

## Covid-19 Risk Assessment

January 2022



*Initially shared with:*

- *Governors: Tuesday 25<sup>th</sup> August 2020*
- *SLT: Monday 24<sup>th</sup> August 2020*
- *Staff: Tuesday 1<sup>st</sup> September 2020*

*Thereafter shared on an on-going basis*

*This version updated: Wednesday 5<sup>th</sup> January 2022*

A risk assessment is a systematic process of identifying, evaluating and managing risks that could prevent services (including schools) from achieving their objectives.

This risk assessment will be updated in response to changing school, local and national circumstances; the effectiveness of mitigating control measures will be regularly reviewed.

This document should be reviewed in line with the following school policies:

- Health and Safety
- Child Protection and Safeguarding
- Positive Behaviour Policy
- Staff Code of Conduct including confidentiality
- First Aid and Supporting Pupils with Medical Conditions
- Assessment
- Data Protection

This tool does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that you continue to comply with your existing obligations, including those relating to individuals with protected characteristics.

This risk assessment was written with a degree of collaboration with other Head Teachers in Newham. It takes into account current thinking around the spread of Coronavirus COVID-19, although scientific knowledge of the virus, including how it is spread, is still not yet fully developed. In writing this, the Senior Leadership Team cross referenced with checklist documents from our health and safety service provider, the local authority, the unions of teaching staff, support staff and Head Teachers. We have also taken into account the efficacy of measures previously put in place. **It represents our best estimate of the measures we can put in place and the efficacy of these measures.** It will be

reviewed regularly to ensure that the control measures are workable in real time and updated as and when new guidance is provided by the relevant authorities.

For the purposes of this risk assessment, we have assumed that all risks apply to staff and children equally. This means that mitigation against risks is applied consistently across the school. We have decided, in each case, whether the risk can be eliminated, avoided or protected against and the degree to which we can accept the potential harm.

To support the Senior Leadership Team and Governing Board with this process we have used the following matrix as our guide to assessing risk:

	Remote	Unlikely	Likely	Very Likely
Major	4	8	12	16
Serious	3	6	9	12
Significant	2	4	6	8
Minor	1	2	3	4

**Impact:**

This is the potential impact of the risk on the organisation should it materialise. A scale between 1 and 4 is used to rate the impact.

**Likelihood:**

This is the probability of the risk occurring. The likelihood of the risk is rated using a scale of between 1 and 4.

**Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk. This rating is then used to prioritise the risk.

**High Level Risks** are risks are coded **RED**. These risks should be prioritised and managed first.

**Medium Level Risks** are risks are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

**Low Level Risks** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.

Issue/risk area	Identified risks	Overall assessment of risk BEFORE mitigation	Mitigating actions <i>(Including who will be responsible)</i>	Overall assessment of risk AFTER mitigation
	Risk of inadequate preparations for being open leads to risks	Red	<b>SLT</b> - Thorough Risk Assessment undertaken by SLT, shared with H and S staff member, governors, staff	Amber
<b>SITE</b>	Risk that building is not thoroughly cleaned each day	Red	<p>Discuss cleaning protocol with Juniper  Juniper to thoroughly clean school each evening and morning prior to opening (double-strength solution)  Juniper to provide a report outlining daily cleaning.  Enhanced cleaning schedule - during school day, cleaner to clean high-contact areas such as door handles, light switches, banisters, corridor sink taps, toilet door locks, staffroom etc every hour as well as empty bins  Cleaner to clean toilets frequently (x2 during the day) in addition to after school</p>	Amber
	Risk that some-one presenting with symptoms attempts to enter/enters/is on the school site	Red	<p>SLT</p> <ul style="list-style-type: none"> <li>• Minimise parents/carers and visitors on site.</li> <li>• Display signs on entry to school site reminding the community of COVID 19 symptoms and advising staff not to enter if displaying any symptoms, or if living with someone who is displaying symptoms.</li> <li>• Parents/carers only inside building by invitation</li> <li>• Only essential contractors/visitors on site; particularly during school day. These visitors will be asked to wear a face shield (unless exempt).</li> <li>• All visitors to be asked whether they have any of the three main symptoms of Covid-19 before they are admitted in to the school building</li> <li>• School staff who are working on site to be offered home testing (rapid lateral flow) kits to be conducted twice-weekly on a voluntary basis (school to keep a result log)</li> <li>• If staff test positive on lateral flow test, must take a PCR test before returning to school – if result is positive they must self-isolate; close contacts must follow government</li> </ul>	Amber

