

COVID 19 Risk Assessment – September 2020



School:	Simms Cross Primary
Assessor:	Mrs N. Kearney
Date:	20.7.2020
Review Date:	14.8.2020

Please transfer any negative answers onto the Risk Assessment Proforma to show actions

Internal:

Entering and leaving school/rooms/areas	Yes / No / N/A	Systems in place / proposed to manage risk.
Have parents been informed prior to school reopening of new procedures/rules and the importance of adhering to social distancing? Are they informed only 1 adult should attend per child where possible?	Yes	
Has a deep clean taken place over the summer on site before reopening?	Yes	
Has effective liaison taken place with bus companies/transport providers to consider staggered start/finish times? Is the use of public transport discouraged where possible?	Yes Yes	
Are start and finish times staggered to ensure a reduction of persons on school grounds close to buildings? Have specified entrances/exits been allocated to specific groups?	Yes Yes	Staggered start and pick-up times, one-way systems clearly marked out, using all gates on the 2 playgrounds, signs displayed
Are multiple entrances/exits in use and marked to allow effective social distancing including relevant signage?	Yes	Staggered start and pick-up times, one-way systems clearly marked out, using all gates on the 2 playgrounds
Are the entrances/exits monitored when in use to politely remind persons		Deputy headteacher, exec headteacher, office

of effective social distancing?	Yes	manager and family support worker are manning the gates on the 2 playgrounds, signs displayed
Where possible, are one way systems implemented in corridors, rooms etc particularly at peak times?	Yes	
Are 'sneeze screens' in place in relevant areas i.e. receptions, foyers etc to protect staff?	n/a	
Has furniture been rearranged/removed in reception/foyer areas and any other relevant areas to allow for social distancing?	Yes	
For signing in/out at receptions have touch screens/digital systems been taken out of use and/or replaced with alternative procedures whilst still adhering to GDPR? If pupils use biometric registration has this been suspended i.e. secondary schools? Are alternative arrangements in place? If such systems are still in use, have stringent cleaning procedures been implemented and/or use of hand sanitisers for each person before use?	n/a	
Are procedures in place to allow parents/carers access to office staff to action any queries whilst still practicing effective social distancing? Consider appointment system or telephone appointments.	Yes	
Are foyer areas marked for social distancing and displaying relevant signage/posters?	Yes	
Is there provision of hand sanitiser at entrances/exits for parents/staff/emergency contractors and any other allowable visitors who can't at that point initially access hand washing facilities?	Yes	
Is there a safe process in place for the removal of face coverings when pupils and staff who use them arrive at school? Has it been clearly communicated? Is handwashing immediately instructed after removing the face	Yes Yes	

covering? Are safe disposal areas allocated for disposable items and plastic bags available to store reusable items?	Yes Yes	
Are procedures in place to allow emergency contractors to access the site safely?	Yes	
Are there designated marked areas for parents to utilise when waiting to pick up children allowing effective social distancing?	Yes	
Are staff advised to delay departure from school to avoid congestion with parents/pupils?	Yes	
Hygiene/Social Distancing		
Has clear communication/information been cascaded to pupils on the importance/reasons for social distancing? Are the new procedures clearly outlined in the school's 'Behaviour Policy'?	Yes	
Is there clear signage/communication throughout the school/early years setting?	Yes	
For younger children and children with complex needs has this been actioned by age-appropriate methods such as stories and games?	Yes	
To minimise contact between individuals have consistent groups/bubbles been implemented to endeavour to reduce transmission?	Yes	
Smaller groups could ultimately lead to less persons being required to isolate.	Yes	
Has guidance been cascaded to pupils and parents on the importance of social distancing when using public and school transport?	Yes	
Are there enough bins and supplies of tissues on site to encourage good respiratory hygiene (catch it, bin it, kill it)?	Yes	

