

RISK ASSESSMENT FORM

Workplace	Ocklynge Junior School	Likelihood (L)	X	Severity (S)
Department	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	T Comfort & N Trubshaw	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Partial reopening of school in January 2021	Likely	4	Major (death or serious injury)
Date	8th January 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe re-opening and safe operation of the school for pupils and staff	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 8th January 2021.

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England

Ocklynge has remained open since 23rd March to keyworker and vulnerable children. Following this, on 8th June the school reopened for Year 6 pupils in the phased reopening and then the full reopening in September 2020 and beyond. This document now supports the partial reopening of the school for keyworker and vulnerable children on 4th January 2021.

This document has been compiled in support of the following Ocklynge documents:

- Organisation and logistics action plan
- Social distancing, infection control and hygiene action plan
- Planning document for full reopening for Ocklynge and planning documents for keyworker school
- School Zone area map
- Contingency Plan 2020 - 2021
- Useful government referral links detailed throughout risk assessment
- Extended Opening Staff Presentation
- The risk assessment will be reviewed continually in light of school circumstances and to take into account any future changes in Government, Local Authority or Health Service advice/updates.

The [DfE latest documents and guidance webpage](#) is being updated regularly

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact DfE's helpline before any actions are taken. **Telephone – 0800 046 8687.**
- The school will then take actions following the guidance of the NHS advice Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils returning to school	All members of the school community	<p>1a – Pupils:</p> <p>Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school should make this available. Schools should not limit attendance of these groups</p> <p>It should remain a priority for primary educational providers and local authorities to support vulnerable children</p>	2	3	6	<p>1a. Pupils:</p> <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <p>Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</p>	2	3	6

