



## Jessop Primary School Risk Assessment

### Jargon Buster!

**LHT**- Lead Head teacher  
**HOS**- Head of School  
**ISS**- School Catering Company  
**PPE**- Personal Protective Equipment  
 Information inside brackets will indicate responsible staff members.

RISK LEVEL ESTIMATOR		
RISK BASED CONTROL PLAN		
RISK LEVEL		ACTION AND TIME SCALE
<b>TRIVIAL</b>	<b>1</b>	No action is required and no documentary records need to be kept.
<b>TOLERABLE</b>	<b>2</b>	No additional precautions are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
<b>MODERATE</b>	<b>3 &amp; 4</b>	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.
<b>SUBSTANTIAL</b>	<b>6</b>	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The Local Authority should also be contacted for advice.
<b>INTOLERABLE</b>	<b>9</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The Local Authority should also be contacted for advice.
<b>NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable</b>		

COVID-19 RISK ASSESSMENT						
<b>Service/Person:</b> Education, settings and schools		<b>Assessment Team Members:</b> Senior Leadership Team Governance Committee Members/			<b>Assessment Review Dates</b>	
<b>Area Assessed:</b> All aspects of education provision in the COVID 'recovery' period		<b>Name:</b> Andrea Parker Lead Headteacher			<b>Date of 1<sup>st</sup> Review:</b> 26/08/2020 (LHT)	
<b>Date of Assessment:</b> 18/05/2020		<b>Name:</b> Kenneth Baffoe Head of School			<b>Date of 2<sup>nd</sup> Review:</b> 03/09/2020 (GOV) September 2020 INSET (Staff)	
<b>Manager:</b> Andrea Parker					<b>Date of 3<sup>rd</sup> Review:</b> 14/10/2020 (LHT) <b>Date of 4<sup>th</sup> Review:</b> 04/01/2020 (LHT)	
TASK	LIST PERSONS /GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage				RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		RATING BEFORE CONTROLS Hazards	LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	RISK RATING AFTER CONTROLS	EXISTING LEVEL OF OCCURRENCE	
<b>1) Welcoming children back to school</b>	Pupils School staff Parents		-Whole school Risk Assessment -Individual Risk Assessment for vulnerable staff members	<b>1</b>	Daily	
<b>2) Travel to school setting during the covid-19 recovery period</b>	Children Staff members Parents/Carers	<b>a) Increased exposure to virus during travel to and from school</b>	-Staff survey to find out how staff travel to school, support car-pooling opportunities -No parents allowed on site -Separate entrances/exits for each year group according to staggered start and end times - Year group bubbles including staffing - No staggered start times all key worker children start at 9am -School entrance markings of 2 metres	<b>2</b>	Daily	

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		b)Staff, Pupils and parents at risk of exposure to COVID-19 whilst travelling to and from school	<ul style="list-style-type: none"> <li>- Families and Staff are encouraged to walk, cycle or drive to school. If using public transport, face covering must be worn</li> <li>-Staff intercepting children directly at the gate may wear a face covering</li> <li>-Parents and Carers required to wear a face covering when dropping off and collecting children</li> <li>-School Streets in place to maximise social distancing</li> <li>-Individual Risk Assessments for key staff including staff who are pregnant assessments to begin on Monday 4<sup>th</sup> January</li> </ul>	2	Daily	

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		c)Children at risk of exposure to COVID-19 whilst travelling to and from school	-Families are encouraged to walk, scoot or cycle to school -If using public transport, appropriate measures are taken, eg use of hand sanitiser, social distancing (where possible) and the use of a face covering	2	Daily	

RISK ASSESSMENT FORM (CONTINUATION)						
(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
<b>3) Working with children in face to face setting / classrooms etc</b>	Children Staff members	<b>a) Increased exposure to virus due to geography of building/ classrooms and number of pupils/staff</b>	<ul style="list-style-type: none"> <li>-Update and share 'Parent Carer Principles' to include the use of face coverings at drop of and collection points.</li> <li>- 'Behaviour Principles'</li> <li>- Update 'Staff Principles' to include timetabled slots for the staff room use and gloves for using the photocopier</li> </ul> ('Principles'- Expectations of hygiene and health in and when coming into school) -Training for staff prior to children returning (Supporting children's wellbeing (trauma)/COVID-19 signs & symptoms/Fire evacuation/Health & Safety/Routines) -Review size of classroom against number of children in the class -Where necessary use desk shields in classrooms and admin office	<b>2</b>	Daily	