<p>Is there an agreed policy on handwashing that covers frequency, time (minimum 20 seconds), sufficient access to handwashing facilities and supervision of handwashing for younger children?</p> <p>Will younger children and children with complex needs be assisted to maintain good hand and respiratory hygiene?</p>	<p>Yes</p> <p>Yes</p>	
<p>Has a review of classroom risk assessments taken place i.e. consider desk spacing, is hand sanitiser required, cleaning regimes etc?</p> <p>Are desks placed at a distance side by side and not face to face?</p>	<p>Yes</p> <p>Yes</p>	
<p>Have numbers of desks been reduced and socially distanced within classrooms?</p> <p>If possible have fabric chairs been removed? If not, are they allocated to one person use only?</p>	<p>No</p> <p>Yes</p>	<p>Desks cannot be removed as need all desks for full return of children in September!</p>
<p>Have all relevant areas been utilised as classroom space to reduce numbers in classrooms i.e. halls, gyms, sports areas and have environmental risk assessments been reviewed accordingly? Consider using outside space when appropriate i.e. suitable weather conditions?</p> <p>Try to avoid hard to clean areas i.e. Science labs, if used ensure correct cleaning procedures in place?</p>	<p>n/a</p> <p>n/a</p>	
<p>Have staff rooms been reviewed? Has furniture been rearranged to ensure social distancing? Have staff been briefed in the rules of use for this area?</p> <p>Has use of the staff rooms been minimised whilst still allowing for reasonable breaks?</p>	<p>Yes</p> <p>Yes</p>	
<p>Have staff been instructed, where possible to adhere to social distancing? Are they encouraged not to touch hair, faces, regular</p>	<p>Yes</p>	

handwashing?		
Have pupils been educated on the need to stay apart? Are they encouraged not to touch hair, faces, regular handwashing etc?	Yes	
To reduce movement around the school are groups encouraged to stay in classrooms, same areas, and same teacher? In early years settings are smaller groups staying with the same teacher, same area, reduced mixing of small children?	Yes	
Is there a system for removing waste on a daily basis and provision for suspected contaminated waste i.e. double bagging and storage for 72 hours then dispose of in the normal waste?	Yes	
Are there extra cleaning schedules in place for all areas? Have heavy use hot spots been identified that may require extra servicing?	Yes	
Are there cleaning schedules in place for all I.T. equipment before and after use?	Yes	
Do cleaning staff have access to sufficient stocks of cleaning products necessary to carry out relevant cleaning requirements?	Yes	
If required can a deep clean be actioned at short notice under correct conditions i.e. full PPE, correct cleaning materials?	Yes	
Is there a facility to have a standby/all day cleaner?	No	
Is there a process in place to ensure the cleaning of toys, teaching aids, sports equipment on a regular basis?	Yes	
If I.T. suites are in use are appropriate cleaning measures in place?	n/a	
Are tablets, IPads cleaned before and after use?	Yes	
Have non washable toys/items been removed?	Yes	
Will children be instructed not to bring items back and to from home to	Yes	

school i.e. toys etc? Are they encouraged to only bring in essential items i.e. lunch box, bag etc?	Yes	
Have children been allocated their own personal desk?	Yes	Years 2 to 6 only.
Are children instructed to only use their own equipment i.e. pens, pencils etc and to not under no circumstances share use of such items? Are procedures in place if classroom resources are shared to ensure they are cleaned regularly or if needed remove from use for 72 hours?	Yes Yes	
Are children instructed how to safely cough or sneeze i.e. into their elbow/arm, using a tissue, catch it, bin it, kill it? Encourage handwashing?	Yes Yes	
Is there a system to allow for fresh air or change of air i.e. advisory to have windows open where possible? If free standing or desk fans are in use, are they positioned near to open windows to encourage circulation of fresh air? Are air conditioning systems set to bring in fresh air and not just to circulate inner room air?	Yes Yes Yes	
Are lunch times staggered?	Yes	
Have classrooms been considered for use as dining areas to limit movement around school?	Yes	
Do you ensure social distancing if queues form in dining areas? Are floor markings visible? Have numbers been reduced at any one time in this area?	Yes	

Are corridors supervised during beginning/end of day/breaks/lunchtimes/peak times to ensure effective social distancing?	Yes	
Is walking in single file encouraged?	Yes	
Consider one way systems, walking on the left where possible?	Yes	
Can corridors be divided? (not always feasible)	n/a	
Can lesson changes over times be staggered?	n/a	
Where touch terminals are in use in dining areas, have these been taken out of service with appropriate replacements i.e. Secondary Schools If not appropriate cleaning regimes should be implemented.	n/a	
Have cash machines been taken out of use in dining areas and encouragement of use of online facility? i.e. Secondary Schools If not appropriate cleaning regimes should be implemented.	n/a	
Are extra cleaning procedures in place for dining hall furniture before and after use?	Yes	
Are dining room chairs spaced appropriately?	Yes	
Are pupils instructed not to share food i.e. children bringing in their own?	Yes	
Are there extra cleaning schedules in place for eating areas including dining halls, kitchens, staff rooms etc? Have heavy use 'hot spots' been identified that may require extra servicing?	Yes Yes	
Are kitchen/serving staff wearing appropriate protective clothing i.e.	Yes	