			<p>to attend full-time on-site provision where it is appropriate for them to do so.</p> <p>If vulnerable pupils do not attend school, work with the LA and the social worker (where applicable) to explore the reason for absence with the parent/carer</p> <p>1b – Staff</p> <ul style="list-style-type: none"> • The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures • Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process • Review systems to support the well-being of staff who may be anxious about returning. Information about the extra mental health support for pupils and teachers is available. 			<p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> • Request parents discuss their child’s care needs with their health professional before returning to school in September. Further advice is available from the Royal College of Paediatrics and Child Health. • Ensure these pupils have the support they need to ensure they are able to access remote learning <p>1b. Staff:</p> <p>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</p> <ul style="list-style-type: none"> • Clinically Extremely Vulnerable (CEV) employees should work from home during the period of national restrictions, and schools should consider what arrangements could be made for the teacher to deliver lessons virtually from home, where possible, with support staff supporting children in the classroom 		
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			<ul style="list-style-type: none"> • Supply teachers and other temporary or peripatetic teachers (Section 2 of the new Guidance for full opening: schools 30 December 2020) can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible • The DfE recommend that schools make use of the Deal for schools: hiring supply teachers and agency workers • Volunteers may be used to support the work of the school, as would usually be the case • Leaders should give consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible • Schools are being strongly encouraged by the DfE to continue to host ITT trainees. Restricting attendance during the national lockdown: schools p36 - Risk assessments should be conducted as they are for staff 			<p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> • Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission • Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. https://www.bameednetwork.com/resources • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Where it is appropriate to do so, appropriate PPE should be worn 		
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<p>2.</p>	<p>Risk of ongoing contamination from students and staff</p>	<p>All members of the school community</p>	<p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p>DfE advises against educational visits at this time. All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out. Schools should continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers.</p> <p>Refer to the relevant guidance for those who run community activities, holiday clubs, after-school clubs etc as much of this will be useful in planning extra-curricular provision.</p> <p>Providers should ensure they have a risk assessment in place outlining the protective measures in place for the activity. The venue should have a risk assessment for the environment. These measures should be accessible to parent/carers.</p> <p>Where possible it is recommended that activities take place outside, where this is not possible inside spaces should be kept ventilated.</p> <p>Providers are advised to keep children in small groups with the same children each time whenever possible. Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Continue to follow government guidance once national restrictions are lifted</p> <ul style="list-style-type: none"> In settings where pupils in Year 3 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. community activities, holiday clubs, after-school sports clubs etc. will not run during the current lockdown 	<p>2</p>	<p>3</p>	<p>6</p>
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			<p>with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.</p> <p>Early Years are not required to keep children in small consistent groups.</p> <p>Records of attendance including staff and school name if from different schools should be held for a minimum of 21 days There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival</p> <p>Face Coverings</p> <ul style="list-style-type: none"> • Follow the <u>Restricting attendance during the national lockdown: schools</u> and <u>Face coverings in education</u> guidance • When restrictions are in place, schools and colleges will need to communicate quickly and clearly to staff, parents, pupils and learners that the new arrangements require the use of face coverings in certain circumstances • The school will have a small contingency supply available • Safe wearing of face coverings requires cleaning of hands before and after touching – including to 						
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			<p>remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</p> <ul style="list-style-type: none"> • Communication has gone out to all staff and pupils. Face coverings must be worn by staff in corridors, internal communal areas and photocopying areas by all, except those with an exemption <p>2a – Pupil</p> <ul style="list-style-type: none"> • There should be no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups. • Create and staff your teaching groups in line with guidance, keeping group sizes small where possible • Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water at least at the following times (can be much more) In respect of water for hand washing it is more about correct technique and soap than the temperature: <ul style="list-style-type: none"> • Arrival to school • Before & after breaktime • Before & after lunchtime 			<p>2a – Pupil</p> <ul style="list-style-type: none"> • Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on Restricting attendance during the national lockdown: schools and Safe working in education, childcare and children’s social care • Only lunch, water bottles to be brought into the school. PE kits will be worn to school on the days PE is taught. Pupils will be told not to bring in any pencil cases and equipment. • Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE 	
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			<ul style="list-style-type: none"> • Before and after outdoor games or activities • when they change rooms • After using the toilet facilities • After using playground apparatus • Younger children supervised when washing hands and supervision also ensured where necessary when hand sanitiser is being used given risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative. • Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided. • Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste • Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately • Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time 			<p>review of the impact of Covid-19 on BAME groups</p> <ul style="list-style-type: none"> • If pupils walk home alone; letter to will include arrangements for this • Communication re hygiene measures recommended to change out of clothes worn at school once home and pupils need to wear clean clothes each day. • Toilet arrangements in line with guidance for each class. The 6 designated zone areas all have toilets to support the bubble group using those areas. Toilet areas will be signposted for the correct bubble group. Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly. Different groups have been allocated their own toilet blocks but this is not a requirement if the site does not allow for it • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups 			
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			<ul style="list-style-type: none"> • Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending • Groups should be kept apart, meaning that schools should avoid gatherings such as assemblies or collective worship with more than one group. • Posters about hygiene and washing arrangements to be displayed in all areas around the school • All rooms being used will be supplied with boxes of face tissues, anti-bacterial spray, hand gel and gloves • All rooms in the school provided with 50L lidded foot pedal bins • Ensure appropriate staff are available on-site to support any of the above concerns and reporting systems in place and also advise staff of appropriate ways to console pupils to ensure social distancing is adhered to 			<ul style="list-style-type: none"> • At these current times the swimming facilities will remain closed until further notice • Assemblies will not take place other than on line. 			
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		<p>2b – Staff</p> <ul style="list-style-type: none"> • Plan to provide for appropriately sized groups whilst encouraging social distancing in line with the detailed actions within the DfE guidance for full opening of schools – see Section 1 Prevention point 5 • When staff or children cannot maintain distancing, particularly with younger children in primary schools, plan to keep pupils in the smaller, class-sized groups. • All teachers and other staff must operate within their own bubble region. Where certain designated staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and pupils where possible. • DFE recommends all pupils have access to a quality arts education in line with Restricting attendance during the national lockdown: schools guidance p 42 • Ensure staff are aware of DFE guidance that social distancing guidance is to avoid close face-to-face contact and minimise time spent within 1m of anyone. • Reinforcing learning and practice of good hygiene habits through games, songs and repetition • Assemblies, breaktime and lunchtimes and movement around 			<p>2b – Staff</p> <p>See keyworker and vulnerable children planning document for zoning and internal arrangements – Bubble plans</p> <ul style="list-style-type: none"> • All teachers and other staff must operate within their own bubble region. • Organise appropriately sized groups and encourage social distancing in line with the detailed Restricting attendance during the national lockdown: schools guidance • Maintain a review of timetables to identify activities that can take place outdoors and reduce movement around the school buildings • PE lessons can continue in consistent and designated groups • Lunches and packed lunches in classrooms, these collected and cleared by staff • Outdoor social space as above to be only used by those groups at the designated times and barriers used to divide spaces • Outside play equipment to bubble specific and be cleaned after use. Trim trails not to be used. 			
