

## MODEL RISK ASSESSMENT FORM

<b>Workplace</b>	Oaktree federation <i>Laughton CP and Firle CEP</i>	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>		Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Rachel West	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole school	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>Managing Covid-19 in a school setting</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	02.09.2021	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	To reduce the risk of spreading Covid 19	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

This model document was updated on **31 August 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.

*Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).*

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?	Control measures	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.	<p><b>Potential transmission to clinically vulnerable staff and pupils</b></p> <p>Guidance is available in the <a href="#">Actions for schools during the Coronavirus Outbreak</a></p>	All members of school community	<p>Communicate with parents of clinically vulnerable pupils to inform them:</p> <p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff</p> <p>Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community <a href="#">PHE review of the impact of Covid-19 on BAME groups</a></p>	3	4	12	<p>Unless they are CEV, encourage parents/carers and staff to follow the <a href="#">guidance that applies to everyone</a>.</p> <p>While members of these groups are no longer required to shield, the school should appreciate arrangements being made for them to reduce their face-to-face contact during periods of high viral prevalence.</p>	2	4	8

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			<p>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> <p>Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p>				<p>Individual cases assessed by SLT and learning set online via learning platform when absolutely necessary</p> <p><a href="#">Health and safety advice for schools</a></p>			
2.	<b>Risk of ongoing contamination from pupils and staff</b>	All members of the school community	<p>It is no longer necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at lunch. Music and PE lessons can continue as normal. However, schools should ensure that control measures are in place and well communicated:</p> <p><b>Hand hygiene:</b> Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean</p>	3	4	12	<p>Assemblies and worship at 10:15 daily, more outside than in, weather permitting</p> <p>Regular handwashing- we will maintain washing hands at the start of the day, before and after lunch and at the</p>	3	4	12

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			<p>their hands regularly with soap and water or hand sanitiser.</p> <p>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.</p> <p><b>Respiratory hygiene:</b> The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p><b>Cleaning:</b> Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces</p> <p>The school follows the government guidance on <a href="#">cleaning of non-healthcare settings</a>.</p> <p><b>Ventilation:</b> The school will be well ventilated with windows and doors opened to create air flow.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air flow in these areas, giving particular</p>				<p>end of the day. Sanitiser will be available in between for those that want to use it.</p> <p>Cleaning regime- the thorough clean at the start of the day will ensure that all touched surfaces have been cleaned and sanitised. Staff in classes are responsible for ensuring equipment is clean between use by different groups</p>			

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			<p>consideration to when holding events where visitors such as parents are on site. Adjust any mechanical ventilation systems to increase the ventilation rate where possible.</p> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 HYPERLINK "https://www.cibse.org/coronavirus-covid-19"advice</a> provides more information.</p> <p>Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.</p> <p>The school will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary and advise if any additional action is required, such as implementing elements of your contingency plan.</p> <p>Communicate to parents that pupils should not come into school if they have symptoms or have had a positive test result.</p> <p>Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do</p>				<p>Fortnightly newsletters and emails in emergencies update parents and carers on any changes to policy and procedure</p>			

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			<p>so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary.</p> <p>Further information on this can be found in the <u>use of PPE in HYPERLINK</u>  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">"https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care"</a>education, childcare and children's social care settings guidance.</p> <p><b>Testing</b></p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Communicate to parents that staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>				<p>Testing kits available in school office</p>			

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			<p>The school will maintain its capacity to deliver high-quality remote education for the next academic year, <a href="#">for pupils who are of compulsory school age and pupils who are below compulsory school age but who would usually be taught in a class with compulsory school aged children (most commonly in a reception class)</a>. Including for pupils who are abroad and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school will access useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p> <p>Educational visits can resume with risk assessments in place which include systems of controls at the destination. Check the provider has assessed the risk and implemented appropriate control measures. <a href="#">Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit.</a> Education</p>				<p>All stakeholders informed that online learning will be provided for children needing to self-isolate. Log in and passwords available from the school office</p> <p>Thrive and nurture support timetabled for individuals and small groups to support reducing anxiety</p> <p>Consistency in organising educational visits through school protocol and identified EVO</p>			

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			<p>settings should consult the health and safety guidance on educational visits when considering visits.</p> <p>You MUST ensure there is adequate financial protection in place in the event of a COVID-19 cancellation. You MUST consult with your insurers to find out if there are any COVID-19 exceptions.</p> <p>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><b>Face Coverings</b></p> <p>Schools should have a small contingency supply of face masks available. <i>Children of primary school age and early years children should not be advised to wear face coverings.</i></p> <p>Schools should have a process for managing face coverings in school that is clearly communicated.</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of</p>							



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			<p>them in individual, sealable plastic bags between use.</p> <p>Leaders <b>MUST</b> 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.</p> <p>Ensure all the usual building checks are undertaken to make the school safe.</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p> <p>Keep risk assessments under regular review in line with government guidance.</p> <p>Ensure the contingency plan outlines extra action to take if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>5 children, pupils, students or staff, who are likely to have mixed closely, test</li> </ul>				<p>School stocks regularly checked for supply of tissues, PPE</p> <p>The government recommend schools do not go on any international visits before the start of the autumn term. From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>Bubbles in wraparound provision are not required but the</p>			

