



ESSEX PRIMARY SCHOOL

Essex Primary School Spring Term 2021 (Week 1 & 2)
Health and Safety Risk Assessment



Our Vision

"Everyone valued, everyone challenged, everyone achieving."

At Essex Primary School, we value each member of our community as a unique individual.
We go the extra mile to ensure that every one of us is challenged and achieves their full potential.

Description of the task/activity:	Covid-19 School based teaching / administration and sanitation tasks. Remote teaching / administration tasks for those temporarily working on and off site.	Location:	Essex Primary School Sheridan Road Manor Park E12 6QX
Name of person(s) completing assessment:	Cecilia Mojzes Amber Ilyas	Job title(s):	Executive Headteacher Associate Head Teacher
Date of this assessment:	31st December 2020 Reviewed and Updated Friday 8th January	Date of signing:	
Date of next Review:	Review required if there is a significant change or Government guidance changes. Friday 15th January 2021 (Weekly)	Signed by (LA):	

This document has been written in conjunction with the DfE Guidance for Full Opening and Guidance for January 2021 return to Education. This assessment directly addresses risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.


Rationale: To prepare for remote learning (off site) and consider actions to be taken to minimise the risk of spread of infection on site for children of Critical workers and vulnerable pupils and all staff.

Issue	. Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Newham - the local context	<ul style="list-style-type: none"> Newham is in Tier 4. Newham schools are operating under Contingency Framework What is the current figure for Newham compared to national this may be comparing the R rates to the population death rate Taking into account the community which the school serves and if there certain communities are more vulnerable Risk assessment information from the local authority LB Newham has been badly affected by the COVID-19 outbreak, with some of the highest mortality levels in the UK. Understandably this has caused significant concern among BAME residents, as the BAME communities have suffered a higher death toll than white residents. 	LA/School	L=4 S=4	<ul style="list-style-type: none"> Age and underlying medical and health conditions, BAME staff taken into consideration - these members of staff have an individual RA which is set out by the EHT and will be reviewed as and when required All staff working in school must practise social distancing and consistent hygiene practices eg. handwashing Staff rota in place Only children of critical workers and vulnerable pupils on site 	L= 2 S= 2

Issue	Hazard	Who is affected	Things to consider	Responsibility	Risk Rating	School mitigation actions	Revised Risk Rating
Monitoring	Transmission of Coronavirus	Staff and pupils	<ul style="list-style-type: none"> SLT to monitor effectiveness of RA SLT to update RA based on Monitoring visits Are social distancing and hygiene processes being maintained? Are Health and Safety procedures being followed accurately? Ensure staff understand their responsibility Ensure safeguarding procedures are followed 	All SLT as delegated by EHT	L= 3 S= 3	<ul style="list-style-type: none"> SLT members on site to maintain social distancing during the monitoring visits (Critical worker groups/ vulnerable pupil groups in RP and Inclusion suite) SLT staff must wash/sanitise their hands prior to monitoring visit If they enter a different year group area/ bubble or class they must wear a mask/ face covering / face shield/ visor SLT to ensure that they follow the correct procedure for putting on and removing masks Where possible enter class via external doors 	L=1 S=1
Fire Safety	Fire Outbreak in any part of the site	All adults and pupils onsite	<ul style="list-style-type: none"> Review Fire Evacuation and Fire Drill procedures – document any temporary changes Review Assembly Points - mark out assembly point to maintain social distancing Merge assembly points during the phased return of year groups if necessary so that children and staff are located in one area Social distancing may not be possible during an evacuation Review sufficient number of fire marshals on site each day to coordinate evacuation Carry our fire drill as soon as possible to ensure everyone has practiced new procedures. 	DT/SLT	L= 3 S= 4	<ul style="list-style-type: none"> Marking on fences at normal fire assembly points for fire. A minimum of 2m social distancing must be adhered to between different year group bubbles. Revised evacuation procedures to ensure approximately 2m social distancing between each bubble during evacuation and whilst lining up at assembly point in KS1 & 2 playground. Pupils to line up in group bubbles (bubbles - 4 key worker groups, one for each phase, RP group & Inclusion suite group) . Markings to be made on floor for each bubble group to show a minimum of 1+m distancing between bubbles. When lining up to go out and outside, all pupils face forwards when lining up. Staff to go through procedures with class groups/bubbles on 4th January or when new pupils join the group. Drill to be carried out in week beginning 11th Jan Hand washing routine completed on return to building Follow evacuation procedures (Email sent by Fire Warden - DT) Individual PEEP's reviewed and updated 	L= 3 S= 2
Health and Safety Checks for Premises/ Building	No gas - impact of lunches and heating system Water is unsafe to drink/use	All adults and pupils onsite	<ul style="list-style-type: none"> Are Health and safety checks being carried out to ensure the premises/ building is safe for staff and pupils? Refer to DfE Guidance 	Site Supervisor	L= 3 S=4	<p>Site supervisor to conduct safety checks regularly (logs signed)</p> <ul style="list-style-type: none"> On hot / cold water (legionella) Gas safety Fire safety Heating system working effectively Security including access control and intruder alarm systems Ventilation & temperature Lidded bins provided for each class and other areas and emptied regularly In absence of site supervisor a named person or backup in place External doors and windows to be kept open to maximise ventilation in classroom spaces and avoid having to touch handles. Heating is kept on all day The temperature should not go below 13 degrees. Site supervisor will monitor this on a daily basis. The CO2 level should not exceed 1500ppm. Levels below this is good ventilation. If temperature is below 13 degrees and if CO2 is not above 1500ppm, then the site supervisor will ask the teacher to close doors for a few minutes but windows must remain open. Internal doors should not be propped open with door stoppers 	L= 2 S= 2

