

ALVERTON SCHOOL RISK ASSESSMENT

NAME OF ASSESSOR		Martin Higgs			DATE			July 6th 2020				
TIME		11am			WORK AREA			Whole School				
TASK BEING ASSESSED		Return to full capacity in Autumn Term (September) 2020										
What is the hazard?	Who might be harmed?	How might people be harmed	Existing Risk Control Measures	Risk Rating			Additional Controls	New Risk Rating (Residual)			Monitored By Who	Monitored By When
Contact with people carrying the virus				L	C	R	Action	L	C	R		
Contact with people carrying the virus who are symptomatic .	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> • Anyone with Covid 19 symptoms should not attend school • Parents and staff asked to self-monitor and self-report symptoms • ***Social distancing • Reduced group sizes to class or phase 'bubbles' with a capacity of 95 children • EYFS • KS1 & LKS2 Phase but class as far as possible • UKS2 Phase bubble but increased social distancing within it. • Reduced contact and mixing procedures in place • Follow latest DfE & National Guidance on Covid 19 	2	5	10	<ul style="list-style-type: none"> • Daily temperature checking for all staff and students prior to entering the school • Staggered arrival and leaving times & places • Parent 1 way system to reduce cross over • Staggered breaktimes • Staggered Lunchtimes • No cross phase bubble activities or gatherings including assemblies, parent events etc. • Good respiratory hygiene routines to be promoted and used (Catch it, Bin it, Kill it) • Good and regular hand washing routines promoted on entry and throughout the school day. Access to hand sanitiser available for staff and adults throughout the school. • Open windows and doors in classrooms and common areas where practicable to improve air circulation. • Increased cleaning throughout the day of common areas, door handles, surfaces etc. • Reduce congestion in staff common areas (staffroom) by creating access to outdoor areas. • Procedures in place for anyone who becomes ill whilst onsite. Including use of PPE and minimising contact with the person showing symptoms, isolation room in place whilst awaiting collection (pupils). • Engaging with Track & Trace process • Work with local health protection team as required. 	2	5	10	All staff SLT FGB	Weekly

*** "It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing...For children old enough, they should be supported to maintain distance and not touch staff and peers where possible. This will not be possible for the youngest children...and it is not feasible in some schools where space does not allow. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on" DfE Guidance on Full; Opening of Schools 2nd July 2020

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Contact with people carrying the virus				L	C	R	Action	L	C	R		
Contact with people carrying the virus who are asymptomatic or pre-symptomatic.	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> Anyone who is self-isolating should not come into school ***Social distancing Reduced group sizes to class or phase 'bubbles' with a capacity of 95 children EYFS KS1 & LKS2 Phase but class as far as possible UKS2 Phase bubble but increased social distancing within it. Reduced contact and mixing procedures in place Follow latest DfE & National Guidance on Covid 19 	4	5	20	<ul style="list-style-type: none"> Daily temperature checking for all staff and students prior to entering the school Staggered arrival and leaving times Staggered breaktimes Staggered Lunchtimes No cross phase bubble activities or gatherings including assemblies, parent events etc. Good respiratory hygiene routines to be promoted and used (Catch it, Bin it, Kill it) Good and regular hand washing routines promoted on entry and throughout the school day. Access to hand sanitiser available for staff and adults throughout the school. Open windows and doors in classrooms and common areas where practicable to improve air circulation. Increased cleaning throughout the day of common areas, door handles, surfaces etc. Reduce congestion in staff common areas (staffroom) by creating access to outdoor areas Procedures in place for anyone who becomes ill whilst onsite. Including use of PPE and minimising contact with the person showing symptoms, isolation room in place whilst awaiting collection (pupils). Engaging with Track & Trace process Work with local health protection team as required. Visitors to have temperature checks, hand washing on entry to the building and any contact with staff or pupils to be carried out using a 2m social distancing. 	3	5	15	All staff SLT FGB	Weekly
Contact with surfaces/objects carrying the virus												
Transmission of the virus via contact with objects and surfaces	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> Good and regular hand washing routines promoted on entry and throughout the school day. Access to hand sanitiser available for staff and adults throughout the school. 	3	5	15	<ul style="list-style-type: none"> Increased cleaning throughout the day of common areas, door handles, surfaces etc. Minimise the sharing of equipment (individual learning toolkits in place) Any essential shared equipment to be wiped down before being re-used. Weekly deep cleaning of areas on a rota 	2	5	10	All Staff	Daily