			<p>advice.</p> <ul style="list-style-type: none"> <li>• Temperature-check anyone who presents as unwell</li> <li>• Information shared through email and website, including this Risk Assessment.</li> <li>• Any pupil or staff member displaying symptoms to be referred for testing and provided with guidance.</li> <li>• Staff to be made aware of local plans for testing.</li> <li>• If symptoms develop whilst on site - move to front of school if fine weather or isolation zone if wet, wearing a face mask en route and whilst in isolation zone. If supervision is required provide PPE. Child or staff member to be sent home without delay. All areas where person has been to be thoroughly cleaned by Juniper staff or Welfare Assistant in PPE.</li> <li>• If a child or adult who has tested positive has been on site during the contagious stage, all areas where they have been to be deep cleaned by a trained deep-cleaning team from Juniper if this is within the last 72 hours.</li> </ul>	
	Risk that catering arrangements do not allow for social distancing between children and catering staff to be maintained.	Red	<ul style="list-style-type: none"> <li>• All children to use hand sanitiser upon entry to and exit from the dining hall.</li> <li>• Plastic screens positioned on servery to separate Juniper serving staff from children as 1m social distancing cannot be maintained.</li> <li>• Each class to enter hall using Y3 side of building and exit hall using Y4 side</li> <li>• All doors and windows in dining hall to remain open to ensure good ventilation.</li> </ul>	Amber
	Risk that communal areas do not allow for social distancing or could potentially lead to cross-infection	Red	<ul style="list-style-type: none"> <li>• Timetable use of some communal areas – staffroom and temporary staff room – and restrict number who can enter at one time</li> <li>• Staff to follow government guidelines concerning the wearing of face coverings in communal areas.</li> <li>• Ensure that staffroom and temporary staffroom are regularly cleaned during the school day</li> <li>• Ensure that PPA Room and Meeting Room are cleaned regularly on Weds and Thurs</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Staff responsible for loading cups, crockery and cutlery into the dishwasher</li> <li>• PPA room to only be used by two staff members at a time.</li> <li>• Two other year group teachers to work in additional PPA room</li> <li>• Hand sanitiser to be positioned at entry to staffrooms, PPA rooms, and library</li> <li>• Staff to ensure that they maintain social distance from one another at all times, including when on breaks, before/after school</li> </ul>	
	Risk that site entrances and exits lead to large numbers gathering in a small area	Red	<ul style="list-style-type: none"> <li>• Use all three entrances – front, side and ‘library’ (usual delivery access)</li> <li>• Widen pedestrian area by front gate to reduce ‘pinch point’</li> <li>• Staggered start and finish times reduce numbers entering and exiting site at any given time</li> </ul>	Amber
	Risk that parents/carers will congregate at drop off and collection times	Red	<ul style="list-style-type: none"> <li>• Communicate staggered start and finish times to parents/carers and explain rationale</li> <li>• Communicate desire for parents/carers to not enter the school site in the morning and to leave the school site promptly after school, explaining the rationale</li> <li>• Only open gates shortly before school start and finish times to encourage parents/carers not to arrive early</li> </ul>	Amber
	Risk that poor ventilation in classrooms places those in room at greater potential risk	Red	<ul style="list-style-type: none"> <li>• One named member of staff in each classroom to be responsible for opening all windows and doors before children enter the building each morning</li> <li>• Non-fire-safety doors to be propped open to increase ventilation</li> <li>• Seek to maximise ventilation in all spaces</li> </ul>	Amber
	Risk of transmission from water fountains	Red	<ul style="list-style-type: none"> <li>• Water fountains to be turned off – communicate this to Parents and Carers</li> <li>• Parents/Carers informed to send child to school with labelled water bottle. Bottles to be sent home each Friday.</li> <li>• Water bottles to be placed at child’s desk for ease of access, not in central place in classroom</li> <li>• Cup for drinking water to be given to children who do not bring water bottle to school</li> </ul>	Amber