Hygiene /Cleaning on site	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> • Arrange Deep Cleaning around school and Kitchen via Juniper Area Managers • Identification of surfaces/equipment that will require increased levels of cleaning • Contact suppliers and services to resume contracts e.g. grounds maintenance whilst maintaining social distancing • Ensure sufficient stock of cleaning and Janitorial materials, increase the amount of soap normally ordered 		L= 3 S=4	<ul style="list-style-type: none"> • Whole school deeply cleaned prior to school opening in January • Site supervisor / cook to check daily cleaning by Juniper staff that areas are ready prior to pupils coming into school • Soap dispensers replenished / hand sanitizers available at main reception desk • School lunch provided for all pupils at school • Kitchen staff to ensure all hygiene procedures are followed at lunch time and throughout the period of working • Chormebooks /equipment used by pupils will be cleaned/wiped with antiseptic cleaner daily before/after use 	L = 2 S = 2
First Aid and Pupils with Medical Conditions	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> • Review sufficient numbers of first Aiders as per pupil ratio (EYFS will continue to apply). • Do you have sufficient staff with current and appropriate paediatric first aid training? • Ensure staff understand their responsibility while carrying out first aid and maintaining social distancing • First Aid staff to use appropriate PPE when dealing with children/staff • Use Non-Contact Thermometers, ensure staff are aware of how to use them and that they are checking for fever/high temperature 37.8C or greater and then follow PHE Guidance • Ensure staff are up to date with Government guidance on how to deal with Covid-19 symptoms. • First Aiders should be aware of the Covid-19 symptoms and what steps to follow if someone has them • Provide a separate self-Isolation room for staff and pupils to wait until they are picked up. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The whole toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else. • A member of staff may need to stay with the pupil in the self-isolation room. Staff should ensure they are wearing PPE (gloves, apron and mask.) • Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. • If a member of staff informs you they have been infected with Covid-19 at school, this needs to be looked into and reported to PHE, the HSE under RIDDOR and make sure Amber Ilyas / Cecilia Mojzes are informed as soon as possible • Access to coronavirus testing, read guidance on coronavirus (Covid-19) getting tested. • If a member of staff displays symptoms, they must inform CM/AI and go home immediately and follow the government's self-isolation guidance. • If a child displays symptoms, they should be immediately isolated from other pupils. Staff should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. The school should contact parents and request they collect their child from the school immediately. 	LT	L= 4 S= 4	<ul style="list-style-type: none"> • First Aid trained staff on site everyday • Medical rooms to be used • Masks/ face coverings, aprons, goggles/visors (spitting) and gloves (PPE) available in each area - non-contact thermometers located in the office. PPE recommended by PHE (High Quality Masks Type 2R - 3 ply surgical masks) • Tissue stations in every group/bubble. Catch It, Bin it posters and lidded bins in all areas. Small yellow sanitation bins provided (clinical waste) and disposed of separately from other waste in key areas. • Social distancing measures to be in place consistently for staff and pupils. Reminders consistently given at every briefing for all adults. • Provide communication boards for non-verbal/youngest children to indicate how they are feeling relating to symptoms and experiences. • Staff to be provided with an updated symptoms checklist from DfE (updates checked daily). • Isolation room for pupils and staff showing symptoms - Music Room organised as isolation room. <p>Response to child/Adult showing symptoms</p> <ul style="list-style-type: none"> • Follow DfE guidance for staff and pupils showing signs and symptoms of COVID-19. • SLT member on duty daily to respond to COVID-19 emergencies. • PPE pack (apron, gloves & mask) kept in each group /bubble area for CT/adults to use when collecting the child and replenished after use. • Adults in the area must use the PPE pack and remove the child from the classroom environment to the designated isolation room (Music room) using external doors where possible and avoid travelling through internal routes. • Appropriate PPE to be used by first aider dealing with individual pupils (apron, gloves, mask, goggles/visor - spitting). • Parents will be called by the SLT member to collect the pupil and advise the parent to get the pupil tested and notify the school of the results. • Office staff will guide parents/guardians to collect child from the Isolation room using the external door leading to the main reception gate. • Staff/ pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for a minimum of 20 seconds. • Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and any contact points they came into contact with (including the toilet if used). • If any adult / staff member is showing symptoms on site they must inform LT member on duty, they will be seen by a first aider. Adults/ first aiders must use appropriate PPE. Adult / staff members will be advised to self isolate, get tested and inform school of their results. • Government guidance will be followed regarding dealing with pupils that display COVID-19 symptoms. Updates will be monitored daily. 	L = 2 S = 2