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Specific considerations/adjustments				L	C	R	Action	L	C	R		
Drop off Arrangements and large groups of people congregating at peak times	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> Three entry points (Reception/Hall Door/ Nursery) 	3	5	15	<ul style="list-style-type: none"> Where possible each class to enter the school via their classroom fire exit or similar entry point Stagger entry times to reduce congestion at pinch points Create a one way system for parents to follow around the site. 	2	5	10	All staff SLT	Daily
Parents in the building at the start of the day and during the day.			<ul style="list-style-type: none"> Staff on entrance doors to manage traffic and monitor entry 	3	5	15	<ul style="list-style-type: none"> No parents to be allowed into the school via any entrance other than Reception where Covid-19 precautions will be employed. 	1	5	5	All staff SLT	Daily
Breakfast Club has children from different bubbles mixing			<ul style="list-style-type: none"> None children currently mix without any controls 	4	5	20	<ul style="list-style-type: none"> Set up 4 bubbles in different areas of the school Increase staffing levels to facilitate this Daily temperature checking for all staff and students prior to entering the school 	2	5	10	All staff SLT	Daily
Movement around school during the school day			<ul style="list-style-type: none"> None children currently move around the school without any control 	4	5	20	<ul style="list-style-type: none"> Hall not to be used as a thoroughfare for children Children to stay in their bubbles and to only use facilities in their own area. No children to be sent around the school, e.g. to the office area, messages to other bubbles etc. 	2	5	10	All staff SLT	Daily
Breaktimes & Lunchtimes children mixing on the playground and congestion in school corridors			<ul style="list-style-type: none"> None children currently mix without any controls 	4	5	20	<ul style="list-style-type: none"> Staggered breaktimes Children stay in their own phase bubbles during break times and designated outdoor areas Fixed play apparatus not to be used Each phase to have a box of play equipment that stays in their phase or class and is wiped down after use. 	2	5	10	All staff SLT	Daily
Lunchtime Dining congestion and mixing in the dining hall			<ul style="list-style-type: none"> None children currently mix without any controls 	4	5	20	<ul style="list-style-type: none"> Staggered lunch times in phase bubbles Packed lunches in classrooms Additional Cleaning routines in place after lunch Additional lunch tables for greater distancing 	2	5	10	All staff SLT	Daily
Assemblies whole school or phase in the school hall			<ul style="list-style-type: none"> Children in the hall for assemblies either as phases or whole school 	4	5	20	<ul style="list-style-type: none"> No whole school or phase assemblies in the hall 	1	5	5	All staff SLT	Daily
Sharing Assemblies & Community Events			<ul style="list-style-type: none"> None -Parents and community members in the hall with children for sharing assemblies etc. 	4	5	20	<ul style="list-style-type: none"> No parents in school for any sharing assemblies, Harvest festivals or similar ufn. 	1	5	5	All staff SLT	Daily