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			<p>the school are staggered so groups do not come into contact</p> <ul style="list-style-type: none"> • Offer remote education for the majority of pupils with teachers providing appropriate work and support to pupils with the completion: Key Stage 2: 4 hours a day • Review the NHS guidance on hand cleaning – see section for pupils above • External drinking fountains can continue to be used. Staff on duty on arrival of pupils to ensure water bottles have been filled at that time • Ensure social distancing between pupils and members of staff to be addressed by markings on the floor • Ongoing leadership support for any emerging anxiety and / or wellbeing issues. Staff to be advised of a nominated leader • Communication home should be regular, informative and reduce any concerns / anxieties to parents / carers. This can include school procedures, government updates and any contamination / transmission issues if advised to do so by Public Health England • The risk assessment will be constantly reviewed and updated as necessary when the circumstances change. If something is not in place 			<ul style="list-style-type: none"> • Installation of external hand wash stations around the site. Additional systems to be put in place • For sports lessons, ensure students are in consistent groups, that sports equipment is thoroughly cleaned between each use by different individual groups. Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. The 'recreational team sport framework' must be followed. Competitions against other schools, such as fixtures, are prohibited. • There are specifics about swimming, and changing rooms, hand sanitising and PPE • Limited Assemblies will start but only in bubble groups and through TEAMS • HOY's can visit the teachers and classes across their whole year group but must access these through specific routes only • The theatre will not currently be used for PPA time, year meetings and SLT meetings as these will take place through TEAMS. 			
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			<p>or not working, considerations of actions needs to be immediate</p> <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> • Ensure all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak. 			<ul style="list-style-type: none"> • Use of staff rooms should be minimised, staff must only use the staff facilities in their own bubble. • Staff must still have a break of a reasonable length during the day • Limits for numbers of staff in staffroom and offices. Staff to have staggered access to leisure spaces; Each bubble has been allocated a staffroom area • Bubble groups to eat hot dinners separately in classrooms. This is to ensure social distancing is adhered to • Each staff area will have a kettle, fridge, microwave disposable cups and disposable cutlery & bottled water • <u>Review the school's first aid risk assessment and follow HSE Guidance.</u> <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> • Organise classrooms and other learning environments maintaining space between seats and desks where possible. • Systems in place to reduce congestion in corridors and access via external doors where possible. 			
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			<ul style="list-style-type: none"> • Classrooms and other areas deep cleaned • Engage children in education resources such as e-bug and PHE schools resources • SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term • Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance. General information on how to make a workplace COVID-secure and risk assessments is provided by the HSE guidance on working safely and in Annex A Restricting attendance during the national lockdown: schools • Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Stick to school opening times and encourage staff to go home immediately to reduce risk. • Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas 				<ul style="list-style-type: none"> • Arrange furniture to allow for seating pupils side by side and facing forwards where possible • Unnecessary furniture moved out of classrooms to make more space • Consider creating 2m teaching zones (where appropriate) at the front of the classroom • Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance • Kitchens comply with the guidance for food businesses on coronavirus (COVID-19). They should be able to provide food to all students who want it, including FSM or universal infant free school meals • To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 8 of the Restricting attendance during the national lockdown: schools should be used as appropriate to avoid build-up of viral load (bear in mind fire safety & safeguarding - The holding 			
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								<p>open of fire doors without the use of approved hold open devices is not permitted). Site team to open all windows prior to the school day commencing, doors within the zone area can be propped open if not deemed a fire door. Doorguards or foot handles to be considered. To continue procedures to 3 times a day, wiping door handles / push door plates. Staff and pupils' toilets to be included for 3 times per day</p> <ul style="list-style-type: none"> • Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic • Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby or a pinch point is evident, provide hand sanitiser in classrooms and other learning environments. • Regular checks undertaken to ensure consumables are in rooms as needed and weekly checks of stock controls to be undertaken • Thorough cleaning of rooms, toilets, communal areas / corridors at the end of each day. External contractor has 			
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							<p>assured school that the contract will be fully operational each day but to ensure 1st priority on arrival are the areas being used before movement to rest of school</p> <ul style="list-style-type: none">• Consider rotating shared equipment to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles• Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.• For individual and frequently used equipment, it is recommended that staff and pupils have their own equipment that is not shared• Pupils and teachers should not take books and other shared resources home as unnecessary sharing should be avoided.• There is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined			
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						<p>space. Page 42 of Restricting attendance during the national lockdown: schools outlines that pupils should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms.</p> <ul style="list-style-type: none">• Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones.• Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <ul style="list-style-type: none">• PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the			
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							<p>Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible.</p> <p>Restricting attendance during the national lockdown: schools p8</p> <ul style="list-style-type: none"> • Ensure HT, senior leaders and DSLs are appropriately up to date with the DfE Restricting attendance during the national lockdown: schools guidance • As per government recommendation our risk assessment can be found on our website • Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider. • Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices. • Consider travel and parking arrangements for staff in line with social distancing guidelines 			
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							<ul style="list-style-type: none"> We will have a trained DSL (or deputy) available on site at all times. Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site. 			
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> Fire procedures Lockdown Movement for lunch / transitions Toilets Security including risk of theft Data breaches 	All members of the school community	<ul style="list-style-type: none"> SLT lead identified Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance School to follow newly adapted risk assessments for premises and accessing outside equipment and areas. Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Share updated fire evacuation information with all staff during daily briefing Share updated fire evacuation information with children Share lockdown procedures with all staff 	2	3	6	<ul style="list-style-type: none"> Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned. Arrange revised fire evacuation drills / lockdown drills regularly see Restricting attendance during the national lockdown: schools Reconsider e-safety policies and procedures in light of lessons learned during home learning Toilets have been allocated to zone areas but can be used by all bubbles / zones as per new guidance, if necessary. It is advised staff and pupils remain in their bubbles where possible and avoid crossing bubbles for this purpose unless required Currently school has 2 m social distancing spots, this 	2	3	6