<p><b>4) Year group bubbles</b></p>		<p><b>a) Mixing year groups reduces the schools ability to manage risk and trace potential spread of the virus.</b></p>	<p>-Emphasis that only Key Worker Parents without an adult at home may send their children into school. Proof of work ID essential.</p> <p>-Staffing teams will be allocated to each year group where possible. To maximise staff capacity, where year group number are low, Phases may be put together. This must not exceed 15 children. This will not change during COVID recovery period</p> <p>-Playtimes will take place strictly within Bubbles only</p> <p>-Any additional supervising adults needed will do so from a 2 meter distance in emergencies only.</p> <p>-Where there is a staff shortage for any reason the Bubble, it will be closed</p> <p>-Headteacher assesses if the minimum staffing requirements have been met. If minimum staffing requirements are NOT met:</p> <ul style="list-style-type: none"> <li>• LHT makes decision to close the school or part-school closure</li> <li>• Parents are informed by email</li> <li>• Supply Teachers will not be used</li> </ul> <p>-The school will not provide any Wrap around care provision during the recovery period</p>	<p><b>2</b></p>	<p>Daily</p>	
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		<b>b) Spreading infection through contact in the office</b>	<ul style="list-style-type: none"> <li>-Office door to be open</li> <li>-One Admin staff member onsite using rota system</li> <li>- All contact with parents via telephone and email. All payments to be made via Tucasi online (if possible)</li> <li>-Staff to contact the office through email or walkie talkie</li> <li>-Desk shields to be used in the administrative office where appropriate</li> </ul>	2	N/A
		<b>c) Spreading infection through contact between parents and teachers</b>	<ul style="list-style-type: none"> <li>-No parents/ carers to enter any part of the school building for any reason</li> <li>-Clinically Extremely Vulnerable and Clinically Vulnerable children will not be allowed in school</li> </ul>	1	N/A

		<p><b>d) Catering for school lunches safely</b></p>	<p>-ISS (our caterer) has a Business Continuity Plan in place and will contact the LHT, if they are unable to provide food.</p> <p>-ISS staff members to deliver meals to classrooms, left on a table by the door for children to collect</p> <p>-Staff members to be provided a free school lunch should they request it during this interim period</p> <p>-Meals to be consumed in their classrooms using Bento boxes</p> <p>-Hot meals to begin after half term. Bento boxes will be used instead of plates staff members will be required to support with distribution around school</p> <p>-ISS to provide the school with a risk assessment outlining their processes and procedures, including the wearing of gloves when distributing food.</p>	<p><b>2</b></p>	<p>Daily</p>	
<p><b>5)Management and Meetings</b></p>			<p>-Leadership learning walks will not be conducted. Where supporting the needs of children and staff at a closer distance becomes necessary, PPE may be worn</p> <p>-All staff meetings will be virtual and timetables to address priority messages only. Staff may use the time to plan and/or be away from the screen</p> <p>-All leadership/governor meetings and meeting with external agencies must be virtual</p>	<p><b>1</b></p>		