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Staff Room Use at peak times very crowded and little ventilation.	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> None - the majority of adults use the staffroom at break and lunchtime 	4	5	20	<ul style="list-style-type: none"> Staggered break and lunchtimes Increasing the space in the staffroom by de-cluttering and re-organising Create access to outdoor space to aid social distancing and ventilation Staff training in need for social distancing Increase regularity of the cleaning schedule 	3	5	15	All staff SLT	Daily
Pick Up arrangements large groups of people congregating at peak times.			<ul style="list-style-type: none"> Five exit points currently being used (Reception/Exit Gate/Puffins/Owls/Kingfishers &Nursery) 	3	5	15	<ul style="list-style-type: none"> Where possible each class to exit the school via their classroom fire exit or similar exit point Stagger leaving times to reduce congestion at pinch points Create a one way system for parents to follow around the site. 	2	5	10	All staff SLT	Daily
Extra Curricular School Clubs			<ul style="list-style-type: none"> Clubs organised in KS or phase groups indoor and outdoor activities. 	3	5	15	<ul style="list-style-type: none"> Limit clubs to class or phase groups Max number in the club to be set at 20 children No clubs involving physical or respiratory contact Only outdoor clubs permissible unless social distancing can be assured. All clubs to be agreed with HT on a case by case basis. 	2	5	10	MH SLT	Daily
After School Wraparound Provision			<ul style="list-style-type: none"> Current provision organised by GoActive All year groups can attend, no segregation Activities involve physical and respiratory contact 	3	5	15	<ul style="list-style-type: none"> Any wraparound provision must replicate the occupancy bubbles used by the school. No activities to be engaged in which involve physical or respiratory contact Th wraparound provision must comply with all current DfE/PHE guidance on managing Covid-19 	2	5	10	MH Go Active	Daily
Volunteers in school			<ul style="list-style-type: none"> Volunteers all DBS checked Contact with children managed by class teachers 	3	5	15	<ul style="list-style-type: none"> No volunteers in school until we can ensure that they are safe from the risk of infection, and we can be confident that volunteers are not carrying the virus (asymptomatic carriers) 	1	5	5	All staff Office SLT	Daily
Visitors attending school to carry out work of some sort or maintenance			<ul style="list-style-type: none"> All visitors sign in DBS or LOA required for all visitors if regulated activity Visitors can go into areas occupied by children if appropriate and this is linked to their role. 	3	5	15	<ul style="list-style-type: none"> Only visitors carrying out essential works will be allowed on site whilst staff and children are in the building No visitors will be allowed into phase or class bubbles unless absolutely necessary and by prior agreement with the HT or DHT. Visitors must wash their hands on arrival and if appropriate wear PPE (gloves and face masks) 	2	5	10	Office MH SLT	Daily

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Parent's Evenings and teacher meetings	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> Parents visit the school for timetabled of appointments with staff, waiting together in the hall with refreshments prior to and between meetings. Meetings take place in classrooms with staff. 	3	5	15	<ul style="list-style-type: none"> All formal parent meetings to be conducted via a virtual platform or on the telephone. Informal meetings with parents can continue outdoors (e.g at pick-up/drop off times) as long as social distancing can be maintained. Termly parent-teacher consultations to be timetabled and conducted via a virtual platform or on the telephone 	1	5	5	All staff SLT	Termly
Use of School Library for browsing and exchanging books			<ul style="list-style-type: none"> Children access the school library freely from all year groups. Children visit the library as class groups throughout the week. 	3	5	15	<ul style="list-style-type: none"> The library will be closed to visitors Library boxes will be issued to each class based upon the age/topic etc. of that class. These will be managed by Mrs Petty who will periodically collect, quarantine and replace the boxes. Additional books to be purchased for class libraries to support our continued emphasis on reading as a school priority. 	1	5	5	Mrs Petty SLT	Ongoing
Exchanging reading scheme books			<ul style="list-style-type: none"> Parents and children freely access the Reading Scheme Books in the KS1 shared areas to exchange books on a regular basis 	3	5	15	<ul style="list-style-type: none"> Parents will not be able to access the shared reading scheme resources directly. Class teachers to prioritise the exchange of reading scheme books with children Returned books to be placed in a 72hr quarantine box before being put back in circulation.This to be managed by phase groups. 	1	5	5	Mrs Clive SLT	Daily
Individual pupil behaviour compromises the safety of others			<ul style="list-style-type: none"> Behaviour management policy in place Individual support and sanctions applied as required. 	3	5	15	<ul style="list-style-type: none"> Individual risk assessment put in place Parents to be involved in the discussions to modify behaviours and seek improved/safer conduct from the individual 	2	5	10		
Shared use of the Room of Requirement			<ul style="list-style-type: none"> Currently used by groups and staff from across the school during the school day, and by Go Active after school again with mixed year groups 	3	5	15	<ul style="list-style-type: none"> The room to be strictly timetables for use by Y6 intervention groups, staff PPA and one Bubble of Go Active children only. Surfaces to be wiped down after use. No shared resources to be used or left in the room. 	2	5	10		
Use of shared resources around the school and on the playground/ field.			<ul style="list-style-type: none"> Children and staff use a variety of shared classroom and whole school resources. including those from communal stores for PE, music and play/ lunchtimes. 	3	5	15	<ul style="list-style-type: none"> Individual learning toolkits to be used in class No resources to be shared outside of the bubbles if possible PE and Music resources to be allocated to phase bubbles and cleaned before use if necessity requires that they are shared. Play equipment to be allocated to bubbles and not shared. 	1	5	5		

