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Working in school during 'Covid-19' risk assessment

This risk assessment has been completed in line with the DfE's guidance 'Preparing for wider opening of schools from September 2020 and HSE guidance. **This is a working document and will be reviewed regularly.**

Risk assessment carried out 1st January 2021

Area	Risks	Overall assessment of risk BEFORE mitigation (Red/Amber/Green)	Measures in place to reduce the risk Control measures	Person responsible	Overall assessment of risk AFTER mitigation (Red/Amber/Green)	Review notes
Premises	Adequate space for social distancing Hygiene and sanitation risks		<ul style="list-style-type: none"> • SLT and site supervisor to conduct H&S walkabout. Any risks identified to be addressed by site supervisors & SLT where appropriate • Staff use of ID card for INVENTORY system on entry and exit • Reduced furniture in classrooms, offices and staffroom • Unnecessary equipment that will be difficult to keep clean e.g. soft toys, furnishings and other hard to clean toys with small and intricate pieces removed • Doors to be left open (non-fire doors) to reduce the amount of unnecessary contact with door handles etc. • Windows to be open for ventilation • 1- 2m markings to be placed around school building • Signage to be placed around school • Hand sanitiser installed on walls at entrances to building • Sanitiser available in every classroom • Playground to be zoned. Use of cones to separate playground areas • Wipes to be placed by printer so screen can be wiped regularly • Prohibit the use of AC in multimedia room and computing room -, as this is recycled air - open windows and doors instead. Signs to be posted. • Hand sanitiser pump at the main point of entrance. • Track and trace recording to be introduced at the main point of entrance. (Any personal details to be kept for 21 days, then destroyed for GDPR purposes) 	Site supervisor SLT		

			<ul style="list-style-type: none"> • Site supervisor to spray all entrances and exits before pupils arrive and after departure • Site supervisor to spray playground equipment daily 			
Opening and closing	Spread of virus due to numbers of adults and children congregating		<ul style="list-style-type: none"> • Pupils to arrive at Tower Hamlets Road gate between 8:45 and 9am • Members of SLT to be on gate for opening and closing to ensure social distancing maintained etc. • Class teachers will escort classes to hall to be dismissed from there. Chn to be socially distanced while seated. 	SLT		
Classroom	Lack of social distancing in the classroom resulting in direct transmission of the virus		<ul style="list-style-type: none"> • Excess furniture removed to increase space • Desks to be forward facing - pupils side by side (not face to face or side on) • Class rules reviewed with the pupils: <ul style="list-style-type: none"> - instructions how to line up (1 metre away) - use of toilet, moving around the classroom and school • Rules re-visited and modelled regularly throughout the day and linked to school behaviour system - lots of recognition of adherence to policy • Lessons planned for individual work • Staff to be at front, side or back of room, maintaining social distance • Conversation in the classroom from adult height, where appropriate • If close feedback or communication needed - side to side not facing child • Set seating plan so children have their desk which is the same every day (This should be on display in classroom) • Coats kept on pegs - children sent in small groups to hang up and collect coats • Children stay in their class for the majority of the time • Playtimes - at the same time but in zones- year group children and staff must not mix - 1-2 metre distance at minimum • When moving around - children move in small groups and managed by teacher to tables etc. • Water bottle on desks or under desk to remove need of children moving around classrooms • Ensure good ventilation in each classroom all day (windows or doors open) • Staff - majority of the school day will be in class 'bubbles' and PPA - year group 'bubbles'. 	All staff		
Teaching	Group size		<ul style="list-style-type: none"> • Small group teaching will ensure social distancing in each classroom (approx. 4/5 in 	Class teachers		