			<ul style="list-style-type: none"> • Follow revised lunch and break rotas to ensure safe movement around school • Pupils to seek permission to use toilets to ensure staff know where pupils are at all times • High expectations of how pupils move around school upheld by all members of staff • Continuation of daily flushing of all toilets and water systems will be carried out • Log sheet kept of when sanitisation, flushing processes carried out, date and initialled • Weekly (daily if necessary) meetings will take place with the executive business manager and site team • Weekly site checklists completed • Executive business manager needs to ensure staffing levels for site, cleaning and catering are maintained to ensure the school services continue • Any incidences are logged and evaluated and changes made following the incident • Reviews by site team and executive business manager of site safety in the light of windows and doors being open to aid good ventilation to ensure lockdown at the end of the day 				<p>will remain to encourage pupils / staff to keep apart but acceptance in areas in areas it may be 1 m plus</p> <ul style="list-style-type: none"> • School facilities will not be used by external agencies and community hirers • In depth consideration to be given to the re-opening of the school site for hirers and external agencies, timings have to be in light of government guidelines in respect of group numbers. Systems put in place if re-opening goes ahead for the facilities in respect of cleaning prior and after use to ensure contamination / transmission cannot take place. EXBM to meet with all hirers on one to one basis – No hirers will be using the premises during national lockdown • Some hirers have recommenced, following individual meetings to ensure the facilities are used in-line with current government guidelines. The facilities will only be used during out of school hours so the building will be clear of students and staff – staff must not be on-site after 4.30pm and at weekends due to the respective risk 			
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			<ul style="list-style-type: none"> All members of staff must be aware of movement and zones within the school and out of bound areas School corridors to include social distancing floor signs Review of 2 m social distancing signage and new/update signage displayed around the school Clear Zone signage throughout the school buildings Combined leadership on the gate at the start and end of each day Any issues with buildings, rotas or pupil / staff welfare must be reported to the appropriate member of staff immediately 				assessments by the various hirers – Due to national lockdown in force, no hirers will be using the premises.			
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p>Where pupils are accompanied to school, communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule where possible</p> <p>Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use)</p> <p>Ensure parents and carers do not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</p>	2	3	6	<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as necessary to minimise social contact and advise parents of the ingress and egress for the child's year group Parents and carers to be informed only 1 parent to drop off or collect pupil and communicate to parents to maintain social distancing measures No parents to be allowed on the school site unless by prior appointment and only if social distancing protocols are established and shared 	2	3	6

