



## RISK ASSESSMENT FORM

|                     |                                                                    |                   |               |                                                |
|---------------------|--------------------------------------------------------------------|-------------------|---------------|------------------------------------------------|
| Workplace           | Plumpton Primary School; Hamsey Primary School; Barcombe CE School | Likelihood (L)    | X             | Severity (S)                                   |
| Department          | Education                                                          | Almost Impossible | 1             | Insignificant (minor injury, no time off)      |
| Risk Assessor       | Caitlin Yapp-Advisory Head Teacher                                 | Unlikely          | 2             | Minor (injury and up to 7 days off)            |
| Room/Area           | All external and internal areas of the school site                 | Possible          | 3             | Moderate (injury causing more than 7 days off) |
| Activity/Task       | <b>School re-opening during the Covid-19 pandemic</b>              | Likely            | 4             | Major (death or serious injury)                |
| Date                | 3/3/21                                                             | Almost Certain    | 5             | Catastrophic (multiple deaths)                 |
| Benefit of activity | To ensure the safety of all stakeholders                           | Low = 1-8         | Medium = 9-14 | High = 15-25                                   |

This model document was updated on **24<sup>th</sup> May 2021 (following LA's update on 18/5/21)**.

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?<br>(the dangers that can cause harm) |                                                                                                                                                                                 | Who is at Risk?                 | Current control measures<br>(What is already in place/done)                                | 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.                                                                                   | <b>Potential transmission to clinically vulnerable staff and pupils</b><br><br>Guidance is available in the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> | All members of school community | <b>1a. Pupils:</b><br><br>School attendance will be mandatory for all pupils from 8 March. | 1           | 3 | 3 |                                                                                  |                     |   |   |









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|    |                                                            |                                     | <ul style="list-style-type: none"><li>• Leaders should give careful consideration to any use of volunteers. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible</li><li>• Schools are being strongly encouraged by the DfE to continue to host ITT trainees.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |   |                                                                                                                                                                                                            |  |  |  |
| 2. | <b>Risk of ongoing contamination from pupils and staff</b> | All members of the school community | <p>Follow the DfE’s guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <a href="#">here</a></p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Testing remains voluntary but strongly encouraged. Test kits available from each school’s Controller.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the <a href="#">guidance for households with possible coronavirus infection</a>.</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing <a href="#">guidance on testing for staff in primary schools and nurseries</a>.</p> | 1 | 3 | 3 | Use the ESCC model risk assessment for Asymptomatic COVID-19 testing at home (primary schools, school-based nurseries and maintained nurseries) which is available on the health and safety webshop pages. |  |  |  |

[illegible]















[illegible]





















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|    |                                                                                                                                                                                                                                          |                                     | <ul style="list-style-type: none"> <li>Engage children in education resources such as <u>e-bug</u> and <u>PHE schools resources</u></li> <li>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</li> <li>Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: <u>guidance for households with possible coronavirus infection</u>)</li> <li>Maintain staff and visitor signing-in arrangements to ensure social distancing and hygiene; no pens in Reception areas.</li> </ul> |   |   |   |  |  |  |
| 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 | <ul style="list-style-type: none"> <li>SLT lead identified</li> <li>Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance.</li> <li>School to follow risk assessments for premises and accessing outside equipment and areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          | 1 | 3 | 3 |  |  |  |



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|    |                                                                                                    |                                     | <ul style="list-style-type: none"> <li>High expectations of how children move around school upheld by all members of staff</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |   |  |  |  |
| 4. | <b>Risk of transmission between parents and pupils during school drop-off and collection times</b> | All members of the school community | <p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</i></p> <ul style="list-style-type: none"> <li>Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule</li> <li>Review and revise drop off and pick up protocols as necessary to minimise social contact</li> <li>Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).</li> <li>SLT supervise the drop off and collection of pupils and any issues are addressed.</li> </ul> | 1 | 3 | 3 |  |  |  |

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| 5. | <p><b>Risks of possible transmission to pupils who travel to school by wider public transport</b></p> <p>The <a href="#">schools coronavirus (COVID-19) operational guidance</a> details the framework for transporting pupils to and from schools</p> | Pupils                              | <p><b>Wider public transport</b></p> <ul style="list-style-type: none"> <li>Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the <u>safer travel guidance</u></li> <li>Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible</li> <li>Consider using 'walking buses' or working with their local authority to promote safe cycling routes.</li> <li>Refer any families using public transport to the <u>safer travel guidance for passengers</u>.</li> </ul> | 1 | 3 | 3 |  |  |  |
| 6. | <p><b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b></p>                                                                                                            | All members of the school community | <p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>(refer to the government guidance on face coverings included in section 2 above and detail the local policy for</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1 | 3 | 3 |  |  |  |





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|    |                                                                                                          |                                     | <ul style="list-style-type: none"> <li>• Ensure that the school engages with local immunisation services and programmes as normal</li> <li>• Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</li> <li>• Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school</li> <li>• Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc.</li> </ul> <p>Ensure the DfE guidance for Health and Safety <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a> is followed.</p> |   |   |   |  |  |  |
| 7. | <b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b> | All members of the school community | <ul style="list-style-type: none"> <li>• Site staff follow <a href="#">schools coronavirus (COVID-19) operational guidance</a> and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> which should be followed when there is a suspected or confirmed case</li> <li>• Ensure frequent enhanced cleaning of surfaces that pupils</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | 3 | 3 |  |  |  |



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|    |                                                                                                                                                                                               |                                            | <p>equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</p> <ul style="list-style-type: none"> <li>• All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</li> <li>• Inspect daily to ensure good/effective hygiene levels</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |   |   |   |  |  |  |
| 8. | <p><b>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)</b></p> | <p>All members of the school community</p> | <p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see <i>contact details on the first page of this document</i>)</p> <ul style="list-style-type: none"> <li>• Arrange for deep clean of medical room and other facilities as necessary before they are used again. The updated <u>cleaning of non-healthcare settings guidance</u> describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</li> </ul> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> | 1 | 3 | 3 |  |  |  |









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|    |                      |                      | <p>will provide a template letter to inform parents and staff.</p> <ul style="list-style-type: none"><li>• In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</li></ul> <p>Call <b>Surrey &amp; Sussex Health Protection Team (HPT) on 0344 225 3861</b> (0844 967 0069 out of hours) if:</p> <ul style="list-style-type: none"><li>• 10% (or more) of a bubble is affected within 14 days – for example, if there are 3 or more confirmed cases of COVID-19 in a bubble of 30 people</li><li>• 10% (or more) of staff are affected within 14 days – for example, if there are 6 or more confirmed cases of COVID-19 in a staff of 60</li><li>• 3 (or more) bubbles within your school/setting contain at least one confirmed case</li></ul> |   |   |   |  |  |  |
| 9. | Contingency planning | All pupils and staff | <ul style="list-style-type: none"><li>• Ensure that contingency plans are in place, being reviewed and updated</li><li>• Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 | 3 | 3 |  |  |  |