Signage and Markings (Social distancing)	Not adhering to social distancing and hence possible contraction of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> Review school site plans for your school and review changes for entry and exit to maintain social distancing Review classrooms sizes/measurements, to work out how many pupils can sit in one room, create a 1m+ distance between each pupil and staff member and remove furniture not needed Make more use of the outside areas on school site for lessons to encourage social distancing Place clear signposting for adults and children on social distancing Main Office - inform visitors and contractors to maintain social distance and signpost location of handwashing/sanitising facilities Review staff rooms, shower and toilet facilities - can social distancing be maintained, should staff have breaks in alternative / their own classroom or staggered breaks. 	LT	L=3 S=2	<ul style="list-style-type: none"> Reminders of social distancing rules/directional signs and handwashing/safety posters to be displayed around the building. 2m markings made outside perimeter fencing for parents lining up Staffroom seats taped off/removed with signage to ensure social distancing amongst staff in the staffroom. Cleaning products available for use in the staff room. Markings at fire assembly points and lining up areas for bubbles to make best endeavours for 1m+ social distancing between year groups. Reminders on social distancing for all stakeholder on weekly newsletter. 	L=2 S=2
Prepare site for 2 weeks (Wk 4th Jan & 11th Jan) critical worker and vulnerable children	Transmission of Coronavirus	All adults and pupils onsite	<ul style="list-style-type: none"> Ensure parents and staff are informed what and how lunches will be provided by school Review policies and update induction/staff handbook document where changes have been made Create short term appendices are included rather than change the handbooks Ensure detailed staff briefings carried out to ensure all staff are fully aware of changes that have been made. Review Extended Services provisions - before and after school, as these are essential to continue to support key workers Ensure an appropriate number of staff is available to work with the number of pupils attending school to ensure sufficient supervision is in place, depending on the age and needs of the pupils (EYFS ratio continue to apply) Consider whether all staff are needed or whether some staff can work from home / rota system depending on numbers of children to meet social distancing expectations. 	LT Juniper Site supervisor	L=2 S=3	<ul style="list-style-type: none"> Regular whole school briefings via Zoom to give staff guidance and keep staff updated Staff to read updated RA Weekly Rota set up for staff to attend school Critical worker children and vulnerable groups to attend school. Critical Worker children to work in phase bubbles. EYFS in RA, KS1 in year 2R, Lower KS2 in 4A & Upper KS2 in 5S Vulnerable pupils to work in RP, Art room and Inclusion suite areas (groups to be organised based on pupil numbers weekly) Classroom furniture rearranged to face forward Sharing of resources minimised and hygiene routines to be followed All staff share responsibility for monitoring toilets, well-being and preparing/caring for/sterilising resources Children can bring in their own reusable water bottles which must be clearly labelled with their full name and class Revised home-school agreement Pupils will sit in the same seat every day - no movement except for SEND pupils. Pupil seating to be rotated on week 2 to ensure that all pupils have equal access to the Interactive White Board and classroom/learning environment. Staggered lunch rota for all pupils on site. 	L=2 S=1
Teaching & learning	Quality of Teaching and learning	Pupils	<ul style="list-style-type: none"> Quality of teaching and learning Stagger live sessions due use of devices in households 		L=2 S=3	<p>Remote learning</p> <ul style="list-style-type: none"> Assemblies (Collective worship) will take place via Zoom weekly All year groups will be taught remotely via Zoom and GC with a structured timetable All class teachers will deliver at least one live session each day via Zoom and all tasks for pupils will be uploaded on GC Planning for sessions will be based on the National Curriculum (Spring term) All pupil work will be assessed and acknowledged. Feedback will be given to pupils via GC. <p>Critical Worker /Vulnerable pupils at school</p> <ul style="list-style-type: none"> Bubbles will be set for key worker pupils in phases and the vulnerable pupils in groups (SEND) There will be no more than 15 pupils in a bubble If critical work phase bubbles increase (more than 15) the group will be split in 2 groups (one for each year group) Pupils will be provided with chromebooks to access live Zoom lessons, Assembly and GC tasks to complete set out by their class teacher Pupils will receive PE sessions by a PE coach 	L=2 S=1

