



COVID19: Full opening Risk Assessment

School: Harmondsworth Primary School	Assessed by: ED/EG/ER/GD	
Task/Activity: Autumn Term 2	Date Assessed: 4/12/2020	Review Date: Ongoing

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- Safeguarding Policy
- DFE Guidance relating to COVID19 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Infection control policy
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- School level risk assessments

Steps of Re-opening Preparation:





Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Response to confirmed case of COVID19 in school: Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	<p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and</p>	3	2		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily/ when the latest government guidance is released.</p>



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			household detergents, according to current recommended workplace legislation and practice.				
	Response to suspected case of COVID19 in school: Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Any employee or pupil with symptoms will be isolated immediately and sent home.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual 	3	3		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily/when the latest government guidance is released.</p>



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			<ul style="list-style-type: none"> travelling in a small vehicle, like a car, with an infected person <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>				
Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Staff to maintain good hygiene in line with the handwashing guidelines https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/washing</p> <p>Posters promoting good hand hygiene displayed in all areas.</p>	2	2		<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily/ when the latest government guidance is released.</p>	
Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Pupils Contractors Visitors	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions.</p>	3	2		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	



	<p>Contracting and spreading of infection: General guidance</p>	<p>Employees Pupils Contractors Visitors</p>	<ul style="list-style-type: none"> • Ensure Site Manager, Head Teacher or Main office is notified of any contractors who need to come on site • Risk assess each individual case based on health and safety priorities and which areas of the school will be affected. • All service providers and contractors will need to provide their own written risk assessments/assurances of the protective measures they are taking before coming on site • Where possible, all contractors to visit out of school hours e.g. before 8am • All contractors to wear gloves and minimise contact with surfaces where possible • Site Manager to clean areas where contractors have been afterwards • Ensure details of contractors are held for track and trace • Continue to follow any changing guidance on contractors in school • All deliveries to be left outside – signs already in place • Pupil Re-orientation back into school • Consideration given to what curriculum activity is more difficult/ not possible to be undertaken with social distancing in place - Each activity 	<p>3</p>	<p>2</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily /when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <ul style="list-style-type: none"> • Behaviour Policy Addendum • Home school agreement • Group charter
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			<p>should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • Community events/meetings cancelled until further notice. • Governors meetings cancelled/held remotely until further notice. • Discussions with insurer to determine further requirements. • Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'. <p>Communications with parents:</p> <ul style="list-style-type: none"> ○ Plan for partial re-opening ○ Social distancing plan ○ Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <p>Pupil communications around:</p> <ul style="list-style-type: none"> ○ Changes to timetable ○ Social distancing arrangements ○ Flexible start and finish times ○ Expectations when in school and at home ○ Travelling to and from school safely <ul style="list-style-type: none"> • Regular family contact to ensure that children from families with symptoms do not attend school. • Refer to separate children with (EHC) Plans in place risk assessments. 				<ul style="list-style-type: none"> • Adapted rules, consequences and rewards
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			<ul style="list-style-type: none"> • Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible). • The usage of play equipment is supervised and cleaned and not used by different bubbles unless quarantined • Records maintained of staff/pupils who have been tested for COVID-19. • Close liaison between families regarding symptoms <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p> <p><i>Staff to participate in Tracking and Testing app</i></p>				
Poor hygiene and welfare conditions leading to potential	Staff Visitors Delivery drivers Pupils	Basic infection controls should be followed as recommended by the government:	3	2			



	infection and wellbeing concerns		<ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the lidded bin straight away or flush away if in the toilet • Wash your hands with soap and water on arrival and often – use hand sanitiser gel if soap and water are not available. • Pupil handwashing supervised by adults (except in toilets) • Hand sanitiser/soap to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides, etc.). • Hand-contact points cleaned regularly • Toilets and kitchen area to be regularly cleaned. • Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing where possible. • Use lidded bins 				
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			<ul style="list-style-type: none"> • Water fountains out of use • Climbing frames out of use in KS2 • Prop doors open where possible 				
Buildings and Facilities unsafe / not prepared for reoccupation	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> • Premises and utilities have been health and safety checked and building is compliant. • Office/reception spaces redesigned if necessary, to allow support staff to work safely. • Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. • Flow of pupils and staff around the school reviewed to enable distancing to be maintained, where possible (control measures include entrance/exit systems, soft start, floor markers). • Consideration given to the arrangements for any deliveries. 	3	2			
Changes to Emergency Procedures / evacuations	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> • Evacuation routes are confirmed, and signage accurately reflects these. • Fire drill to familiarise pupils/staff with new exits as new teaching groups are in place. • NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing. • Lock down arrangements stand • Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. 	2	2			