	Risk that the number of pupils and adults cannot be safely accommodated within the school, leading to increased risk of transmission	Red	<ul style="list-style-type: none"> <li>• Plan staggered start and finish times for different year groups</li> <li>• Stagger lunch breaks so that no overlap Y3/4 (11:40 – 12:40; Y5/6 12:45 – 1:45)</li> <li>• Each year group to only use own year group toilets (including at break and lunchtimes)</li> <li>• Communicate all of the above to staff, children, parents/carers</li> </ul>	Amber
<b>STAFFING</b>	Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels	Red	<ul style="list-style-type: none"> <li>• Re-publicise Newham's bicycle scheme to all staff via school email</li> </ul>	Amber
	Some staff may be at higher risk of infection	Red	<ul style="list-style-type: none"> <li>• Ensure that all staff understand the importance of social distancing to help protect themselves and their families, our children and their families.</li> <li>• All staff will be offered the opportunity to have individual risk assessments if they would like one</li> <li>• Ensure that all staff are aware of responsibilities towards reporting and Whistleblowing Procedures and know where a hard copy of the Policy is (staffroom)</li> <li>• Constantly reinforcing all of the above</li> </ul>	Amber
	Risk of infection to staff/children related to meeting intimate care needs	Red	<ul style="list-style-type: none"> <li>• Ensure any staff dealing with intimate care needs fully understand the need to protect themselves and the child from possible infection</li> <li>• Ensure all trained first-aiders and those dealing with intimate care needs know how to use PPE (disposable aprons, disposable face masks, disposable and re-usable visors, disposable gloves) and have ready access to it</li> <li>• Ensure that PPE can be disposed of safely (double bagged, stored safely for 72 hours then thrown away into dustbins)</li> <li>• Show all children PPE in the first week so they are not alarmed when/if they see it in a first aid/intimate care situation</li> </ul>	Red
<b>STAFF AND PUPILS IN</b>	Virus is spread by face to face contact by asymptomatic people.	Red	<ul style="list-style-type: none"> <li>• Posters at entrances to school reminding all entering site of Covid-19 symptoms and asking them not to enter site if</li> </ul>	Amber

<b>SCHOOL</b>			<p>they display any of these</p> <ul style="list-style-type: none"><li>• Reduce the number of visitors or volunteers on site. Post and deliveries to be left inside the front gate, kitchen deliveries to be delivered via the kitchen gate and left just outside the kitchen</li><li>• Any adult on site is asked to hand sanitise on entry – posters as reminders</li><li>• Hand sanitiser positioned next to staff signing in sheet so that all staff use it on entry and exit – poster as a reminder.</li><li>• Contractors and site staff are not present during school day where possible</li><li>• All staff to wear face shields when working in close proximity to children as well as in communal areas</li><li>• Staggered start and finish times for different year groups.</li><li>• Meetings with outside agencies and parents/carers are conducted remotely or in a well-ventilated space.</li><li>• Staff to use toilets in year group corridors. Toilets by staffroom only for non-class-based staff</li><li>• All school staff to be issued with transparent visors to be used when they will be in close proximity of chn: (less than 2m for 10 minutes; less than 1m, face to face for 1 minute) and in communal areas</li><li>• Staff to ensure that they maintain social distance from one another at all times</li><li>• ‘Soft start’ to school day minimises potential for large groups of children to be passing each other on stairwells etc</li><li>• Teachers to manage use of shared stairwells/external doors when going to/returning from break and lunch</li><li>• Children to use external classroom doors to enter and exit the building where possible</li><li>• Where close contact is unavoidable it is advised to be side by side and at a minimum distance of 1m where possible (2m preferable)</li><li>• Windows and non-fire doors to be open throughout the day</li></ul>	
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			<ul style="list-style-type: none"> <li>• Children regularly encouraged to practise good hygiene – hand washing, hand sanitising, using a tissue followed by handwashing. Children to have daily routine of handwashing, regular reminders</li> <li>• Posters around school to remind staff and children of need for regular handwashing and how to do it, as well as good respiratory hygiene</li> <li>• Children allowed access to year group toilets as required. At all times, children only to use their year group toilets</li> <li>• At the end of the day, each class to have a separate waiting area where they stand until collected</li> <li>• Communicate to parents and carers that they must keep other children with them whilst waiting for children to be dismissed</li> <li>• Midday supervisors will not enter the classroom but will stand outside the classroom and supervise the class during wet lunch times</li> </ul>	
	Virus is spread through shared resources	Red	<ul style="list-style-type: none"> <li>• Computer, keyboard, screen, IWB and visualiser only to be used by class teacher. Anti-bacterial wipes to be provided to each teacher (including PPA teachers) to wipe down at the start and end of each day/in between class teacher and PPA teacher.</li> <li>• Teachers to wipe down computers in PPA room at the start and end of their PPA session.</li> <li>• Teachers to clean surfaces in PPA rooms at the start and end of their PPA session. Anti-bacterial wipes to be provided for this purpose in PPA rooms.</li> <li>• PPA rooms to be cleaned at end of the day on Wednesdays and Thursdays by Juniper.</li> <li>• Hand sanitiser to be positioned by photocopier. Only one person in SEND cupboard at a time.</li> <li>• Those monitoring books may handle children’s resources and books but must observe good handwashing and hygiene measures.</li> </ul>	Amber
	High infection risk due to pupils not following handwashing guidance	Red	<ul style="list-style-type: none"> <li>• Reinforce handwashing message to children and staff – posters, videos, conversations/discussions</li> </ul>	Red