Online Safety & Safeguarding	Safeguarding	Pupils and staff	<ul style="list-style-type: none"> Recap of Online safety rules Reminder for parents to monitor pupils 		L=3 S=3	<ul style="list-style-type: none"> Expectations for live Zoom sessions are set out for parents Reminders sent to parents for them to monitor their children - given in weekly newsletters and PING messages Pupils' work is uploaded via Google classroom and monitored by class teachers on a daily basis If online safety issues arise they are reported to the phase leader and addressed immediately Safeguarding issues to be reported to DSL Pupils must be reminded of the online safety rules regularly via Zoom live sessions, Google classroom and assemblies Teachers use a background screen when teaching zoom sessions. Appendix to Safeguarding policy shared with staff on procedures to follow Normal procedure for reporting concerns to be followed (safeguard) 	L=2 S=2
Best practice around hygiene, particularly hand washing routines	Transmission of Coronavirus	Staff and pupils	<p>Follow government guidance on Hand hygiene</p> 		L=3 S=3	<p>Children and adults must be reminded:</p> <ul style="list-style-type: none"> To wash hands more often - as they enter school, after playtimes and before eating lunch/ snack, after using shared resources. To wash hands after blowing their nose, sneeze or cough and after handling food. Adults must use the sanitiser at entry and exit points of the school building, or wash hands. To avoid touching their eyes, nose and mouth with hands. To cover their mouth and nose when coughing or sneezing with a tissue, then throw the tissue in a bin and wash hands.. 	L=2 S=2
Staff and pupils who are clinically extremely vulnerable (there is a distinction between this term and vulnerable pupils see link below under pupils attending school)	Transmission of Coronavirus	Staff and pupils with care plans / personal RA or that are clinically vulnerable	<ul style="list-style-type: none"> Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. (vulnerable pupils and children of key workers) 	CM/AI/TD	L=3 S=2	<ul style="list-style-type: none"> Staff and pupils must follow stringent 2m social distancing. They must also follow stringent hygiene procedures eg. regular handwashing. Confidential audit of individual needs and care plans revised or created. Staff who fell into this category before the latest guidance (including some BAME staff) have individual risk assessments. These RA will be reviewed by EHT. Where a vulnerable pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will offer them access to remote / blended education. The school will try its best to support the parents to enable their child to receive the best possible learning. 	L=2 S=2
Staff and pupils who are clinically vulnerable (there is a distinction between this term and vulnerable pupils see link below under pupils attending school)	Transmission of Coronavirus	Staff and pupils with care plans / personal RA or that are clinically vulnerable (onsite or at home)	<p>DfE Guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</p> <ul style="list-style-type: none"> School to check if staff or children fall in these categories and advise accordingly Advice from HR Manager – NPW (Tom Alexander) 	CM/AI/TD	L=3 S=3	<ul style="list-style-type: none"> Staff and pupils must follow stringent social distancing 2m. They must also follow stringent hygiene routines eg. regular handwashing. Individual care plans reviewed and confidential 1:1 discussions held with EHT. Helplines signposted and school counsellor available for children and staff with anxiety. Staffing rota responsive to individual needs. 	L=2 S=2