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			<ul style="list-style-type: none"> Up-to-date emergency contact details held. 				
Changes to Classroom set up to minimise infection risk	Employees Pupils	<ul style="list-style-type: none"> Years 2-6 desks facing forward Use of outdoor spaces for teaching and learning. Halls used for dining on a rota system and cleaned in between Resource packs for each pupil/staff member Arrangements for capacity, social distancing, entry / exit, facilities and equipment, soft furnishings, pupil hygiene, and cleaning have been documented in the school action plan Windows opened to allow ventilation in Y6 Doors open to outside where ever possible Desk screens available 	3	2			
Risk to staff and ability to fulfil teaching capacity (Staffing)		<ul style="list-style-type: none"> Bubbles operating across the school – N,R, 1,2,3,4,5,6. The only double bubble is Y1/2. NR3456 all have one entrances, bathrooms, hand basins allocated. NR access the outside area at different times. 3/4 have zones on the playground and 5/6 no play with each other. All bubbles sit separately at lunchtime. Timetables changed in order to effectively reduce mixing of classes. Window of opening and closing allowing parents to drop and pick over a 20 minute period. 	3	2			



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			<ul style="list-style-type: none"> Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups. Lunch and breaks staggered to minimise social gatherings for pupils and staff. Staffroom use will be limited New and expectant mothers risk assessment completed if required All other normal staffing routines and arrangements reviewed in light of COVID19 				
Catering is appropriate	Staff Pupils	<ul style="list-style-type: none"> Pupils bringing hot dinners. Arrangements for bubbles to use hall- Reception will eat in their classroom Use of room dividers in hall if necessary Staff advised to bring their own food to work. Staff allocated time slots in the staffroom. Staff to use designated mugs 	2	2			
PPE is available	Staff	<ul style="list-style-type: none"> PPE requirements understood and appropriate supplies in place. Close contact kits with visors supplied for all staff Medical grade masks type IIR for the administration of first aid. Long term approach to obtaining adequate PPE supplies in place. 	4	2		<p>- Staff issued with PPE for use when distancing not possible or if staff feel PPE is needed</p> <p>-Staff to wear PPE including visors for personal care plans/supervising child with Covid-19 symptoms or intimate first aid care</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-</p>	



							equipment-use-for-non-aerosol-generating-procedures https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
Changes to Safeguarding	Employees Pupils Contractors Visitors	<ul style="list-style-type: none"> • Individual pupil risk assessments in place where necessary and welfare checks being undertaken. • Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. • Updated Safeguarding Policy in place. • Work with other agencies has been undertaken to support vulnerable pupils and families. • Consideration given to the safe use of physical contact in context of managing behaviour. • See school relevant documentation 	3	3			



Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance		[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available		[NAME]	
Identified and implemented the (new) recommended control measures		[NAME]	



SCHOOL ACTION PLAN linked to Risk Assessment

- See whole school action plan – separate action plan

Action	Yes	Confirmed by	Comments
<p>School set up to enable social distancing:</p> <ul style="list-style-type: none"> • Soft start/finish (20-minute window). Separate entrances for each bubble. No parent/carers in school • Limited movement around the school • Staggered break/lunchtime –Each group has access to own area outside. • Staff –same staff with teaching groups wherever possible • Rules regarding use of staff mobile phones amended to aid communication • Staff to use its learning to record attendance • 2m markings intervals around the school and in the entrance to reception. • Main office closed to visitors and parents • Notices and posters to inform and remind everyone • Risk assessments in place for children with EHCPs/higher level behaviour concerns • Assemblies in classrooms – consider assemblies in bubbles later in the term • Hall used by one bubble at a time during the school day and cleaned in-between • Hall zoned using room dividers for wrap around care • Desk screens available 	Yes	Confirmed	<p>Detailed arrangements to be shared with staff (staff meetings/circulated information) Information to be shared with parents</p> <p>Arrangements/routines to be shared with children on opening and rehearsed if necessary</p>
<p>Hygiene arrangements in place:</p> <ul style="list-style-type: none"> • Classrooms – Each room – tables facing forward 2-6, work stations with own stationery for each pupil, other classroom-based resources can be used within each bubble, • Toilet and handwashing facilities available for each bubble (N,R,1/2,3,4,5 and 6). Year ½ are a double bubble. 	Yes	Confirmed	<p>Teachers asked to review handwashing, respiratory hygiene and reasons for social distancing with all class groups on return to school. Daily reminders.</p> <p>Information to be shared with all staff and parents</p>