	increases risk of transmission		<ul style="list-style-type: none"> a group with a teacher and possibly a AA) Teacher to remain at the front to deliver learning 	Support staff		
Teaching	Pupils not attending school cannot access remote learning		<ul style="list-style-type: none"> All students have access to technology and remote learning offer. Blended approach between physical (face-to-face) and remote learning to be delivered by teachers and support staff Staff to follow Remote Learning Plan and guidelines 			
Resources	Contact of shared resources resulting in indirect transmission of the virus		<ul style="list-style-type: none"> All children have own stationery packs Tubs of resources for pairs if needed - maths cubes etc. Tables, door handles and other surfaces cleaned daily and throughout the day Lessons planned so resources are individual/paired and not group Children allocated a white board and have on their desk Resources on tables ready for lesson and not distributed within the lesson Reading books to be left in tray/box provided for 48 hours before going back on books shelves. - no books to and from home in the first instance Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson Outdoor playground equipment allocated to year group children and cleaned each day at the end of the day Resources left on front tables for cleaning - if shared within the day All surfaces left clear at end of the day 	Class teachers Support staff		
Hygiene	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus		<ul style="list-style-type: none"> Hand sanitiser dispenser inside of all classrooms Hand sanitiser ordered in large quantities Extra soap dispensers and re-fills in each classroom Children handwash or hand sanitise on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze Washing hands posters placed in all washing areas Reminders how to wash hands properly - videos and posters Procedure agreed for children to wash hands so hand washing is thorough. 	<ul style="list-style-type: none"> All staff 		
Hygiene	Poor hygiene leads to spread of virus		<ul style="list-style-type: none"> All staff to follow the <u>hygiene protocols</u> Welfare team and Site supervisor to regularly audit stock to ensure ample stock of soap, sanitiser, disposable gloves, paper towels, aprons,(limited number of face 	All staff Site supervisor		

	Running out of hand sanitiser, hand wash or tissues		<p>shields for identified staff)..</p> <ul style="list-style-type: none"> • Hand sanitising stations set up at school entrances • Doors to be kept open, where possible • Classrooms to be stocked with cleaner and cloths for cleaning during the day 			
Corridors	Lack of social distancing in the corridors resulting in direct transmission of the virus		<ul style="list-style-type: none"> • When moving class around the school - at least 1 metre between children - one adult at back insisting the distance is maintained - regularly practice this in the first few days • Children staying in their classroom and accessing outside from classroom door • - Staff to wear masks or visors when in communal areas such as corridors and hall. • Messages to office via classroom phones • Agree instructions with children concerning going and returning to toilet • One boy and one girl going to toilet at one time 	All staff		
Toilets	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus		<ul style="list-style-type: none"> • Phase toilets - Boys and girls - cleaned during the day - (assigned persons) • Children instructed - if cubicles are in use - wait outside • Close middle sink • Hand sanitiser used after toilet use as well as washing hands • Extra Signs in toilet re washing hands • Wedges for the toilet external toilet doors if not fire doors. • Extra soap ordered to ensure so supplies do not run out 	All staff		
Toilets	Toilets becoming overcrowded		<ul style="list-style-type: none"> • Pupils to be allowed to use the toilets at all times of the day to avoid overcrowding at particular times • All groups assigned specific cubicles and basins • Certain cubicles, urinals and basins cordoned off to allow for social distancing • Avoid crunch points before and after lunch by allowing pupils to hand wash at classroom sinks as well as the toilet. • Avoid queuing for the hand-drier. Paper towels & bin made available. • Each year group attending to use a different set of toilets • Welfare team to conduct hygiene checks throughout the day • Hand washing routines to be supervised by the TA to ensure that pupils are spaced out • Posters put up reminding to wash for 20 seconds and procedure for washing hands • Bar soap made available at every basin 	All staff		

Cleaning	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus		<ul style="list-style-type: none"> All surfaces, handles, toilets and shared equipment will be cleaned each day. Support staff to carry out during the day. PPE will be worn where necessary by cleaning staff Soft furnishings and soft / cloth toys will be removed from use in classrooms, where possible. If unable to remove excess, they will be blocked so pupils will be unable to use Shared resources left on front desks for cleaning at end of the day Anti-bacterial spray in each classroom to be used before and after lunch 			
Playtime/ Lunch playtimes	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus		<ul style="list-style-type: none"> Allocated play areas/zones (2 in pitch, 2 in main playground) Reduced playtime equipment - hard surfaces which can be easily cleaned Games discussed which encourage social distancing Staff supervision throughout -Staff not to mix and ensure more than 2 metre distancing between each other. Groups to play in separate play zones Playgrounds to be zoned and rota to be drawn up Equipment for play to be used by a particular group on each day Pupils to wash their hands before and after play time Classes lines up in their zones and staff stagger entry back in to classes Proactively teach the pupils their new rules for play pupils and keeping to their zones ahead of play time Assigned playground areas will be cordoned /cones Each zone will have a 'wet play' box for supervised use and will be cleaned at the end of each use. Wet weather plan prepared Site supervisor to spray playground equipment daily Children to wash hands after use Seats in garden - 3 children at any one time and monitored by staff on duty 	Teaching support staff lunchtime supervisors		
Lunch	Lack of social distancing when eating lunch resulting in direct transmission of the virus		<ul style="list-style-type: none"> Lunch to be eaten in classroom/at allocated tables, supervised by lunchtime supervisors tbc. Tables cleaned between sittings Lunchtime supervisors allocated to classes (and year groups) for supervision Stringent handwashing regime before and after eating and outdoor activities 	Lunchtime supervisors		