			<p>Arrange SLT supervision of drop off and collection</p> <p>If parents need to contact the school or collect a child during the day they must ring school reception to arrange an appointment in appropriate safe surroundings. It is advised email / phone call correspondence is the best way of communicating</p> <p>Parents / carers to be informed of the designated zone area for their child and this must be adhered to</p> <p>Staff rota to be in place to be at the gate to collect / drop off children at the start and finish of the day</p>							
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport	Pupils	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> Local authorities are not required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible. Liaise with the transport hub to confirm new transport requirements from September. They will liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedures. mainstream-transport.cts@eastsussex.gov.uk Ensure relevant parents/carers and students are aware of 	2	3	6	<p>Dedicated school transport (including statutory provision)</p> <ul style="list-style-type: none"> Review and take reasonable actions to ensure: <ul style="list-style-type: none"> pupils are grouped together on transport in the bubbles that are adopted within school hand sanitiser is used upon boarding and/or disembarking appropriate additional cleaning of vehicles queuing and boarding where possible is organised distancing within vehicles wherever possible the use of face coverings for children 	2	3	6

			<p>recommendations on transport to and from school (including avoiding peak times). See Restricting attendance during the national lockdown: schools</p> <ul style="list-style-type: none"> Minibus use has to ensure social distancing and the pupils spaced apart on the bus but this will mean fewer pupils per journey. At present this provision is only available to 5 pupils. <p>Wider public transport</p> <ul style="list-style-type: none"> Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible Consider using 'walking buses' or working with their local authority to promote safe cycling routes. Advise where possible parents to 				<p>over the age of 11, where appropriate.</p> <p>Actions for schools during the coronavirus outbreak</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Children under the age of 11 are exempt from wearing face coverings on public transport, and the regulations relating to face coverings exclude school transport services. See updated transport guidance</p>			
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			<p>drop off pupils by car or by walking / cycling. Promotion by school of healthy living</p> <ul style="list-style-type: none"> Refer any families using public transport to the safer travel guidance for passengers Staff advised it is recommended not to car share unless this has been a recent, regular activity with the same staff. Face masks could be worn 							
6.	Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school	All members of the school community	<p>Face coverings:</p> <p><i>(refer to the government guidance on face coverings included in section 2 above and detail the local arrangements for the wearing of face coverings for adults coming onto the school site and how this will be communicated in this section of the risk assessment)</i></p> <ul style="list-style-type: none"> Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place. Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure records are kept of all visitors; names, dates and contact details Ensure that the school engages with local immunisation services and programmes as normal 	2	3	6	<ul style="list-style-type: none"> For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19). <p>Isolate and send children and staff home immediately if they display symptoms <i>(See section 7 below)</i></p> <p>Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</p> <p>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</p> <ul style="list-style-type: none"> Revise visitor arrangements to ensure 	2	3	6