aprons, gloves etc?		
Has consideration been given to a limited menu or introducing packed lunch availability in consultation with school meals providers?	Yes	
Are break times staggered to allow less children on playgrounds/areas?	Yes	
Are different class group's kept apart and encouraged not to mix?	Yes	
Are children instructed not play contact sports at break/lunch time i.e. football, tag, tick etc?	Yes	
Have supervision levels increased at break/lunch times to ensure contact sports do not take place and to encourage children the importance of social distancing where possible?	Yes	
Where outdoor play equipment is in use is it more frequently cleaned?	Yes	
During PE classes are children kept in consistent groups?	Yes	
Is outdoor PE prioritised and if not are large indoor spaces used?	Yes	
Will movement in general be reduced around the school/early year's settings for staff and pupils?	Yes	
Have large gatherings, assemblies and collective worship been rearranged to go ahead with smaller groups?	Yes	
Have staff, pupils, visitors, parents, contractors and any other persons been instructed they must not attend the school site if they are displaying symptoms and to follow current government guidance?	Yes	
Have staff/parents/guardians/carers been instructed to inform school if a suspected case is confirmed as COVID 19 and to follow current government guidance?	Yes	

Have areas been identified to enable separation of staff/pupils in the event of developing symptoms until able to go home?	Yes	Medical room will be used.
Is sufficient PPE available when persons are displaying COVID 19 symptoms if effective social distancing cannot be adhered to i.e. face mask, eye protection, gloves, and aprons?	Yes	
Have staff been advised of correct use and disposal following current guidance? Is government guidance understood by staff re using/wearing PPE?	Yes	
Have staff been instructed on how to correctly wear PPE i.e. donning and doffing (see schools H & S website for training resources)?	Yes	
Are staff aware of how to safely dispose of PPE (double bagged, stored for 72 hours then disposed of)?	Yes	
Are arrangements in place to have the separation areas thoroughly cleaned after use?	Yes	
Are procedures in place for staff and pupils to immediately action good handwashing procedures if in contact with a suspected case within school and for any contaminated areas to be immediately closed until cleaned appropriately?	Yes	
Have staff/pupils/parents received clear communications informing them of current government guidance on actions to take if anyone displays COVID 19 symptoms?	Yes	
Have parents been made aware of the schools infection control procedures? Are they aware they must inform the school immediately if they believe their child has been exposed to COVID 19 or are displaying symptoms?	Yes	
Are sufficient stocks of PPE held for pupils whose care normally involves the use of PPE due to intimate care needs?	Yes	

Are correct procedures followed for extra support, nappy or pad changing etc? Are handwashing facilities available?	Yes	
Is PPE available and disposed of correctly along with soiled items?	Yes	
Are changing beds/facilities cleaned before and after use?	n/a	
Are pregnant or vulnerable staff avoiding such activities?	n/a	
Are sufficient stocks of PPE held for cleaners as per normal routine and for in the event of deep cleaning becoming a need i.e. coveralls, masks, eye protection, aprons, gloves?	n/a	Cleaning staff not employed by school.
Are there sufficient handwashing stations in preparation for the increase in pupil numbers? Does the school hold sufficient stocks of handwashing materials? If hand sanitiser is used is there sufficient supervision for safe use particularly for younger pupils/children taking into consideration recent safety alerts? Consider skin friendly cleaning wipes as an alternative?	Yes Yes Yes	Children will do bring their own hand sanitisers into school without prior knowledge. Some children with skin conditions may need to use specific/prescribed solutions. This is fine but school will carry out a risk assessment and explain to the parent and child how the item will be stored in school. This is for the safety of others also.
Are handwashing areas regularly checked to ensure plentiful supplies of necessary soaps etc?	Yes	
Is handwashing encouraged regularly for staff, pupils, contractors, visitors if allowed into the building? i.e. before/after food, when coughing or sneezing, use of welfare facilities?	Yes	
Are pupils encouraged to wash hands before and after breaks/lunches?	Yes	
Are toileting areas supervised to reduce numbers at any one time i.e. one in one out system?	Yes	

Are toilets cleaned regularly?	Yes	
Are bins emptied regularly?	Yes	
Are pupil handwashing areas supervised? Is hand sanitiser required?	Yes	
Have shared water fountains been taken out of use?	Yes	
Greetings – Is physical contact to be avoided e.g. shaking hands. Simple verbal greetings to be used e.g. good morning?	Yes	
Are staff / pupils advised to cover any cuts or wounds?	Yes	
Any other hazards?		

