



## Whole School Risk Assessment

Name of School	Date of assessment	Review date	
Vernon Primary School	13 <sup>th</sup> July 2020	September 2020 – reviewed 10.9.20 Next review date – 13 <sup>th</sup> November 2020 Reviewed – 21/10/20 Updated – 5/11/20 in light of new guidance (lockdown). Updated 8/1/21 (lockdown). Updated 21/1/21 in line with new CE guidance Updated 1/3/21 in line with new CE guidance for full re-opening on the 8 <sup>th</sup> March. Updated 14 <sup>05</sup> /21 in line with CE guidance. Updated 1 <sup>st</sup> September 2021 in line with Operational Guidance at Step 4 (July 2021)	
Name and Position of Assessor(s):	Joanne Carvell, Headteacher Sarah Kiely, Deputy Headteacher Ashley Hickson, Chair of Governors/Helen O'Sullivan, Vice Chair of Governors	Assessor(s) Signature:	J Carvell S Kiely A Hickson
Headteacher's Name:	Joanne Carvell	Headteacher's signature:	J Carvell
Chair of Governor's Name:	Ashley Hickson	Chair's signature	A Hickson

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

## 5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>Hygiene and Handwashing</b>				
<p>Safety and hygiene of staff and children to reduce the risk of infection during the school day.</p>	<p>Good hygiene for everyone in school.</p>	<p>All adults and children to be aware of cleaning regime (below). Continue to:</p> <ul style="list-style-type: none"> <li>- Wash hands frequently (soap and water for 20 seconds and dry thoroughly, not using a hand drier, paper towels instead) link – <a href="http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>- Clean hands on arrival at the setting. Children should deposit their permitted belongings in their working space, then be taken to wash their hands.</li> <li>- Clean hands before and after eating and after sneezing and coughing.</li> <li>- Be encouraged not to touch mouth, eyes and nose.</li> <li>- Encourage children to thoroughly wash hands after using the toilet.</li> </ul> <p>Use a tissue or elbow to cough or sneeze in to and use bins for tissue waste (catch it, bin it, kill it).</p> <p>Sanitiser is stored and used safely in accordance with any COSHH advice and away from small children. Staff to supervise the use of hand sanitiser.</p>	<p>Low</p>	<p>Continue to ensure that sufficient hand sanitiser is available at hand sanitiser stations around the classrooms and school.</p> <p>Continue to ensure that enough tissues are available in school to support the pupils and staff in relation to hygiene routine.</p> <p>Continue to ensure that skin friendly skin cleaning wipes (including anti bacterial/viral properties) are available as an alternative for children who need them.</p>

Respiratory Hygiene				
Safety and hygiene of staff and children to reduce the risk of infection during the school day.	Children and staff	Use a tissue or elbow to cough or sneeze in to and use bins for tissue waste (catch it, bin it, kill it). The school ensure younger children and those with complex needs are helped with the above process.	Low	
Cleaning				
Cleanliness of environment used by children and staff.	Children and staff	Continue to follow the enhanced cleaning schedule in line with government guidance. Toilets to be deep-cleaned by cleaning company at the end of the day. Tables and contact points to be cleaned regularly. Staff to clean surfaces and touch points when used. Bins to be emptied before they are full and at least once daily (by cleaners). Cleaner to only enter the building when all staff and pupils have exited. When cleaning, staff to wear gloves.	Low	
Cleanliness of environment used by children and staff (equipment/resources)	Children and staff	No toys to be brought from home. Resources that cannot be cleaned according to the instructions are packed away until after the CO-VID-19 epidemic is over. ipads should be wiped several times daily and between use. Children to have their own set of individual and frequently used equipment (pencils etc., not to share). Where children and teachers take books home – follow rules on hand cleaning, cleaning of resources and rotation of resources. Equipment and resources used in therapies (physio etc..) to be fully wiped down and disinfected prior to use.	Low	

Personal Protective Equipment (PPE)				
<p>Safety of staff and children when displaying symptoms.</p> <p>Safety of staff and children during situations where first aid is required.</p>	Children and staff	<p>PPE (face masks, visors, hand sanitisers, aprons) to be used during times of close contact with children with symptoms and when dealing with first aid (First Aiders) – See first aid policy for guidance on disposal of worn PPE.</p> <p>PPE guidance: <i>'Coronavirus (COVID 19), implementing protective measures in education and child care settings.'</i> <i>'Safe working in education, childcare and children's social care, including the use of PPE.'</i> <i>'Quick guide for putting PPE on and off.'</i></p>	Medium	Additional PPE to be ordered by office staff when required.
Keeping spaces well ventilated				
Safety of staff and children in school	Children and staff	<p>Opening high level windows instead of low level windows to reduce drafts.</p> <p>Increasing the ventilation whilst spaces are not occupied (eg between classes, during break and lunch and when a room is unused).</p> <p>Provide flexibility to allow additional, suitable indoor clothing.</p> <p>Re-arrange furniture where possible to avoid direct drafts.</p> <p>Areas of poor ventilation identified, giving consideration when holding events/meetings, where visitors such as parents are on site.</p>	Low	Use of CO 2 monitor to assess the ventilation in spaces/classrooms around school (due to be delivered to school – Autumn term).