<p><b>6) Entering building/ accessing shared kitchen / toilets etc</b></p>	<p>Staff Members Children</p>	<p><b>a) Spreading infection through contact with surfaces and each other</b></p>	<ul style="list-style-type: none"> <li>-LHT to regularly check the latest government advice for schools and to ensure the advice is shared and followed</li> <li>-LHT to keep governors abreast of changes and developments</li> <li>-Internal doors and (external) window to be left open during the day <b>(Premises)</b></li> <li>-Box of gloves and tissues in each classroom <b>(Premises)</b></li> <li>-Hand sanitiser routinely used on entry and exit from school, handwashing throughout the day <b>(Senior Leaders)</b></li> <li>-Timetabled hourly handwashing in bubbles <b>(Senior Leaders)</b></li> <li>-Timetabled regular sanitising of desks <b>(Janitor/Cleaner)</b></li> <li>-All desks to be front facing in classrooms children and staff must not be organised to sit facing for any reason, unless behind a desk where 2 meter distance can be put in place</li> <li>-Each pupil to have their own space and stationary resources, labelled <b>(Premises)</b></li> <li>-Only required number of desks/resources available in classrooms <b>(Senior Leaders)</b></li> <li>-Expectations of staffroom access to be outlined in 'Staff Principles' <b>(LHT)</b></li> <li>-Clear signage in and around the area</li> <li>-Staff principles to be followed</li> <li>-Timetabling to accommodate less staff members on lunch breaks (using the staff room) at any one time. Main areas will be identified for use if necessary</li> <li>-Playground fountains will be closed. Parents will be expected to provide children with labelled water bottles daily</li> </ul>	<p><b>2</b></p>	<p>Daily</p>	
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		<b>b) Spreading infection through sneezing etc</b>	<p>- Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you do not have any tissues available, they should cough and sneeze into the crook of their elbow. Children reminded to wash their hands after sneezing</p> <p>-Opportunities to wash their hands to be built into the daily timetable</p>	<b>2</b>	Occasional	
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		<p><b>c) Child or staff member is unwell with symptoms of COVID-19</b></p>	<p>NB note social distancing is by 'bubbles' which should be limited to classes as far as possible to minimise the need for larger scale closure in the event of confirmed infections</p> <ul style="list-style-type: none"> <li>• Check handwashing/ sanitiser availability (supervision of sanitiser for young children</li> <li>• Clarifying routines</li> <li>• Reducing contacts between groups, sitting children with forward facing desks</li> </ul> <p>Face coverings are required on public transport and in shops and hospitals for children over 11.</p> <p>If anyone in the school 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 be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'. This 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>Other members of their household (including any siblings) should self-isolate for <b>10 days from when the symptomatic person first had symptoms.</b></p> <p><b>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation</b></p>	<p><b>2</b></p>	<p>Occasional</p>	
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			<p><b>period from the day they develop symptoms.</b></p>			
			<p>For children old enough, they should also be supported to maintain distance and not touch staff where possible Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review.</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, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>-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. 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. The LHT/HoS will decide whether the group of children and staff need to be sent home to isolate where a test has not been sought.</p>			

		<p><b>d) A case of COVID-19 is confirmed at our setting</b></p>	<p>-When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending our school will have access to a test if they display symptoms of coronavirus, They will be encouraged to get tested in this scenario.</p> <p>-Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>-Where the child, young person or staff member tests positive, leaders (under the guidance of Public Health England) will assess if the class or group should be sent home and advised to self-isolate for 14 days.</p> <p>-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.</p> <p>-Parents will only be informed of COVID cases if they need to take action</p>	<p><b>2</b></p>	<p>Occasional</p>	
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			<p>Where a test has been taken and the child is waiting for results, the LHT will make an informed decision about whether to suspend the group provision until confirmation.</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 us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary</p>			
<b>7) Health and Safety</b>		<b>a) Evacuation procedures cannot be performed as normal</b>	- Temporary fire drill procedures to be created and shared with all staff (LHT/Premises)	<b>2</b>	Occasional	
		<b>b) Insufficient qualified first aiders on site due to staff absence</b>	-Senior Leaders to monitor staff attendance to ensure first aid support is appropriate at all times	<b>2</b>	Occasional	