			<ul style="list-style-type: none"> <li>• Enforce handwashing/sanitising procedures on entry, before and after break, before and after eating, after coughing/sneezing into a tissue, before and after PE, when leaving site</li> <li>• Ensure box of tissues in each room and that staff encourage children to use them, then throw tissues into a bin and wash hands thoroughly (catch it, bin it, kill it)</li> <li>• Hand sanitiser in each classroom; soap and paper towels at year group sinks in corridors</li> <li>• Hand sanitiser in lunch hall to be used by all children on entry and exit. Children with visibly dirty hands will wash them with soap and water.</li> <li>• Hand driers to be switched off – paper towels only to be used.</li> <li>• Pedal bins positioned in each classroom and by corridor sinks</li> </ul>	
	Risk of transmission during break times	Red	<ul style="list-style-type: none"> <li>• Ensure that children wash their hands/ hand sanitise before/after break.</li> <li>• Children who need to use the lift to access the first floor will only be accompanied by one adult. Child and adult to be at opposite sides of the lift and face away from one another.</li> </ul>	Amber
	Risk of transmission through reading books	Red	<ul style="list-style-type: none"> <li>• All children and staff to use hand sanitiser before entering and when exiting library.</li> <li>• All children and staff to use hand sanitiser before handling class reading books.</li> </ul>	Amber
	Risk of transmission through items from home	Red	<ul style="list-style-type: none"> <li>• Communicate to parents/carers that children should only bring essential items to school e.g. lunchboxes, water bottles. No pencil cases, mobile 'phones etc.</li> <li>• Majority of communication with parents/carers to be electronic</li> <li>• Packed lunches to be kept in classrooms.</li> </ul>	Amber
	Risk of students spreading infection deliberately (e.g. deliberately coughing on other students or staff)	Red	<ul style="list-style-type: none"> <li>• Ensure that all children understand the need to 'catch' coughs and sneezes with a tissue, dispose of this in a bin and then wash their hands (videos, discussion, regular reminders, posters around building)</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Tissues and hand sanitiser to be in each classroom and at year groups sinks, lidded pedal bins in each classroom and by sinks.</li> <li>• Ensure that all children understand the need to be kind to each other and adults and keep each other safe</li> <li>• Share updated Positive Behaviour Policy with staff, parents and carers and children (at an appropriate level)</li> </ul>	
<b>FIRE SAFETY</b>	Risk of unsafe fire management practice due to staff shortages	Red	<ul style="list-style-type: none"> <li>• Ensure requisite number of fire wardens on site each day</li> <li>• Establish fire drill protocol during COVID-19 outbreak and communicate to all staff and children</li> </ul>	Amber
<b>FIRST AID AND PUPILS WITH MEDICAL CONDITIONS</b>	Risk that first aid arrangements and equipment do not provide adequate protection for staff and children against infection	Red	<ul style="list-style-type: none"> <li>• Ensure any staff dealing with intimate care needs fully understand the need to protect themselves and the child from possible infection</li> <li>• Ensure first aiders and those dealing with intimate care needs know how to use PPE (PHE videos) and have ready access to it</li> <li>• Ensure that <u>all</u> PPE can be disposed of safely (double bagged, stored safely for 72 hours then thrown away into dustbins)</li> <li>• Ensure adequate supply of appropriate PPE</li> <li>• Show all children PPE in their first week so they are not alarmed when/if they see it in a first aid/intimate care situation</li> <li>• PPE for staff delivering first aid at distance of less than 2 metres and those dealing with intimate care needs</li> <li>• PPE for staff supervising until parent/carer arrives if child is suspected of possibly having Coronavirus</li> </ul>	Amber
	Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages	Red	<ul style="list-style-type: none"> <li>• Ensure sufficient number of first aiders in school every day</li> </ul>	Amber
<b>PUPILS WITH SPECIAL NEEDS</b>	Risk the needs of pupils with complex SEND cannot be safely met in school	Red	<ul style="list-style-type: none"> <li>• Conversations with parents/carers prior to children attending/ re-attending school</li> <li>• Risk assessment conducted with parents/carers prior to children attending/ re-attending school</li> </ul>	Amber