Extremely clinically vulnerable staff	Extremely clinically vulnerable adults being more susceptible to contracting the virus		<ul style="list-style-type: none"> Extremely clinically vulnerable staff who have been advised to shield should remain at home and complete any work that they can from home. Those choosing not to remain at home, individual risk assessments to be completed Teachers to be given up to date medical information for all pupils in their class For staff members who live with someone who is extremely clinically vulnerable they should where possible follow social distancing guidelines at all times https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#going-to-work 	SLT - lead by Fiona Welfare Team Teachers		
Testing			<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5.</p> <ul style="list-style-type: none"> Link: Guidance on Testing for Essential Workers (e.g. teachers) Link: Guidance on Testing for Non-essential workers, e.g. parents and pupils Link: Symptoms Link: Essential Workers 			
Vulnerable staff	Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus		<ul style="list-style-type: none"> Audit health conditions of staff SLT to support staff and operate open door policy to listen to fears/anxieties 	HTs		
Vulnerable children	Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus		<ul style="list-style-type: none"> Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable - if concerned to have discussion with HT and individual risk assessment completed if necessary. 	HTs		

Clothing	Spread of virus		<ul style="list-style-type: none"> • School uniform policy. Pupils are expected to wear school uniform as usual • Staff dress code followed • All First Aiders to keep a spare change of clothes in school to change into if they treat a pupil/staff member presenting with virus symptoms • Changed clothes to be double bagged and taken home for washing 	All staff Parents		
Assembly	Transmission/s pread of virus		<ul style="list-style-type: none"> • Whole school assemblies or whole school worship does not take place. • Class teacher will conduct some assemblies in class • Some assemblies conducted via Zoom/Google Meet/Oak Academy • The school may organise individual group assemblies/worship or use technology (for example with one group of children present as the assembly/worship is delivered and this is filmed for showing in each classroom). 	Teachers SLT		
Fire and evacuation procedures	Staff and pupils unfamiliar with the fire and evacuation procedures.		<ul style="list-style-type: none"> • Fire and evacuation procedures to be updated (see appendix 1) reflecting staff members available • All staff and pupils to be briefed on updated procedures. • Arrange fire drill so that new procedures can be practised 	SLT Health and Safety Fire Wardens		
First aid	Pupil or staff member presenting with virus symptoms in school		<ul style="list-style-type: none"> • Ensure that there are enough trained paediatric first aiders on site each day • Individual to be isolated from others. (Multi-media room) Area to be deep cleaned after the individual has left. • Parents called to collect them via Reception. • If child needs supervision within the room first aider to wear PPE including visors, gloves, aprons and eye protection • Child to wear face mask • Ensure sufficient stock of PPE • First aid policy updated and all first aiders trained on this, shared with all staff • Deep cleaning of the areas they have been in to be organised- hall, offices, staff room, toilets, classrooms, corridors (any common areas) • Parent/staff member to organise for a Covid-19 test to be completed and inform school of result • All staff to update the office of new emergency contact details and medical form if these are out of date 	First Aiders HTs Site supervisor (Juniper cleaners)		