<b>Responding to someone with symptoms</b>				
<p>Child or staff member displaying symptoms of coronavirus whilst at school.</p>	<p>Children and staff in the bubble. Children and staff who the staff member has come in to contact with.</p>	<p>Staff and children will be sent home as soon as they develop any symptoms. Staff have been trained on the school policy and procedure around those developing symptoms. Child will access a well ventilated room to wait to be collected – in line with government guidance. Any member of staff coming in to contact with a child or member of staff who has symptoms to wear appropriate PPE where social distancing is not possible. Staff guidelines also outline the need to wash hands thoroughly (following the 20 second rule) if anyone has come in to contact with a child or adult with symptoms. The room where the child has isolated in school whilst waiting to be collected will be thoroughly cleaned when they have left. On developing symptoms, children or members of staff will be asked to request a test. Guidance on testing has been shared with staff and parents/carers.</p>	<p>Medium</p>	<p>Use of testing kit (kept in school), to provide to parents or staff should the need arise.</p> <p>Re-visit communication with parents/carers in letter form related to managing and responding to symptoms (updates and reminders).</p>
<b>Managing Symptoms, Testing and Responding to a Local Outbreak</b>				
<p>Safety of staff and children when displaying symptoms.</p>	<p>Children and staff</p>	<p>Communication with all staff members and parents/carers has taken place about the NHS Test and Trace process. Staff and parents/carers to book a test if they or their child are displaying symptoms. System in place to keep brief records of pupils and staff contacts so that details can be provided to NHS Test and Trace or the LA Covid 19/Public Health team. When dealing with multiple cases, contact with the LA Covid 19 Education Team will take place to agree a plan of action. Isolation procedures will be actioned if required. Communication with parents (letter) to inform of a positive case in school. Outbreak Management plan in place. Separate risk assessment is in place for the asymptomatic testing of staff (where available).</p>	<p>Medium</p>	

**Minimising the risk associated with travel**

<p>Safety of children and staff in school.</p>	<p>Children and staff</p>	<p>Staff and children should not come in to school and should quarantine if they have recently visited countries where testing and/or quarantine is required unless they are exempt. Arrangements to be in place to inform parents/carers of the possible impact of travelling abroad.</p>	<p>Low</p>	<p>Letter to parents/carers related to travel.</p>
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**Safeguarding and arrangement for vulnerable and critical worker children.**

The safety of children.	Children	<p>Arrangements are in place to strongly encourage vulnerable children to attend school. Headteacher, SENDco and Pastoral Manager in regular contact with parents/carers. Individual SEND risk assessments in place for each child.</p> <p>Robust arrangements are in place for those children who are not attending school (Pastoral Manager and teachers are in regular contact with parents/carers).</p> <p>The Pastoral Manager supports individual children who have developed anxieties related to the virus.</p> <p>Any safeguarding issues that arise will be addressed using the school's safeguarding policy.</p> <p>Plans are in place to manage any possible increase in safeguarding concerns when children return to school.</p> <p>Key staff (Pastoral Manager) are trained to support or sign post children with mental health issues.</p> <p>Support for vulnerable or disadvantaged children returning to school is in place.</p> <p>The impact on pupils with protected characteristics, including race, disability to be considered.</p> <p>The children with an Education Health and Care plan (plans reviewed to make adjustments where needed).</p> <p>EHCP children are well provided for in line with the plans.</p>	Low	
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## Risk Assessment

<p>The safety of children and staff throughout the school day.</p>	<p>Children and staff.</p>	<ul style="list-style-type: none"><li>• The school has <b>undertaken a coronavirus (COVID-19) risk assessment</b>, considering the measures in the government's guidance to inform their decisions and control measures.</li><li>• The Governing body to be fully involved in the decision making in relation to the wider opening of the school.</li><li>• The Chair of Governors to be fully informed and involved in the regular communication to parents and carers.</li><li>• Headteacher and Deputy Headteacher have been well supported by the chair of Governors as a result of a high increase of work load.</li><li>• The school have maintained the one-way system for parents/carers when dropping off and collecting their children on school site.</li></ul>	<p>Low</p>	<p>Risk assessment published on school website. Chair and Vice Chair of Governors to sign off risk assessment.</p>
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## **FOLLOW UP ACTIONS (IF REQUIRED)**

<b>No.</b>	<b>Potential Hazard</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Date Action Completed</b>
1	Safety of children and staff	Complete an Outbreak Management risk assessment.	Headteacher/ Deputy Headteacher	6 <sup>th</sup> September 2021	✓ 6 <sup>th</sup> September 2021
2	Safety of children and staff	Update risk assessment - testing	Headteacher/ Deputy Headteacher	6 <sup>th</sup> September 2021	✓ 6 <sup>th</sup> September 2021
4	Safety of children and staff	Update staff guidelines and cascade to all staff – related to the risk assessment and actions.	Deputy Headteacher	9 <sup>th</sup> September 2021	✓ 9 <sup>th</sup> September 2021
5	Safety of children and staff	Receive and use CO 2 monitor to check ventilation in spaces/rooms around school.	Headteacher/Site Manager	Awaiting delivery	September/October 2021
6	Safety of children and staff	Continue to communicate with parents/carers providing updates about cases in school and about potential impact of travelling.	Headteacher	On-going	On-going
7	Safety of children and staff	Continue to manage the daily provision for high need children in light of COVID cases and staff absence in school.	Deputy Headteacher/SLT	On-going	On-going