			<ul style="list-style-type: none"> • Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible • Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school. • Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to. • The first aid room will be made available to use for isolation of staff / pupils displaying symptoms and not able to leave site immediately. If this room is in use, another room, located near to reception area & first aid will be used for first aid, it has been equipped with all the necessary supplies • Procedures are in place for handwashing when visitors / contractors are in the building. Toilet available by reception, site team to arrange cleaning as needed following the use by an external visitor • The school's aim is to be safe and secure for our staff and pupils and all meetings with potential visitors/parents, carers will take place remotely where possible. 				<p>social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas.</p>			
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			<p>This will be phone or other remote systems.</p> <ul style="list-style-type: none"> • If there is an urgent need to meet visitors/parents, this will have to be assessed on a case by case basis and ensure the school can support a space. • Reception is manned with a member of staff carrying out administrative tasks and answering the phone. • Reception desk is protected by glass screens and the parent hatch in lobby is protected by a screen • The expected visitor or contractor can be spoken to through the window or intercom before allowing in and will need to use gel dispenser in reception • If allowed access into reception. Their name, arrival/departure time and contact number and who they are seeing is recorded on a daily spreadsheet • Pens and signing in sheets are not to be used • Sticky visitor labels are issued for them to wear. Member of staff must meet all visitors/contractors. • Poster in reception for visitors/contractors about our control measures • In addition to Covid-19 health symptoms / concerns the medical room will still be operational for 							
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			<p>general first aid as required. Cleaning must be adhered to, school systems followed (MediTracker, ESCC online reporting). Adequate first aid staffing in place to support the first aid & pupil support officer / first aid, support or to cover any absences</p> <ul style="list-style-type: none"> • Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements 							
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> • Site staff follow Restricting attendance during the national lockdown: schools Section 4 – Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case • With some children back in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day • All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate • Inspect daily to ensure good / effective hygiene levels • Rooms cleaned thoroughly at the end of each school day • Clean surfaces that pupils are touching, such as books, desks, 	2	3	6	<ul style="list-style-type: none"> • Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products. • Equipment such as books and games, are regularly cleaned along with all touched surfaces. • Any books that go between home and school are quarantined for 72 hours • Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left 	2	3	6

			<p>chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. At least 3 times per day. All rooms will be provided with antibacterial spray, cloths, and face tissues. Site team and cleaning staff will ensure the surfaces / areas are maintained to a high standard</p> <ul style="list-style-type: none"> • Cleaning schedule in place to ensure effective hygiene standards are continued by both the site team and cleaning staff and checked on a regular basis 				<p>unused and out of reach 48 hours (72 hours for plastics).</p> <ul style="list-style-type: none"> • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. • Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance COVID-19: cleaning of non-healthcare settings guidance 			
8.	<p>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</p>	<p>All members of the school community</p>	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see <i>contact details on the first page of this document</i>)</p> <p>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</p> <p>Revise plans and source suitable PPE supplies to be used by:</p> <p>the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</p>	2	3	6	<p>Arrange for deep clean of medical room and other facilities as necessary before they are used again. The cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <p>Revise plans and PPE supplies in the light of experience or any updated guidance</p> <p>The school is now part of the Employee Referral Portal, which enables key workers who live with symptomatic people to get tested – these invitations will be sent out via email and SMS</p>	2	3	6

			<p>staff caring for pupils with routine intimate care needs that involve the use of PPE The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</p> <p>If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Isolate the pupil / staff immediately in the room next to relocated medical room behind a closed door, ventilated and located near reception / first aid. Arrange adult supervision in line with guidelines. Ensure a window is open for ventilation. Separate toilet facilities (by reception) should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</p> <ul style="list-style-type: none"> • Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as possible. Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.' • If school is notified of a positive COVID19 test result for a member of staff or a pupil, we must contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is 			<p>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p>			
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			<p>needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team.</p> <ul style="list-style-type: none"> • Schools need to take swift action when they become aware that someone who has attended has tested positive for Covid-19. Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Service Authority and can be reached calling the DFE Helpline on 0800 046 8687 and selecting option 1. <p>A template letter will be provided to schools, on the advice of the health</p> <p>PHE will conduct a rapid risk assessment and advise the school on the actions to take including the definitive advice on who must be sent home. Should this be the case PHE will provide a template letter to inform parents and staff.</p> <p>In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</p> <p>If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending</p>							
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			a larger number of pupils self-isolate as a precautionary measure.							
9.	Contingency planning	All members of the school community	<ul style="list-style-type: none"> Ensure that contingency plans are in place, being reviewed and updated 	2	3	6	<p>Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>See Ocklynge Contingency Plan 2020/21.</p> <p>In addition, the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p> <ul style="list-style-type: none"> The updated risk assessment will be reviewed weekly and if there is a case/or outbreak – instigate an immediate review 	2	3	6

Signature and review

Name of Manager:	T Comfort	Signature of Manager:		Date:	11 th January 2021
1st review to be undertaken on:		Signature of Manager:		Date:	
2nd review to be undertaken on:		Signature of Manager:		Date:	
3rd review to be undertaken on:		Signature of Manager:		Date:	