

MODEL RISK ASSESSMENT FORM

Workplace	DV8 Sussex	Likelihood (L)	X	Severity (S)
Department	Bexhill ad Brighton Campus	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	SMT	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole building	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	The phased re-opening of the school following lockdown	Likely	4	Major (death or serious injury)
Date	26/05/2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity		Low = 1-8	Medium = 9-14	High = 15-25

This model document was produced on 15 May 2020. It is being kept under review as updated guidance is published by the Government.

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

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 contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school	All members of staff	<ul style="list-style-type: none"> SLT lead, DSL roles adapted and updated H&S and safeguarding policies & practices during the lockdown period when school was open to limited numbers Tell pupils, staff and any visitors, such as suppliers, not 				<ul style="list-style-type: none"> Ensure HT, SLT and DSL are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and helping control the rate of transmission. Provide 			

			<p>to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> • Follow Government guidance for critical workers identification and vulnerable pupils has been followed • Minimise staff required in school during the day. • Operate a rota / zoned areas so minimising staff contact with others not in their family groups. • Stick to school opening times and ensure staff to go home immediately to reduce risk. • Follow the Government's COVID-19 cleaning of non-healthcare settings guidance 			<p>regular updates for governors. See government guidance.</p> <ul style="list-style-type: none"> • Where a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if stringent social distancing can be adhered to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils / staff • Staff members who are currently shielding, or who are living with someone who is shielding should be supported and given work in line with current Government guidance - Coronavirus-covid-19 Implementing protective 		
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							measures in education and childcare settings <ul style="list-style-type: none"> • Review H&S compliance checks before phased re-opening - Managing school premises during the coronavirus outbreak • Adapting offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices • Consider parking arrangements for staff in line with social distancing guidelines • Revise staff sign 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. 			
2.	Increased risk of introducing contamination from pupils and staff returning to school in greater numbers during phased reopening period	All members of the school community	<i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i> <ul style="list-style-type: none"> <i>(i) Movement around the School site,</i> <i>(ii) General classroom activities,</i> 				2a – Pupil issues <ul style="list-style-type: none"> • Clear communication with pupils, parents and wider community about return to school procedures and new arrangements. Think about 			

	<p>Useful planning resources:</p> <ul style="list-style-type: none"> • LA model recovery plan published on the Message Board on 13 May 2020 • DfE Planning guide for Primary Schools published on 14 May https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools • 		<p><i>(iii) Playground activities,</i> <i>(iv) Play equipment</i></p> <p>2a – Pupil issues</p> <ul style="list-style-type: none"> • Review the NHS guidance on hand cleaning Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times: <ol style="list-style-type: none"> 1. Arrival to school 2. Before & after breaktime 3. Before & after lunchtime • Review Behaviour Policy in line with guidance published in Preparing for the wider opening of schools from 1 June: Annexes A-C • Reinforce routines of using a tissue or elbow 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 		<p>new school rules needed - (See DfE Planning guidance)</p> <ul style="list-style-type: none"> • Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) • Toilet arrangements in line with guidance for each class • Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues <p>2b – Staff</p> <ul style="list-style-type: none"> • Organise for small class groups (maximum 15) (in line with DfE Planning guidance) sections 3+4 and that these groups are consistent each day • Refresh timetable to review activities that can take place outdoors and reduce movement around the school buildings 		
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			<p>returning to school after being isolated for some time</p> <ul style="list-style-type: none"> • Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending. <p>2b – Staff</p> <ul style="list-style-type: none"> • Maintain small class sizes of 6 or less per classroom or group (number dependant on each classroom to allow 2m social distancing rule) • Maintain consistency of staffing for each group and that pupils stay in the same groups each day (Maths / English issues) • Reinforcing learning and practice of good hygiene habits through signage and repetition • Plan for staggered breaktime and lunchtimes. Also plans for staggering movement times around the school so groups do not come into contact • Consider how to continue remote education where applicable 			<ul style="list-style-type: none"> • Remove unnecessary items from classrooms where there is space to store it elsewhere • Remove soft furnishings and toys/equipment that is hard to clean • Limits for numbers of staff in staffroom and offices. Staff to lunch separately • Ongoing leadership support for any emerging anxiety and/or wellbeing issues <p>Early Years</p> <ul style="list-style-type: none"> • Plan how to keep small groups of children together throughout the day and to avoid larger groups of children mixing • Consider how play equipment is used ensuring appropriate cleaning between groups using it <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. 		
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			<ul style="list-style-type: none"> Review the NHS guidance on hand cleaning e.g. on arrival to school, before & after breaktime, before & after lunchtime, before and after outdoor games or activities <p>2c – Buildings and resources</p> <ul style="list-style-type: none"> Classrooms and other areas deep cleaned. High risk members of the community working from home Engage children in education resources such as e-bug and PHE schools resources 				<p>Arrange one-way systems and access via external doors where possible.</p> <ul style="list-style-type: none"> Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity Ensure good ventilation and where possible arrange for doors to be propped open to reduce door handle contact etc (bear in mind fire safety & safeguarding - The holding open of fire doors without the use of approved hold open devices is not permitted) Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments Thorough cleaning of rooms at the end of each day 			
3.	Risk of transmission between parents and pupils during	All members of the school community	<i>The following control measures should be considered in addition to those outlined in the East Sussex Model</i>				<ul style="list-style-type: none"> Review and revise drop off and pick up protocols as 			