Fire/ Emergency Incidents and Building Issues	Yes / No / N/A	If No, describe issue
Has the full site fire risk assessment been reviewed?	Yes	
Have fire evacuation plans been reviewed to reflect any areas change of use?	Yes	
Has the reviewed fire evacuation plan been put into practice adhering to social distancing where possible ?	n/a	
Are incident controllers/fire marshals aware of new procedures?	n/a	
Have Bomb/Lockdown plans been reviewed to reflect any areas change of use?	Yes	
Has the reviewed Bomb/Lockdown plan been put into practice adhering to social distancing where possible ?	n/a	
Do the reviewed plans reflect and allow for effective social distancing	n/a	

where possible?		
Have extra muster points been allocated to allow for social distancing where possible?	n/a	
Have Business Continuity/Recovery plans been reviewed to reflect any changes?	Yes	
Have staff, pupils, contractors and any allowable visitors been updated with any reviewed fire/bomb/lockdown arrangements?	n/a	
If doors to classrooms etc are pinned open to allow for air circulation are there procedures in place to ensure staff are aware that in the event of an emergency evacuation any wedges, door pegs etc must be removed and doors closed upon exiting?	Yes	
Are normal fire checks continuing i.e. alarm tests, emergency lighting test etc? Completion of weekly, monthly, 6 monthly requirements?	Yes	
As water systems have not been used to full capacity will stringent water management tests be actioned before buildings fully open?	Yes	
Any other hazards?		

General	Yes / No / N/A	If No, describe issue
Have Occupational Risk Assessments for staff been reviewed to reflect this current situation? Have they been communicated to staff?	n/a	
<p>Have environmental risk assessments been reviewed?</p> <p>Have they been communicated to staff?</p> <p>Have you considered;</p> <ol style="list-style-type: none"> 1. Access/egress? 2. Movement around school/early years setting? 3. Break times/lunch times/lesson changes? 4. Toileting? 5. Location of hand sanitisers? 6. Signage? 7. First Aid rooms? 8. Sensory rooms? 9. Intimate care rooms? 10. COVID Isolation room and bathroom facilities? 11. Kitchens 12. Dining rooms 13. Halls/gyms 14. Science and DT area? 	Yes	
Has a site survey been conducted to ensure all correct signage/posters and markings are in place including school gates/entrances?	Yes	
Have vulnerable staff been identified who will require a specific personal risk assessment?	Yes	

Have appropriate control measures been implemented?	Yes	
Is a risk assessment action plan in place and regularly reviewed?	Yes	
Are all risk assessments and individual plans for vulnerable children and children with additional needs in place and up to date?	Yes	
Will staff be regularly briefed re their responsibilities and ever changing circumstances i.e. daily?	Yes	
Has your staff handbook/induction process been reviewed to reflect the current situation?	Yes	
Are site managers conducting their regular building checks i.e. site inspection checklists, temperature testing, fire alarm checks etc?	Yes	
Have Head teachers/Site Managers liaised with contractors to seek assurances that any contractor attending site must be in good health, must adhere to the schools/early years settings rules and procedures for social distancing, good handwashing procedures must be adhered to, possible use of separate entrances and abide by site rules in general to manage COVID 19?	Yes	
Are there sufficient first aiders on site?	Yes	
In the event of first aid being required and social distancing not possible is there correct PPE provision?	Yes	
In the event of a child having to be restrained i.e. Team Teach, is PPE carried by TT trained staff?	Yes	

