <p>Children are requested to bring in a packed lunch, which can be eaten in classrooms or in outdoor spaces.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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Personal hygiene	Potential for infected people to spread coronavirus.	<ul style="list-style-type: none"> Staff to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Good respiratory hygiene to be practiced. Everyone reminded to catch coughs and sneezes in tissues – following Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. All pupils and staff required to wash their hands on arrival at the school and encouraged to do so through the day. Hand washing facilities with soap and hot water in place. Gel sanitisers provided in any area where washing facilities not readily available. Tissues/paper towels will be made available in all required areas. Gel sanitisers available at all entrance areas 	<p>Posters have been printed and are being displayed in classrooms.</p> <p>Staff will be receiving training regarding hygiene and COVID safe working practices.</p> <p>Hand sanitisers have been purchased.</p> <p>The procedures for control measures have been outlined in the written reopening plan and in the staff training material.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Posters to be printed and circulated into each classroom and shared space. (who?)</p> <p>Gel hand sanitisers to be sourced. DF speaking to suppliers.</p>	Yes

COVID-19 Risk Assessment: Phase 2

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Infection control - surfaces	Potential for infected people to spread coronavirus.	Staff will be directed to frequently clean regularly touched surfaces using standard products, such as detergents. The school is looking at the possibility of having a contract cleaner coming in at lunchtime to clean frequently touched surfaces such as door handles, toilets, etc.	Cleaning materials have been purchased and the stock will be managed to ensure a continuous supply.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detergent stock quantity to be ascertained. Decide on frequency – no clear guidance. If same children as using a classroom all day, twice a day should be enough (i.e. lunchtime and end of day, or beginning and end of day)	Yes
Lack of PPE	Potential for infected people to spread coronavirus.	Guidance has confirmed the following: “Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings.” PPE will provided for some staff on a risk assessment basis – i.e. cleaners and some support staff as necessary.	We have a stock of PPE. Guidance regarding the usage is contained in the staff FAQ document and training.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PPE to be sourced for limit usage (DF)	Yes

COVID-19 Risk Assessment: Phase 2

<p>Communication</p>	<p>Potential for infected people to spread coronavirus if people don't know the rules.</p>	<ul style="list-style-type: none"> • Tell pupils, parents, carers or any visitors, such as suppliers, not to enter if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Tell parents that if their child needs to be accompanied, only one parent should attend • Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Ensure pupils are aware of recommendations on transport to and from school (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful 	<p>A guidance document has been produced detailing the processes and procedures which must be followed by children and parents.</p> <p>This document details practical arrangement such as drop-off and pick-up as well as guidance related to not coming to school if showing symptoms of COVID-19.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Guidance to be issued to parents.</p>	<p>Yes</p>
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COVID-19 Risk Assessment: Phase 2

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				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
		<ul style="list-style-type: none"> Communicate early with contractors and suppliers that will need to prepare for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. 					

COVID-19 Risk Assessment: Phase 2

		<ul style="list-style-type: none"> ensure that bins for tissues are emptied throughout the day where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ensure proportionate supplies of soap, anti-bacterial gel and cleaning products if needed there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> accessing rooms directly from outside where possible considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 	<p>A one-way system has been designed and maps produced.</p>			<p>Identify rooms which can be accessed from outside.</p> <p>Plan a one-way system around the school buildings (not just those in use by children).</p> <p>Document staggered breaks</p>	<p>Yes</p> <p>Yes</p>
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COVID-19 Risk Assessment: Phase 2

		<ul style="list-style-type: none"> staggering lunch breaks - pupils should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms ensuring that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time noting that some pupils will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff outdoor equipment should not be used unless the school is able to ensure that it is appropriately cleaned between groups of pupils using it, and that multiple groups do 	<p>Toilets have a '2 person' limit.</p>			<p>Introduce limit of number of pupils in toilets at any one time.</p>	<p>Yes</p>
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COVID-19 Risk Assessment: Phase 2

		<p>not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings</p> <p>For shared rooms:</p> <ul style="list-style-type: none"> • use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance • stagger the use of staff rooms and offices to limit occupancy <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> • limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • seek to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently • practical lessons can go ahead if equipment can be cleaned 					
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COVID-19 Risk Assessment: Phase 2

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				Yes	No	If 'No' – state what else needs to be done and by whom	Complete?
		thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts					

COVID-19 Risk Assessment: Phase 2

<p>When someone becomes unwell</p>	<p>Potential for infected people to spread coronavirus</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at</p>	<p>An isolation room and toilet has been identified (Mallett Room).</p> <p>Procedure for if a child becomes unwell has been written and is contained within the written plan document and staff training.</p> <p>The school holds a stock of PPE.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Isolation room to be identified. Mallet Room.</p> <p>Isolation bathroom to be identified and marked as such. Year 3 Toilets</p> <p>PPE to be sourced and purchased.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'Confirmed case of coronavirus' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>					

COVID-19 Risk Assessment: Phase 2

<p>Confirmed case of coronavirus</p>	<p>Potential for infected people to spread coronavirus</p>	<p>When a pupil or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Where the pupil or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>Where the pupil or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and</p>	<p>This process has been formally documented in the re-opening plan and will also be detailed in the staff training material. Frequent reminders of good hygiene will be placed around the school.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Process to be formally documented.</p>	<p>Yes</p>
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COVID-19 Risk Assessment: Phase 2

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		other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where schools are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.					

COVID-19 Risk Assessment: Phase 2

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Fire safety	Unusual working conditions may raise fire risks	<ul style="list-style-type: none"> Interim measures addressing fire safety management will be of a temporary nature. Once school returns 'as usual' the fire safety measures should again be reviewed, and normal procedures alarm/emergency lighting testing will continue Planned 6 monthly fire drills will be postponed All staff will be advised on any changes to fire evacuation procedures. Teachers to remind pupils of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar buildings. The fire risk assessment will be reviewed. Fire marshal provision will be reviewed. If additional fire marshals are required, newly appointed fire marshals will be asked to undertake e-learning. 	The fire routes are unchanged. Pod staff will ensure that, in the event of a fire, children are evacuated from the building and the current routes already allow for minimal contact between pods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

COVID-19 Risk Assessment: Phase 2

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First aid	Lack of first aid cover due to low staff levels	<ul style="list-style-type: none"> A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff. A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. Wherever possible when giving first aid, 2m distance will be maintained. A review of first aid procedures to in light of social distancing requirements will be undertaken Quantities of PPE for first aiders will be reviewed (including gloves and disposable aprons, masks as required). 	<p>The school first aider will be on site from Monday 1st June. Teachers hold paediatric first aid certificates, and these are in date.</p> <p>The school holds a stock of PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>First aid provision to be confirmed once numbers of staff/pupils ascertained.</p> <p>PPE to be sourced.</p>	Yes

COVID-19 Risk Assessment: Phase 2

Section 3: Sign-off Sheet

Assessor		
Name of assessor: Dan Fountain	Signature of Assessor: 	Date: 17 th June, 2020
Headmaster		
Name of Headmaster: Peter H. Jones	Signature of Headmaster: 	Date: 17 th June, 2020

A review of this risk assessment is to be undertaken weekly or else when any changes occur that affect the facts given above		
Date of review:	Reviewed by (name):	Comments:
15 th June 2020	Dan Fountain	Initial issue of Phase 2 Risk Assessment
15 th June 2020	Governors	Approved
17 th June 2020	Dan Fountain	Approved release of Phase 2 Risk Assessment