Pupils with Special Needs (SEND)	Transmission of Coronavirus	Staff and pupils on site	<p>A risk assessment should be completed to consider which children and young people with EHC plans may benefit more from remaining at school than at home. Further guidance available here</p> <ul style="list-style-type: none"> Children with differing needs Location of children and maintaining social distance Children with hygiene concerns Staff who will look after the children Staff to wear appropriate PPE 	Lead SEND Officer School	L=3 S=3	<ul style="list-style-type: none"> Individual risk assessments will be reviewed and updated. PPE to be available and used when changing children ie nappies /toileting. Masks (High Quality Masks Type 2R - 3 ply surgical masks) must be worn by staff working with 1:1 pupils. Staff must collect a mask from the main office every morning and discard at the end of the day before they leave the premises. If more PPE is needed it will be included in 1:1 risk assessments. 1:1 staff working with pupils who spit and bite MUST wear masks when in close contact and face shields when 2m distance can be followed. Soft-play (excluding the ball pit) will be used by specific bubbles. Time-tabled access to sensory room (mornings between children) only, with doors opened and all surfaces and equipment wiped down (Staff in the area to wipe equipment using antibacterial wipes). Sessions for one pupil at a time. 	L=2 S=2
Travelling into and out of schools (including guidance for parents)	Transmission of Coronavirus	Staff, pupils and parents (on and off site)	<ul style="list-style-type: none"> Parents will not be permitted on the school premises. No face to face meetings with teachers or quick chats at drop off points. One parent only to drop off/collect. Inform parents gathering around the perimeter of the site after drop off/pick up will not be allowed Identification of possible entrances that could be used for staff and pupils to enter and leave school. 	Site Supervisor/LT	L=3 S=3	<ul style="list-style-type: none"> Gates to be used for entry and exit: Main Reception entrance (EYFS pupils), KS1 gate (KS1 pupils) & KS 2 gate for KS 2 pupils. KS 2 pupils will line up separately at both gates for each bubble. Markings of 1m+ for parents to line up at both gates. Limited face to face contact/meetings with staff. Any emergency communication or appointments must be made via the office. All information regarding individual classes/year groups dropping off/collection times and information regarding systems to be used will be "pinged" to parents and put onto the school newsletter and on the school website. All staff must wear a mask/face covering in all communal areas (halls, staffroom, gates etc.) Parents and carers to maintain social distancing protocols at the gates. 	L=2 S=2
When using toilet facilities	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time Encourage children to use the toilet prior to break times to avoid queues at social times Advise on washing hands / use of hand sanitiser Paper towels to be used in place of hand dryers Cleaner to be on duty to regularly clean to maintain high standards of cleanliness 	School I	L=3 S=4	<ul style="list-style-type: none"> Class teacher in each group to remind pupils of how to use the toilet facilities eg. washing hands. Pupils use toilets in their own areas. Only one child at a time to be sent when using the toilet. An adult must supervise the toilet area and control the number of pupils accessing at one time to ensure 1m+ social distancing is adhered to. Pupils wait until the toilet is available or return to the group, if too busy, and come back at a different moment when more quiet. Adults supervise and remind pupils to wash hands after using the toilet. Pupils have adequate handwashing facilities and paper towels. Hand driers are switched off. Staff and pupils' toilets will be cleaned during the day by designated cleaning staff. 	L=2 S=2
At playtimes and lunchtimes	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Consider staggering of break and lunchtime Consider using different areas 	Staff	L=3 S=3	<p>Breaktimes</p> <ul style="list-style-type: none"> Each group to use own playground (Nursery, Reception, RP, KS1 & KS2) so that bubbles do not mix Wash hands on entry to the building via the classroom external doors. <p>Lunchtime to be staggered</p> <ul style="list-style-type: none"> Lunchtime - 12:30 - 1:30pm, EYFS lunchtime - 12:00 - 1:00pm Pupils wash hands before lunchtime Water to be provided for each child at tables Hot lunch will be served in the KS2 dinner hall Pupils to line up face forward with appropriate distance to collect meals where possible Food will be served by kitchen staff following stringent hygiene procedures Safety screens installed in serving areas Pupils will be directed to seats by allocated midday staff / staff on duty 	L=2 S=2