If outdoor play equipment is in use are stringent rules adhered to and before/after cleaning measures in place?	Yes	
Has the deliveries section of the 'Driving in Schools Grounds Risk Assessment' been reviewed to reflect your site procedures re COVID 19 and the acceptance of deliveries? Alternatively, have you produced a separate risk assessment/safe system of work for accepting deliveries? Ensure deliveries are contactless and not signed for.	Yes	
Does your school have a school minibus? If so have you restricted certain seats from use to enable social distancing?	n/a	
Have you implemented procedures to ensure minibuses are cleaned before and after use, passenger numbers to be reduced, pupils seated by destination, first to alight at the front of the bus and is a log kept to record all journeys, passengers, issues etc?	n/a	
For staff who are classed as clinically vulnerable, including pregnancy or extremely clinically vulnerable, are procedures in place to ensure they can socially distance once returned to work after 1st August 2020 i.e. flexibility, remote working, alterative roles on school site?	n/a	
Is there support in place for pupils returning to school who may have suffered bereavement, anxiety etc?	Yes	
For schools who use volunteers for support roles, is mixing in groups kept to a minimum?	n/a	

Are they instructed to socially distance?		
Are governing bodies/trusts/executive boards continuing to meet regularly via online platforms? Are relevant communication strategies in place to keep governors informed?	Yes	
Deliveries / Post – Are appropriate procedures in place to receive, and send items. If required, is there appropriate isolation for packages?	Yes	
Any other hazards?		

Test, Trace, Isolate and Local Outbreaks	Yes / No / N/A	If No, describe issue
To reduce contacts and transmissions has the school/early years setting actively promoted social distancing where possible, created exclusive groups of children and bubbles with procedures for interaction to be minimal between these groups?	Yes	
Are these groups considered when pupils are using dedicated school transport?	Yes	
Smaller groups could ultimately lead to less persons being required to isolate.		

Are records of groups and group interaction retained for 21 days or more?	Yes	
Are records kept of all visitors/contractors to site and retained for 21 days or more?	Yes	
Is it made clear in policies and procedures that anyone who is ill and showing symptoms must stay at home?	Yes	
Is it made clear to parents/pupils that any person who has tested positive in the last 7 days must remain at home?	Yes	
Is anyone who develops symptoms in school isolated and then sent home as soon as possible, see previous questions re isolation rooms/areas in Hygiene and Social Distancing section?	Yes	
If any person in isolation whilst waiting to go home requires to use a bathroom is there provision for use of a separate facility and are there cleaning regimes in place for after use?	Yes	
All of the above, staff/parents/pupils should be advised to follow 'COVID-19 Stay at Home Guidance' for households.	Yes	
Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?	No	
Does the responsible person on site request persons displaying symptoms via staff/relative/parents/carer to inform the school immediately of the results of tests taken?	Yes	

<p>Upon receiving any information regarding positive test results will the school immediately contact the local Public Health Team/Local Authority?</p> <p>2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak.</p>	Yes	
<p>Will there be clear active engagement by the school/early years setting with NHS Test and Trace if necessary?</p>	Yes	
<p>On site are there enhanced cleaning arrangements and robust hand and respiratory hygiene processes?</p>	Yes	
<p>For individuals or groups of self-isolating pupils are there remote education plans in place?</p>	Yes	
<p>If the local PH team advise the school to temporarily close due to an outbreak is there a contingency plan in place?</p>	Yes	
<p>Has the contents of this risk assessment been shared with your staff?</p> <p>Have they been involved in the preparation process?</p>	Yes Yes	

Please transfer any negative answers onto the below Proforma to create your action plan

Risk Assessment Proforma

School: Simms Cross Primary			Assessment Date: 20.7.2020			
Assessor: Nicola Kearney			Review Date: 14.8.2020, 1.9.2020			
HAZARDS	NO. AT RISK	EXISTING CONTROLS	RISK LEVEL	ACTION REQUIRED	DATE DUE	SIGNED OFF/DATE
Have numbers of desks been reduced and socially distanced within classrooms?	1	All children front facing, 2 children to a desk.				
Is there a facility to have a standby/all day cleaner?	1	Frequently touched surfaces being cleaned every few hours, cleaners in daily.				
Are there a supply of home testing kits on site to distribute to staff/parents if necessary for persons displaying symptoms?	1	Testing available at local sites.				

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.
4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Work should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Work should not be started or continued.
9	High	Work should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High

Version control and Change History

Version Control	Date Released	Date Effective	Amendment	Officer
1	20.7.2020	20.7.2020	Document created	Nicola Kearney
2	14.8.2020	14.8.2020	Reviewed against new guidance published 7.8.2020	Nicola Kearney