	school drop-off and collection times		<p><i>Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> • Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact • Arrange SLT supervision of drop off and collection 				necessary to minimise social contact			
4.	Risk of possible transmission to pupils who travel to school by bus/coach/taxi or public transport	Pupils	<ul style="list-style-type: none"> • Consider pupils transport arrangements to reduce any unnecessary travel on coaches, buses or public transport where possible. Revise school risk assessments in the light of any changes. • Ensure relevant parents/carers and pupils are aware of recommendations on transport to and from school (including avoiding peak times). See Coronavirus (COVID-19): safer travel guidance for passengers 				<ul style="list-style-type: none"> • Review and revise transport arrangements as necessary to minimise social contact 			
5.	Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none"> • Follow Government guidance implementing protective measures in education and childcare settings • Contractors aware of any changes to school day – eg staggered lunchtimes 				<ul style="list-style-type: none"> • For any staff member or pupil who feels unwell, check their temperature and for other recognised symptoms of COVID-19. • Isolate and send children and staff home immediately 			

			<ul style="list-style-type: none"> • Minimise any visitors to the school and clear messages shared about social distancing procedures for adults • Strict handwashing procedures in place as soon as pupils/staff arrive in school 				<p>if they display symptoms (See section 7 below)</p> <ul style="list-style-type: none"> • High-risk / shielding pupils and staff to continue to work from home • Review effectiveness of revised site management systems – eg one-way systems and hand washing routines etc to ensure appropriate social distancing for any visitors. • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • Consider existing Reception layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc. • Procedures are in place for handwashing when visitors/contractors are in the building • Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or 			
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			<i>possible use of restraint issues etc that may apply)</i>			<p>experience or any updated guidance</p> <ul style="list-style-type: none"> ● Send children home immediately if they display symptoms. Arrange for deep clean of medical room and other facilities as necessary before they are used again. 			
8.	<p>Building 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 ● School to follow (adapted) risk assessment for premises and accessing outside equipment and areas. ● Share updated fire evacuation information with all staff from all schools during daily briefing. ● Share updated fire evacuation information with children on a daily basis during assembly ● Share lockdown procedures with all staff during daily briefing ● Follow revised lunch and break rotas to ensure safe movement around school ● Children to seek permission to use toilets to ensure staff know where children are at all times 			<ul style="list-style-type: none"> ● Follow the Managing school premises during the coronavirus outbreak ● Any incidences are logged and the risk assessment is evaluated and changes made as a result of lessons learned. ● Reviews of site safety in the light of windows and doors being open to aid good ventilation. ● Arrange revised fire evacuation drills / lockdown drills regularly ● Reconsider e-safety policies and procedures in light offsite learning and staff access to any sensitive data from home 			

1st review undertaken on:		Signature of Manager:		Date:	
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	