						<ul style="list-style-type: none"> Each bubble will be allocated a midday to supervise during lunchtime in the hall and for lunchtime play Lunch hall tables will be cleaned/disinfected after use Windows and hall doors to be opened to allow for ventilation Pupils encouraged to have school dinners or bring lunches in an insulated packed lunch box to be kept in classrooms Staff on dinner duty in the dinner halls to wear masks in the correct manner when supporting pupils <p>Wet Play lunchtime Children eat lunch then continue in their learning areas for wet lunch activities with adult supervision.</p>	
Use of school equipment	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Develop clear guidance on the use of all equipment and the implications for cleaning Ensure regular cleaning throughout the day, including telephone handsets, computer monitors, keyboards and mouse Review and remove all the equipment not needed/difficult to keep clean in the classrooms, especially in nursery and reception Chairs and Tables should be cleaned daily if used by the same group, twice if used by a second group. Consider use of outdoor fixed playground equipment Outdoor fixed equipment to be cleaned by site management staff, especially touch points 	Staff	L=4 S=4	<ul style="list-style-type: none"> Where possible pupils should not share resources and should have their own set to use. Each child will have their own stationery set kept within a plastic sleeve/tray and kept at school on their table/desk where they are sitting. All shared resources must be cleaned / disinfected /sterilized after use eg by each group (bubble) of pupils use the equipment ie. PE equipment, lego, cubes. Only book bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the pupil's education and development. Chrome books to be wiped down regularly, before and after each use. Any resources not to be used eg. role play/soft play in the classrooms, to be removed/taped off so pupils can not use them. Telephones /photocopiers in year group areas to be wiped/cleaned after each usage. (wipes to be provided) Outdoor climbing / revolving equipment in all playgrounds to be wiped/ cleaned regularly. Pupils to wash hands after use. RP equipment to be wiped down after use, between each user. 	L=2 S=2
Use of Public Transport by staff and pupils	Transmission of Coronavirus	Staff and pupils	<ul style="list-style-type: none"> Encourage staff and pupils not to use public transport where possible or they must wear a face covering Determine how staff travel to work and use this information to work out if they may have issues returning to work Determine how pupils travel to school and use this information to work out if they may have issues returning to school Advise parents to avoid using public transport and to walk if it possible Promote the "cycle to work" or "walk to work" schemes The risk of clothing becoming contaminated on the journey <p>Further guidance can be found here – Safer travel guidance for passengers</p>	School staff travelling by public transport	L=4 S=4	<ul style="list-style-type: none"> Conduct transport audits of pupils and staff, encourage children and staff to walk/cycle/drive. Staff cycle scheme promoted. Include reminders in Newsletters to parents of transport advice encouraging parents to walk/cycle. Staff to carry out their own individual risk assessment for travel on public transport. Remind staff to follow statutory safety procedures for using public transport ie. wearing a face covering. Staff are advised to change travel clothes once in school if using public transport. Staff who use public transport must complete their own risk assessment. 	L=3 S=2
School Dress Code and School Uniform	Contamination between people from different areas / bubbles and possible transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Consider / will you maintain the requirement for staff to wear business dress and pupils to wear uniform when they return to school? Encourage staff and children to dress appropriately and wear clean clothes everyday Consider easing of laundering school uniform /business clothes (so that newly washed clothes can be worn each day) 	Staff and pupils	L=3 S=3	<ul style="list-style-type: none"> Changes in clean (washed) clothing daily. Pupils on site should wear clean comfortable clothes as they will have a PE session daily Notify parents of changes in clothing requirements on information letters when admitting each class group - ping/newsletter/website. Staff to be reminded to change clothing daily following the dress code. Staff to keep a spare set of clothing in school. 	L=1 S=1