First aid	<p>Contact with individuals with COVID-19 symptoms</p> <p>Pupil or staff member with Covid-19 attending school</p>		<ul style="list-style-type: none"> • PPE to be provided for all first aiders • Communicate with parents and staff to ensure that all are clear on guidance to stay away if they are showing symptoms https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Staff to report symptoms or confirmed cases to the senior leadership team immediately/as soon as possible. If symptoms/ confirmation occur offsite this is to be done by phone at the earliest possible time. If on site, once SLT have been informed the member of staff will be sent home to self-isolate. • Posters to be displayed of symptoms to ensure all aware of symptoms • Where a pupil or staff member tests positive, the rest of their class/group sent home and advised to self-isolate for 10 days. • Deep cleaning of the areas they have been in to be organised- hall, offices, staff room, toilets, classrooms, corridors (any common areas) • Letter of potential case communicated to parents including measures the school has taken to prevent the spread. (template letter from Dfe to be provided. Names and details not to be shared) • Communicate with parents and staff to ensure that all are clear on guidance to stay away if they are showing symptoms, isolate for 10 days. • Parent must contact the school in the first instance if the child displays symptoms or there is a confirmed case so that the school take necessary action. • If parent contacts the school notifying them that the child has any of the COVID symptoms at home, SLT/office admin to direct the parent that the child should test/stay at home for 10 days • If the child shows symptoms at school staff should triage the child's symptoms e.g. some children who have had vaccinations naturally gain a temperature, children's circumstances need investigating • NHS Track and Trace protocol should be followed https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus which includes the person being tested • Individual to be isolated from others in the multi-media room. Pupil to wear mask whilst in isolation. Adult supervising to wear PPE. • If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected - there may be an outbreak, and must work with the local health protection team who will be able to advise if additional action is required. See 	First Aiders HTs Site supervisor (Juniper cleaners)		
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Storage and issuing of masks Putting on the masks	Spreading of virus		<ul style="list-style-type: none"> • The following link provides information on donning masks: Link: Advice on donning surgical masks and other PPE. • The following link provides information on how to safely remove the masks and other PPE: Link: Advice on removing surgical masks and other PPE. Video: PPE - Donning and Doffing PPE Video, Public Health England 	First aiders All staff		
Reception/ front lobby	Spreading of the virus in communal areas		<ul style="list-style-type: none"> • Staff use of ID card for INVENTORY system • Outside door will open automatically • Hand sanitiser at reception for signing in. office staff to reinforce this. • Allowing one person in foyer at a time • Hand sanitiser to be used before entry 	Office staff SLT		
Doors which are frequently being opened/closed	Spreading of the virus in communal areas		<ul style="list-style-type: none"> • Doors to be left open (non-fire doors) • Specific doors to be kept open with a door stopper (so easily closed in case of a fire) - to reduce amount of unnecessary shared contact with handles. Consider door stopper for following doors: • -staffroom internal • -ICT suite • -SLT/HT office • -classrooms • -support room • Doors to be closed when needed e.g. confidentiality for meetings 	All staff Health and safety Site supervisor		
Visitors	Visitors to the school unaware		<ul style="list-style-type: none"> • No non-essential visitors • All visitors to use hand sanitiser on arrival 	Office staff SLT		

	of social distancing guidance		<ul style="list-style-type: none"> All visitors briefed on the need to stay at least 1m away from others at all times Not to enter the premises if displaying symptoms of COVID-19 Upon arrival and exit, wash hands/use hand sanitiser. No handshaking Not to share stationery or other items To have meeting/training in a well-ventilated room - open windows for air circulation. Email paper/reports after a visit 			
Visitors	Spreading of virus		<ul style="list-style-type: none"> Any visit to the school must be prearranged by telephone/email and only for essential meetings or visits. Where parents are bringing in items for pupils e.g. PE kit they will be left in reception. The pupil will be brought to reception to collect. Staff members will not handle bags brought in from home. Visitors to the school are still reduced to those which are essential, with careful discussion and pre-arrangements made. Hand sanitiser stations are available in reception and visitors must use prior to signing in using the INVENTORY system. Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place. Track and trace recording to be introduced at the main point of entrance. (Any personal details to be kept for 21 days, then destroyed for GDPR purposes) 	•		
Educational visits	Spread of the virus		<ul style="list-style-type: none"> No educational visits to take place This will be reviewed depending on government guidelines and advice Should educational visits be resumed, each visit, including local visits will follow the policy and be thoroughly risk assessed individually 	H& S lead- Fiona Hall		This remains in place
Staff room	Staffroom becomes crowded Spreading of		<ul style="list-style-type: none"> Review configuration of furniture to allow space to access the fridge, cupboards etc. Overflow staffroom area created to ensure social distancing Use dishwasher for sterilising equipment, no washing by hand Purchase disposable cups and cutlery etc. 	All staff Site supervisor		