<ul style="list-style-type: none"> • Any resources shared between bubbles need to be cleaned in-between or left for 72 hours • Hand sanitiser available throughout the school • Handwashing and respiratory hygiene to be re-taught and regular reminders given to all pupils • Staff toilets assigned to staff groups • Water fountains out of use. All children to have a named water bottle • Climbing frames out of use for KS2 or sanitised and cleaned between use. • Notices and posters to inform and remind • Identified area for anyone showing symptoms of Covid-19 (outside if collection is to be prompt or a designated area near each teaching group). • Photocopier cleaned after use • Staffroom- limited use and rota in place • Playground equipment available for each bubble • Reading books returned to school will be quarantined for 72 hours. • Any pupil or employee with symptoms will be isolated immediately and sent home 			
<p>Information to Parents/Carers:</p> <ul style="list-style-type: none"> • Sent via letters, on website, text • Letters to individual year groups • Phone calls to continue to those not in school 			<p>More regular phone calls may also be needed</p>
<p>Further Infection control</p> <ul style="list-style-type: none"> • Temperatures taken twice a day for pupils and staff- on arrival and after lunch (and if individuals present as poorly). PPE to be worn. • Pupils will wear PE kit on PE days • All adults/ pupils will wash hands on arrival and throughout the day <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>			<p>Training to use new thermometers may be needed</p>



<ul style="list-style-type: none"> • All staff will be issued with a face mask and visor for use when distancing is not possible or if staff want to wear a face covering. If teaching staff must use a clear mask or visor. 			
<p>Home learning provision for pupils not in school:</p> <ul style="list-style-type: none"> • Its learning to be used • Paper packs sent to those who require it 			
<p>Pupil wellbeing:</p> <ul style="list-style-type: none"> • Re-establish pupil/staff relationships. Teach new systems/routines. Assess pupil needs (concerns from lockdown, confidence, resilience, peer relationships) • Regular contact with pupils not attending schools • Inclusion of pupils not able to attend for health reasons • Transition to secondary school/to new classes within school • New entrants • See additional action plan • See well being programme from the Government https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing • Curriculum will take account of need for recovery and accelerated learning • National tutoring program https://educationendowmentfoundation.org.uk/covid-19-resources/national-tutoring-programme/ 			<ul style="list-style-type: none"> - Children with high level needs invited in to school for an orientation visit. - Social stories to be sent to all returning children, personalised for each teaching group. -Some children on a re-integration timetable
<p>Staff wellbeing:</p> <ul style="list-style-type: none"> • Relocation of areas to take a break and access refreshments • Extremely vulnerable staff to have the option to work from home • Hold virtual staff meetings • Use whatsapp, emails and its learning for communication • SLT available • PPA to allow time to reflect, take stock, unload and prepare for the next week 			



<ul style="list-style-type: none"> • Rotas and risk assessments to be reviewed daily according to changes in attendance, and also at the end of 2 weeks to identify any key issues • Stocked up supplies of tea, coffee, milk, biscuits in all refreshment areas • Education Support: https://www.educationsupport.org.uk/ Tel: 08000 562 561 • Anna Freud National Centre for Children and Families: Supporting Staff Wellbeing: https://www.annafreud.org/what-we-do/schools-in-mind/resources-for-schools/supporting-staff-wellbeing-in-schools/ • Mentally Healthy Schools: https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/ • Mind: https://www.mind.org.uk/ 		
<p>Vulnerable pupils:</p> <ul style="list-style-type: none"> • Risk assessments in place • Phone calls home if child is not in school • Liaising with relevant agencies • Play therapist • Whole school contact spreadsheet • Family support worker in contact • Support SEND pupils https://www.sendgateway.org.uk/whole-school-send/find-wss-resources/ 		



<p>PPE</p> <ul style="list-style-type: none">• PPE packs for each staff member• Visors available• Information sheets re PPE in each first aid box• PPE video available- <p>https://covid19ppe.org/scenarioFourVideoPage.html</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>			<p>Ensure staff have seen information available regarding PPE</p> <p>https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>https://covid19ppe.org/scenarioFourVideoPage.html</p>