			<ul style="list-style-type: none"> <li>• Social Stories to be shared with children who would benefit from them</li> <li>• If the school feels it cannot safely meet the needs of any pupils then conversation with parents/carers and SEND specialists who know that child to discuss</li> </ul>	
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Risk that pupils and parents/carers do not understand the new arrangements; behaviour resulting in increased infections</li> </ul>	Red	<ul style="list-style-type: none"> <li>• Clear communication with parents/carers, including by email detailing arrangements</li> <li>• Where possible, 'phone calls in home languages to be made to parents/carers with limited English.</li> <li>• Display signs on entry reminding the community of COVID 19 symptoms and advising not to enter if displaying any symptoms</li> <li>• In the event of children displaying symptoms, parents/carers will be asked to collect their children from school as soon as possible. Where parents/carers are unable to collect their children from school, we will work with families wherever possible to support their child to travel home</li> </ul>	Amber
	Risk that staff do not understand the arrangements or the importance of them being adhered to; behaviour resulting in increased infections	Red	<ul style="list-style-type: none"> <li>• Risk Assessment and updates to be emailed to all Godwin staff and agency staff</li> <li>• Hold regular briefings and seek opinions of staff in the building regarding how well measures are working and what else needs to be implemented</li> <li>• Ensure that staff are aware of where to find the Whistleblowing Policy</li> </ul>	Amber
<b>STAFF WELLBEING</b>	Risk of mental health impacts	Red	<ul style="list-style-type: none"> <li>• Ensure staff are fully-aware of measures implemented and all communication with parents/carers</li> <li>• Ensure staff know that SLT are available if they have any suggestions, questions or concerns</li> <li>• Ensure that staff are offered de-brief following any <u>potential</u> incidents with SLT</li> <li>• Ensure debrief with SLT occurs if an incident takes place</li> <li>• Ensure that staff are aware of MIND board in staff room and that leaflets are available</li> <li>• Health and Well-Being Lead to re-send email to all staff regarding mental health and possible sources of support</li> </ul>	Amber

			Copy of this email to be displayed in staffroom	
<b>CHILDREN'S WELLBEING</b>	Risk of mental health impacts	Red	<ul style="list-style-type: none"> <li>• Ensure that all children are fully-aware of the measures implemented and are reassured that these are to take care of us all</li> <li>• Ensure all classes have a 'talking box' which pupils can use to raise concerns anonymously if they wish and that teachers understand the importance of responding to these</li> <li>• Conduct questionnaire early in the Autumn Term to establish any anxieties children may have and seek to address these</li> <li>• Mindfulness techniques to be used throughout the school day by teachers and TAs to support children's mental well-being</li> <li>• Ensure all children aware of the support of outside agencies such as Child Line and Kooth</li> <li>• Ensure teachers are aware of Social and Emotional Learning resources which are saved on the school shared drive.</li> <li>• Ensure that children know that there are adults whom they can talk to if they feel that they need additional support</li> <li>• Pastoral TAs in each year group for those children who need additional support</li> </ul>	Amber

**Recommendation:** *Taking into account your analysis of risks and mitigating actions, record your overall recommendation about the school's ability to safely reopen to some or all of the specified year groups:*

**Godwin Junior School can remain open to all pupils.**