

Risk assessment for Health and Safety 2021/ 2022 – last reviewed 16.12.21

Persons at risk: All staff and pupils

Hazard	Control measures	Person/s responsible	Comments (including whether control measures are not in place)
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Ensure there are sufficient fire marshals to operate the school safely.	NL / LB	Sufficient fire marshals are in place and have completed fire safety training and fire marshal training via our training platform in March 2020
Fire – Staff and pupils not knowing what to do in an emergency	Conduct a fire drill soon after re-occupation.	NL/ LB	Inset day 2.9.21 ensure all staff know where their lining up points are
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	Check the school has sufficient number of 1 st aid trained staff to operate safely.	NL / JV / JT	All LSAs are First Aid trained. Reception teachers and LSAs have Paediatric First Aid certificates. Gloves and masks will be worn when treating an injury. First Aid books will be updated
School building health and safety assessment - Has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Refer to 'Schools building health & safety assessment' tab.	LB / SS / NL	All inspections are up to date and will continue to be monitored in accordance with compliance standards
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	UK Govt. poster / London Meed version of poster	KB	Posters are displayed in all classrooms, entrances, halls and the staff room
Potential contamination arising from visitors to the school	Ensure pupils, parents/carers and visitors, such as suppliers, do not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	SLT / KB	External visitors will be minimised wherever possible during the Autumn term. Any that do enter the school premises will be required to provide contact details to support "Track and Trace". No visitors will be admitted if they are displaying symptoms.

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<p>Risk of transmission between parents and pupils during school drop-off and collection times</p>	<p>Where a pupil lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19 government guidance, identified families will be contacted via the office if there has been a positive COVID case reported in school.</p> <p>'Window' start and finish times - see below for more details.</p>	<p>SLT</p>	<p>See list at bottom of page for specific measures</p>
<p>Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school</p>	<p>Ensure pupils follow NHS guidance on hand cleaning. Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times:</p> <ol style="list-style-type: none"> 1. Arrival to school 2. Before & after break-time 3. Before & after lunchtime 4. Before and after outdoor games or activities <p>All visitors to school to be briefed on DFE guidance before entering school – see link.</p>	<p>All staff</p>	<p>Revisit video guidance for handwashing techniques See list at bottom of page for specific measures No person displaying virus symptoms will be admitted</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

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Risk of contamination if someone in the setting displays Coronavirus symptoms	If a child is displaying symptoms, isolate them (preferably outside) with a member of staff sitting 2 metres away or wearing face mask and gloves, while waiting for parents to collect. If an adult is displaying symptoms they will be sent home and asked to request a test.	All staff	Ensure all areas the child/adult has been in are thoroughly cleaned and disinfected and any PPE placed in a yellow bag and then in the yellow bin the medical room
	As per government guidelines, if a person is under 18 and is deemed a close contact of a positive COVID case they do not have to self-isolate. They will be advised to take a PCR test but do not have to self-isolate while waiting for the result.	SLT / Office staff	Children travelling from abroad must follow government travel / quarantine advice.
	Public Health England will be contacted if: 5 children or staff, or 10% of children or staff, have tested positive and have been deemed to be in close contact with one another.	SLT	See Contingency Measures A (if 5 cases within a class or year group), B (10% of school population test positive) and C (if sufficient members of staff are absent) for further details.

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Specific control measures (all staff responsible):			
Reinforce routines of using a tissue or elbow to cough or sneeze and use of bins for tissue waste - 'catch it, bin it, kill it'. Revisit throughout the day.			
Remind pupils regularly throughout the day not to touch their face with their hands. When they do so encourage them to wash hands immediately.			
All children will sanitise their hands when they arrive in school.			
Children will be asked not to bring anything other than a water bottle, lunch box, book bag into school. On P.E days, child will come to school dressed in P.E kit.			
Toilet arrangements: Pupils will use their year group toilets. Toilets will be cleaned after play and after lunch by Mr Blake using the "Fogger". Staff toilets will be cleaned by staff after individual use.			
Ensure good ventilation in all rooms (windows and doors open whenever possible).			
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.			
Arrival times are between 8:45 and 9:00 for all children with EYFS and KS1 entering through the car park and KS2 through the gates at the top of the playground. EYFS and KS1 will leave between 3:00 and 3:15 and KS2 between 3:15 and 3:30 supervised by members of SLT.			
All staff members to take lateral flow tests twice weekly (Sunday and Wednesday) and notify SLT if it comes out positive.			
Contingency Measures Plan A – for each class (in EYFS and Year 1 – whole year group), to be reviewed every ten days (dependent upon advice from Public Health England):			
Staff in that year group to take a PCR test within 48 hours of 5 or more confirmed cases			
Parents of children in that year group advised that their child take a daily lateral flow test for a period of 7 days			
Staff in that class/year group to limit contact with other staff members, avoid attending meetings where possible or ensure social distancing if have to attend meeting.			
Class / Year group not to attend assemblies (to be taken in class where possible)			
Separate lunch sitting / use of small hall / classrooms for eating			
Increased use of lateral flow testing by staff (daily)			
Reintroduction of face coverings by staff and parents in that class / year group			
Limit visits, visitors, parental attendance, live performances, and singing in that class / year group			
Children in that class / year group not to attend clubs for period of 10 days			
Separate break times for that class / year group			
Indoor PE suspended for that class / year group			
If necessary (depending on how many children are not in school), remote learning policy to come into effect for that class / group of children			
In person monitoring by ELT to pause in that class / year group			
Children arranged in rows in class			
Contingency Measures Plan B – for whole school, to be reviewed every ten days (dependent upon advice from Public Health England):			
Staff advised to take a PCR test			
Parents advised that their child take a daily lateral flow test for a period of 7 days			

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Virtual staff meetings			
Class assemblies			
Staggered lunch and break times for all year groups			
Limit visits, visitors, parental attendance, live performances and singing in whole school			
All clubs and sporting competitions suspended			
Indoor PE suspended			
Remote learning policy to come into effect if appropriate / necessary			
Staff and parents advised to wear face masks on school grounds			
No in person monitoring by ELT across the school			
Children arranged in rows in class			
Contingency Plan C – for classes, dependent upon whether the school has a sufficient number of staff in the school to keep all classes open. Contingency Plan C will only come into effect if all other avenues for staffing have been exhausted (supply agencies contacted, HLTAs teaching in class, members of SLT teaching in class).			
Classes closed (members of that class remaining at home).			
Virtual learning provided on Google Classroom (this is dependent upon that year group’s staff being well enough to provide work).			