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				L	C	R		L	C	R		
Specific considerations/adjustments				L	C	R	Action	L	C	R		
Emergency evacuation and maintaining social distancing/ bubbles	320 Children, 40 staff and their family members (approx.640 based upon 2 per child person in the setting)	Contracting Covid-19 virus	<ul style="list-style-type: none"> Evacuation is carried out following the agreed procedures in the Fire Plan Children and staff proceed to a variety of assembly points based upon their class and/or location at the time of the evacuation 	3	5	15	<ul style="list-style-type: none"> Revised evacuation plan to ensure that bubbles remain distant whilst maintaining the speed and safety of evacuation. Phase bubble staff to ensure that distance is maintained between groups at the assembly points. 	2	5	10	All staff SLT	Termly
Shared use of the school minibuses by staff and pupils			<ul style="list-style-type: none"> The school mini buses are used by staff and pupils from across the school on a regular basis. The cleaning routines for the minibus are irregular and of variable quality. 	3	5	15	<ul style="list-style-type: none"> The mini-bus can only be used by children from one phase bubble at a time. Surfaces/handles etc. in the mini-bus must be wiped down using appropriate cleaning materials after use, and prior to the next group using the bus. PPE (gloves) should be used by staff who are filling the tank with diesel at the garage. 	2	5	10	Mini bus drivers	Ongoing
Staff working with small groups of on a 1:1 basis with children.			<ul style="list-style-type: none"> Normal safeguarding and health and safety measures are in place regarding proximity to, and contact between staff and children. 	3	5	15	<ul style="list-style-type: none"> Staff would wash their hands before and after working with pupils or small groups No shared equipment to be used If the member of staff is not part of the bubble that the child is in, they should not enter the class room when collecting the child. The intervention work should take place at a reasonable and practical social distance. After the child(ren) have left the space being used for the intervention work the surfaces used should be wiped down, as should any equipment that has been used during the session. 	2	5	10	All staff SLT	Daily
Supply Teachers working in school			<ul style="list-style-type: none"> Ensure that safeguarding measures are in place, DBS etc. Supply induction and H&S information passed on during first visit. Specific essential pupil information shared. 	3	5	15	<ul style="list-style-type: none"> Supply Staff wash their on entering the school hands before and after working with pupils or small groups. We will endeavour to use a small bank of regular supply staff and avoid using unknown agency staff where possible to reduce the risks. Endeavour to keep supply staff in the same bubble during their visit 	2	5	10		

Likelihood that hazardous event will occur	
1	Very Unlikely
2	Unlikely
3	Fairly Unlikely
4	Likely
5	Very Likely

Consequences of Hazardous Event	
1	Insignificant - No injury
2	Minor - minor injury needing first aid
3	Moderate - Up to three days absence
4	Major - More than 7 days absence
5	Catastrophic - death

C	L	1	2	3	4	5
	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	

Risk Rating	Action
20-25	Stop
15-16	Urgent Action - take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action - improve within specified timescale
3-6	Monitor - Look to improve at next review or if there is a significant change
1-2	No Action - No further action but