	virus in communal areas		<ul style="list-style-type: none"> Stringent cleaning of appliances and equipment in staff room after use e.g. hot water urns, fridge, microwave Wipes and antibacterial spray to be provided for staff rooms Staff lockers to be used for personal belongs if no desk/drawer/cupboard available so personal items not left in the open 			
Offices	Rooms become crowded		<ul style="list-style-type: none"> All windows to be open Limit amount of staff visiting SLT in the room to maintain distance Stringent cleaning of all electronic equipment in offices 	SLT Office staff		
Safeguarding, including provision for SEND	Pupils with SEND needing further measures to prevent spread of virus		<ul style="list-style-type: none"> A member of Safeguarding team with DSL training on site daily SEND and vulnerable pupils to be identified Individual risk assessments to be created for all SEND pupils including those with EHCPs Key policies in light of COVID 19 E.g. safeguarding, behaviour policy, SEND, have been updated. Extra precaution to be taken around particular SEND pupils with who close proximity is unavoidable. TAs to use PPE as they see fit or as necessary depending on the risk assessment for individual pupils. Support staff to wear visors when working 1:1 or small groups. They may also need to check the temperature of those that are prone to spitting and must be sensitive to the triggers for spitting. This is usually a way of showing their discontent for instructions given. Also for those ones who 'mouth' things around them, a daily risk assessment of objects in their vicinity must be carried out. Plastics must be sanitised. Areas around these children must be wiped down frequently. Their 'resource boxes' must be audited and disinfected. These must now include wipes and other PPE equipment. 	Safeguarding lead SENDCo		
Staff travelling to and from school	Contracting virus due to close proximity on public transport		<ul style="list-style-type: none"> All staff advised to walk, cycle or come via car where possible (inform of Newham's cycle scheme for purchase of a bike) Staff who have no alternative but to travel by public transport to wear a face covering on public transport. They must dispose/store face covering safely upon entry to school. Cloth coverings should be washed daily. All staff/pupils to wash/sanitise hands on arrival Flexible approach to start times where parents have no option to come via public transport to avoid peak times 	All staff		

			<ul style="list-style-type: none"> Identify groups of workers who travel to work together - must wear face covering and open windows if in a car. 			
Water	Spreading virus		<ul style="list-style-type: none"> Water fountains to be cordoned off All parents asked to provide a water bottle Named cups to be used for any children who do not bring a water bottle. Cups must not be stacked. 	Site supervisor Parents All staff		
Wellbeing	Impact of COVID-19 on mental health Stress of returning to work		<ul style="list-style-type: none"> Ensure staff are made aware of counselling services that are available Wellbeing board in staffroom to be updated 'open door' policy communicated by SLT Keep staff updated on developments to avoid anxiety and confusion - regular meetings 	All staff		
Behaviour	Pupils not following new rules on movement around the school and social distancing		<ul style="list-style-type: none"> Review of behaviour policy (appendix 2) All pupils taught rules about personal spacing, hygiene and movement around the school straight away on the first day upon return 	All staff		
Communication strategy for staff and pupils	Staff and pupils may become anxious if there is lack of clarity, could impact negatively on wellbeing		<ul style="list-style-type: none"> Reopening procedures including 'social distancing, play arrangements, washing hands, lunchtime, first aiders and use of PPE et - all to be communicated with staff via staff meeting week commencing 4th January ahead of pupils returning 5th September Communicate the above in writing via regular staff bulletins Communicate information relevant to pupils and their families ahead of 5th September opening Via Text to Parent/SchoolPing, website - consider video message to children and families communicating changes Families of SEND pupils to have individual communication Staff meetings in the hall to apply social distancing rules Designated person/s to lead on communications with various stakeholders 	SLT Office staff SENCo		

Competence	Lack of capacity to implement health and safety actions by all departments		<ul style="list-style-type: none"> Increased communication opportunities so all staff know the risks and understand how to manage them. Key responsible people are identified and there are clearly established roles and responsibilities. Utilise skills and knowledge of staff Training/updates takes place frequently Lessons learned and good practice is shared internally and externally - daily review of risk assessment and meetings with departments to further improve and achieve highest standards. 	SLT Governors		
Governance	Governing Board unable to carry out duties		<ul style="list-style-type: none"> Continue to refer to Business Continuity plan in case of second emergency closure. Meetings to take place virtually (to be reviewed following government guidelines) 	HTs Governors		

Signed:

Fiona Hall and Rose Boland-Bourne

F. Hall

Co Headteachers

This document to be signed to confirm that the above Risk assessment has been presented, explained to and discussed with you.

Name	Signature	Date	Name	Signature	Date