		<b>c) Designated Safeguarding Leads are not on site due to staff absence</b>	<p>-Bonneville has a Safeguarding Team made up of 3 staff (AP/FC/MA). All are level 3 DSL trained</p> <p>-At least 1 DSL onsite or on call at all times</p> <p>-Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.</p>	<b>1</b>	Daily	
		<b>d) School cleaners are not able to clean school due to absence</b>	<p>-Our cleaning company has a Business Continuity Plan in place and will contact school if they are unable to clean</p> <p>-Cleaning company to provide Risk Assessment</p>	<b>2</b>	Daily	
		<b>e) Essential maintenance workers come into contact with staff and children</b>	<p>-Essential maintenance workers to be kept away from groups of children as far as possible and reminded of social distancing guidelines on arrival</p> <p>-Wash hands on arrival and before entering/leaving any area which children will also use</p> <p>-Ensure all onsite essential visitors leave their contact information at reception, when signing in</p> <p>-When appropriate, provide the school with company risk assessment</p> <p>-To follow National social distancing guidelines and procedures</p> <p>-There will be no lettings during this period</p>	<b>2</b>	Occasional	

<p><b>8) Access to the broad curriculum and support for vulnerable children</b></p>		<p><b>a) Music- use of wind instruments</b></p> <p><b>Manage restrictions around singing</b></p> <p><b>Manage the delivery of PE</b></p>	<p>-LMS have agreed to adapt their lessons and temporarily remove the use of wind instruments in a large group setting</p> <p><b>-No choirs or indoor singing</b></p> <p>-Outdoor physical PE lesson only. Ensure planning is in place for alternative PE learning during poor weather conditions</p> <p><b>-Digital reading resources will be administered across the school, Oxford Reading Buddy for EYFS and KS1, Big Cat Collins for KS2</b></p>	<p><b>1</b></p>	<p>Daily/weekly</p>	
		<p><b>b) Visiting staff members supporting vulnerable children</b></p>	<p>- Ed Psych, Speech and Language Therapist, Peripatetic teacher of the deaf and Lambeth Autism Advisory Service to follow social distancing guideline and school procedures. School will ensure staff contact information is recorded.</p> <p>-Observations to be conducted from a distance</p> <p>-121 meeting to be conducted in rooms where social distancing can be adhere to and has good ventilation</p> <p>- Timetable of visits to be planned prior to their attendance</p> <p><b>-All visits to be temporarily suspended</b></p>			



		<p><b>c) Mental health side effects of COVID-19 in pupils and staff</b></p>	<p>-All staff members have completed the Lambeth 'Trauma Informed Practice'</p> <p>-Routines, practices and teaching to be delivered through a trauma informed approach (children's voices being heard, opportunities for children to express their feelings i.e. worry boxes)</p> <p>-For children displaying PTSD and further significant mental health issues, arrangements with the family for a referral to CAHMS must be explored</p> <p>-Inclusion Team to conduct phone calls to all vulnerable children by Thursday 7th (Mr Connelly)</p> <p>-Teachers to have conducted a virtual class PSHE lesson by Friday 8<sup>th</sup> January, then weekly as minimum</p>			
<p><b>9) Children missing from education</b></p>		<p><b>a) Out of contact with school for prolonged period of time.</b></p>	<p>-Pastoral/Admin Team to call home daily</p> <p>-Monitor child's/ren's use of virtual school on a daily basis</p>	<p><b>2</b></p>	<p>Occasional</p>	

		<b>b) Missing Education</b>	<p>-School will continue to set daily learning on the 'virtual School' portal 'Google Classroom', to cover 5 hours per day of learning across the curriculum</p> <p>-Staff members will monitor which children have been completing the set tasks and inform Senior Leaders where further investigation is necessary</p> <p>-Virtual School register and monitoring of attendance more formally conducted in order to support safeguarding and parent transition to statutory school attendance</p>	<b>2</b>	Occasional	
<b>10) Local lockdown enforced or year group on 14 day quarantine</b>		<b>a) No access to online resources</b>	-School will provide children with Laptops and dongles where there are access issues	<b>2</b>	Occasional	
<b>11) Providing essential contact with children in school</b>		<b>a) Risk of infection when having to change a child</b>	<p>-Staff to wear disposable gloves and masks in these situations. Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards</p>	<b>2</b>	Occasional	
		<b>b) Risk of infection when comforting a child who is upset or injured</b>	Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.	<b>2</b>	Occasional	

		<b>c) SEN contact support</b>	Individual risk assessments for children with EHC plans carried out.	<b>2</b>	Occasional	PPE to hand when appropriate  <b>2</b>
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