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			<p>positive for COVID-19 within a 10-day period; or</p> <ul style="list-style-type: none"> <li>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>At the point of reaching a threshold (outlined at the top of the document), review and reinforce the testing, hygiene and ventilation measures already in place and consider:</p> <ul style="list-style-type: none"> <li>whether any activities could take place outdoors, including exercise, assemblies, or classes</li> <li>ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>one-off enhanced cleaning focussing on touch points and any shared equipment</li> </ul> <p>Secondary schools should be aware that this only applies after the initial two tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.</p>				<p>measures around cleaning, hand washing, and ventilation should be in place</p> <p><b>Face Coverings</b></p> <p>Although face coverings are no longer required in classrooms or communal areas in schools for pupils, staff and visitors, the contingency plan will acknowledge that, if there is an outbreak a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms</p>			

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3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	All members of the school community	<p>SLT lead identified</p> <p>Continue taking the <a href="#">attendance register</a> and following up any absences in line with statutory guidance.</p> <p>School to follow risk assessments for premises and accessing outside equipment and areas.</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share any updated fire evacuation information with all staff during daily briefing and with children.</p> <p>High expectations of how children move around school upheld by all members of staff.</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Reconsider e-safety policies and procedures in light of lessons learned during home learning.</p>	3	3	9	<p>Attendance code X if self-isolating due to Covid. If positive or ill then I code used</p> <p>Lunch and play Infant lunch 12-12:30 in hall. 12:30-1 outside</p> <p>Junior lunch 12:05-12:30 outside 12:30-1 in hall although at 12:50 they can return to the playground, where children can mix from all classes</p> <p>Play equipment only available at lunchtimes, children to be taught playground games that don't require equipment at beginning of term</p> <p>Laughton to have small playground</p>	2	3	6

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							<i>for infants only at first play</i>  Homework books used to share homework with classes, learning platform used to share home and school work too and for home learning when isolating  Tables grouped again in class 2 per table  No parents in the school building, only playground  Arrange emergency drills as normal upon the return to school to ensure pupils are familiar with any changes			
4.	<b>Risk of transmission between parents and pupils during</b>	All members of the	Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school.	3	4	12	Keep staggered starts	2	4	8

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	school drop-off and collection times	school community					<p><i>Laughton 8:35- Jungle and High Peaks</i></p> <p><i>8:40 Bugs and Underwater</i></p> <p><i>Underwater by class gate, Jungle and Bugs collected from the playground using separate doors, High Peaks through gate entrance from playground.</i></p> <p><i>SLT to stand on gate near school office entrance and FC to monitor back gate</i></p> <p><b>Firle drop off at gate – 8:45 Holly and siblings of Holly, 8:50 Beech and younger siblings in Beech, 8:55 Cherry</b></p> <p><b>Children arriving on the bus will enter at the front of the school</b></p>			

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							<p>No more staggered finish- 3p.m Laughton</p> <p>3:15p.m Firle. Parents and carers allowed to pick up from inside grounds near class external door entrance</p>			
5.	<p><b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">Actions for schools during the Coronavirus Outbreak</a> details the framework for transporting pupils to and from schools</p>	Pupils	<p>Recommend to parents and carers that face masks are worn in enclosed and crowded spaces where pupils may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p><b>Dedicated school transport (including statutory provision)</b></p> <p>Liaise with the transport hub and check that they are fully aware of the health and safety procedures. <a href="mailto:mainstream-transport.cts@eastsussex.gov.uk">mainstream-transport.cts@eastsussex.gov.uk</a></p>	3	4	12		2	4	8

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6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</p> <p>Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible.</p> <p>Make arrangements for strict handwashing/sanitising procedures in place as soon as pupils/staff/visitors/contractors arrive in school.</p>	3	4	12	<p>Volunteers and visitors are welcome to visit schools but should be made aware of the control measures.</p> <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>Guidance sent out to parents and</p>			

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							<p>carers before any performances or group meetings with information relevant to their visit</p> <p>Deliveries to remain in foyer and not come into school</p> <p>Contractors timetabled out of school hours</p> <p>Reduced visitors in school for necessities and helpers assigned to support in well ventilated areas under supervision</p>			
7.	<b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b>	All members of the school community	<p>Regular cleaning should take place of equipment and areas.</p> <p>Risk assessment to identify any areas where cleaning should be more frequent.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards comply with latest guidance - <a href="#">cleaning of non-healthcare settings</a>.</p>	3	4	12	<p>Thorough clean at end of day at Firlie and before school starts at Laughton. Fogging machines used. Regular checks of soap, towels and hand sanitiser</p>	2	4	8



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			<p>All handwashing sinks, soap dispensers, hand gel etc. are checked 3 times a day to ensure stock levels are adequate.</p> <p>School leaders to inspect daily to ensure good/effective hygiene levels.</p>							
8.	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)	All members of the school community	<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> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p>	3	4	12	<p><b>Positive cases and symptoms</b> Communicate to parents that contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with</p>	3	4	12

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			<p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p>				<p>COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take</p>			

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							<p>a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased</p>			

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							<p>severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>Be clear about the thresholds for contacting PHE (listed above and at the top of the contingency plan)</p> <p>Staff recommended to have vaccination and use LF tests if they have been at a large event or returning for abroad</p>			
9.	Contingency planning	All pupils and staff	Contingency plans are in place and reviewed regularly. See LA model contingency plan (available via the Message Board).							

**Signature and review**

<b>Name of Manager:</b>	Rachel West	<b>Signature of Manager:</b>		<b>Date:</b>	02.09.2021
<b>1<sup>st</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	