Staff Shortages	Transmission of Coronavirus	Staff	<ul style="list-style-type: none"> Staff absence due to illness not related to Covid-19 Staff absence due to illness related to Covid-19 Staff showing signs and symptoms of Covid-19 on site during the day Ensure that there is sufficient staff capacity to keep school open 	SLT	L=2 S=3	<ul style="list-style-type: none"> Normal sickness and absence procedures to be followed, cover rota in place. If staff are absent due to COVID-19 or showing signs on site during the day, isolate staff members and class bubble. SLT on duty to take charge and use PPE as appropriate. Staff members to be sent home and instructed to follow DfE procedures including NHS test and trace. Staff rotas in place to ensure all groups/bubbles can be covered daily. No agency staff will be booked unless necessary. 	L=1 L=1
Mental health and wellbeing of children and staff	Anxiety and stress	Staff and pupils (on and off site)	<ul style="list-style-type: none"> Consider how to approach children and staff who aren't social distancing Focus on developing children through educating them on the changes rather than constantly restricting them The impact of social distancing on children and staff Communicating changes/good practice to staff e.g. e-mail rather than staff meetings Children/Staff feeling anxious coming into school/work Children/Staff feeling anxious being around large groups of people Children/Staff feeling anxious travelling Involving/discussing the changes with staff and children 	LT	L=4 S=4	<ul style="list-style-type: none"> Daily assembly for all pupils via Zoom. Each group will have a mental health/wellbeing session. Teach children a variety of "no touch" forms of greeting each other including sign language for key feelings/actions. Make use of interactive software to connect children in learning and social activities. All groups have a worry box session/ bubble time with the teacher to provide opportunities for staff and pupils to discuss feelings and share solutions of how to deal with the current situation. Encourage all to be as positive as possible. Staff and pupils to be signposted to available support and resources eg Counsellor, HeadStart, Newham staff helpline and Government guidance. Staff supported by school Physco-therapist and member of the SLT. EHT and Associate Head Teacher supported by SGB. 	L=3 S=2
Visitors on site	Contamination from people off site and possible transmission of Coronavirus	Staff, pupils and parents on site	<ul style="list-style-type: none"> Adopt a 'non-essential visitor' approach. If the reason for the school visit is essential and does not amount to a group visit, the visit may go ahead, subject to a straightforward risk assessment. Refer to DfE Guidance The Health and Safety Executive have confirmed that there is still a requirement for statutory inspection of plant and equipment. Read HSE's guidance Visitors and parents who enter the premises must not be Covid-19 positive or show signs and symptoms 	Admin Staff	L=2 S=4	<ul style="list-style-type: none"> Visitors on site only if necessary/essential eg. Police, NHS staff and governors to support school leaders Display signs of COVID-19 Symptoms across the school All visitors must scan QR code when they arrive using the NHS test and trace app, this is to help trace and stop the spread of Coronavirus. This will be displayed at main entrances. Guidance on physical distancing and hygiene to be explained to visitors on or before arrival. A record of all visitors is kept. All visitors must wear a mask/face covering or a visor. Visitors or parents must not enter the school site if they are displaying any Covid-19 symptoms as set out in the DfE guidance. All visitors must follow social distancing and sanitise hands on entry to the building. Any visitors to be questioned regarding contact with possible Covid-19 cases eg during attendance at other schools or premises that may have had outbreaks. 	L=1 S=2
NHS Test and Trace	Transmission of Coronavirus	Staff or pupils	<ul style="list-style-type: none"> Staff or pupil contacted for test and trace GDPR Community outbreaks 	Staff / parents	L=2 S=3	<ul style="list-style-type: none"> Follow local and national government procedures for NHS Test and Trace All staff to download the NHS test and trace app for Newham 	L=2 S=2
Educational visits	Transmission of Coronavirus	Staff and pupils off site	<ul style="list-style-type: none"> Are visits required for curriculum content - learning outcomes? Ratios without year group bubbles being compromised 	SLT / Staff	L=3 S=3	<ul style="list-style-type: none"> No Educational visits during this period including onsite visits 	L=2 S=2
Before school and after school clubs	Transmission of Coronavirus	Staff and pupils on site	<ul style="list-style-type: none"> Provision for key workers within school and community Safeguarding vulnerable children 	Sports coaches / staff	L=3 S=3	<ul style="list-style-type: none"> No before and after school clubs during this period 	L=2 S=2

Useful Links –

DfE – [Implementing protective measures in education and childcare settings](#)

HSE – [Latest information and advice](#)

PHE – [Public Health England](#)

DfE - [Opening schools for more children and young people: initial planning framework for schools in England](#)

DfE - [Safer travel guidance for passengers](#)

DfE – [Getting tested for Coronavirus](#)

DFE - <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

DFE - <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Notes:

PPE used in school - recommended by PHE

Likelihood	5	M	M	H	H	H
	4	M	M	M	H	H
	3	L	M	M	M	H
	2	L	L	M	M	M
	1	L	L	L	M	M
	0	1	2	3	4	5
Severity						