

Alma Primary COVID-19: Risk Assessment for November 2020

Summary for School website

Completed by	Date of original assessment:	Date of Review:	Covered by this assessment:
Marc Shoffren, Headteacher	Original: 10 th July 2020	21 st Oct 2020	Staff, pupils, parents, visitors, volunteers, contractors

This COVID19: Risk Assessment and Return to School Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be read in conjunction with [the guidance on school reopening from the DfE](#).

Other Related Documents:

Relevant Existing Policies	Barnet Guidance	Ongoing Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Covid19 Education and Skills Service Strategy (April 2020) Education and Skills Service Recovery Planning support for schools (May 2020)	Covid 19 Early Years closure guidance Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Covid 19 guidance for parents Covid 19 out of school settings guidance

Impact risk rating:

Severity	Likelihood	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Executive summary

This Risk Assessment is to clarify and guide Alma Primary staff and Governors as we move to an expected new phase in the process of managing Coronavirus, in September 2020. Along with the changes to size of bubble etc, the key consideration here is that this is now a long term, ongoing situation as opposed to an issue of short-term management, where the focus of strategy is on minimising contacts and maximising distance. Our core actions below are therefore intended to continue reduce the risks of infection significantly, in order to ensure that the school continues to be a safe environment for both children and adults. At the same time, we need to continue to ensure that the elements of high-quality provision, such as safeguarding and wellbeing of children are maintained in accordance with our expectations. This version is based on the current advice, however there is an expectation that further guidance will be sent during the summer

Main infection risks for all children to be in school from September 2020:

- Children infecting other children and adults working with them
- Adults (including parents dropping off etc) infecting other adults.
- Spread of infection through common contact points (door handles etc) and objects.

Core actions to minimise risks of Covid-19 infection at Alma Primary

- 1) Minimising contacts between individuals and creating situations which enable maximising distance: *'distance where possible, bubbles where not'*
 - a) Clear systems for minimising contacts and maximising distance
 - b) Use of whole class bubbles to manage groups of children in school.
 - c) Ensuring situations for adults enable distance to be maintained in all areas.
- 2) Cleanliness, routines and systems
 - a) Training for staff in risks, routines and systems etc
 - b) Systems for drop off and collection
 - c) Changes to the layout of classrooms (current guidance is that all children face the front)
 - d) Enhanced cleaning regime inc. cleaning breaks in rotation.
 - e) Increase in washing facilities, including external wash stations,
- 3) Communication:
 - a) Regular communication to families, staff and governors reflecting changing policies.
 - b) Firmly reinforced expectations of families prior to bringing children to school
 - c) Training in appropriate PPE for necessary situations
 - d) Clear signage inc. child appropriate reminders
- 4) Maintaining a balanced approach in responding to issues and incidents
 - a) Appropriate process to manage first aid and intimate care incidents.
 - b) Adhering to agreed Leadership contingency planning and other systems for suspected/actual Covid 19 outbreaks
 - c) Ensuring staff workload is balanced in light of staff sickness

System of controls: Government guidance on main actions schools must take to minimise infection

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Summary of key risks addressed in this risk assessment with risk rating following mitigation

Specific Concern/ Risk & comments	R. Rating
A. Staffing	
1. Insufficient staff to support all the children to be in school and operate effective home learning.	9
2. Risk of infection of staff who are clinically extremely vulnerable .	4
3. Risk of infection from use of supply teachers, temporary and peripatetic teachers	9
4. Risk of not covering essential functions (first-aid, DSL, SENCo).	3
5. Risks to health and safety because staff are not trained in new procedures.	6
6. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	3
7. Risk of staff having to move between groups	8
B. Teaching spaces & school environment	
8. Risk of transmission within the school building (inc. extended school activities)	9
9. Risk of transmission in large spaces used as classrooms/ teaching spaces	6
10. Risks of transmission during use of the outdoor learning environment for young children	6
11. Risks of transmission due to movement around the school.	9
12. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	6
13. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	4
14. Transmission because children do not observe agreed protocols for reduction of contacts and maximising distance at playtimes	9
15. Transmission because children do not observe agreed protocols for reduction of contacts and maximising distance at lunchtimes	9
16. Staff rooms and offices do not allow for reduction of contacts and maximising distance	6
17. The configuration of medical rooms may compromise social distancing measures	4
18. Groups of people gather in reception areas which may contravene for reduction of contacts and maximising distance guidelines	6
C. Learning & wellbeing	
19. Potential damage to learning of not being in school	6
20. Children's mental health and wellbeing adversely affected as a result of extended time at home.	8

Specific Concern/ Risk & comments	R. Rating
D. Hygiene and protective controls	
21. Reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	9
22. Risk of staff or children with the virus coming into school with symptoms or where symptoms are not clear.	9
23. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	6
24. Risk of virus spreading because the school has insufficient materials and equipment	4
25. Provision and use of PPE for staff where required is not in line with government guidelines	4
26. Children forget to wash their hands regularly and frequently	6
27. Children's behaviour does not comply with reduction of contacts and maximising distance guidance	6
E. Premises and Buildings	
28. Risk that regular, enhance cleaning capacity is at a reduced level so that ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not are not undertaken to the standards required	9
29. The use of fabrics may increase the risks	4
30. Queues for toilets and handwashing risk non-compliance with reduction of contacts and maximising distance guidance	6
31. Fire procedures are not appropriate to cover new arrangements.	4
32. Unable to apply reduction of contacts and maximising distance procedures effectively in fire evacuation drills	4
33. Fire marshals absent due to self-isolation	6
34 All systems not be operational	6
35. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown and key systems may not be operational	4
36. Lack of good ventilation means that there is risk of transmission	6
37. Visitors to the site (including parents) add to the risk	6
38. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts, maximising distance and infection control	4

Specific Concern/ Risk & comments	R. Rating
F. General	
39. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies have redundant expectations or are no longer fit for purpose in the current circumstances	4
40. Curriculum/ Learning Environment	6
41. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	6
42. Children who are unable to attend school because they are complying with clinical and/or public health advice are not receiving access to remote education.	6
43. The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	9
44. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	8
45. Test and trace is not used effectively to help manage staffing levels and support staff wellbeing	8
46. Infection transmission occurs within school due to staff/children (or members of their household) having symptoms	6
47. Staff including extended school, children and parents are not aware of the school's procedures (inc. testing) should anyone display symptoms of COVID-19 /confirmed case, including track and trace.	6
48. Staff, parents and carers are not aware of recommendations on transport to and from school	4