


Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid-19 spread in a School Environment
Section(s) / Team(s) covered	SLT, SSO, Office staff, teachers, TAs, kitchen staff, middays, extended services staff
Location(s) covered	George Tomlinson School site indoors and outdoors
Date of Original Assessment	July 2020

What date did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	05/01/2021	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No
Copy of form sent to Trade Union Safety Representative	Yes	No

Has action been taken	ONGOING
Confirmed by Line Manager?	YES
Lead Assessors name (print)	VERITY CARTER
Lead Assessor's signature	
Date:	5 th January 2021 UPDATED

Has action been taken	ONGOING
Manager's name (print)	
Manager's signature	
Date:	

Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
03/08/2020	03/08	NO	VERITY CARTER	
26/08/2020	26/08	YES	VERITY CARTER	26/08
02/09/2020	02/09 AT INSET		VERITY CARTER	02/08/2020
05/01/2021	INSET	YES	VERITY CARTER	05/01/2021

Significant hazards and current controls

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating -High/Med/Low
1	Spread of Covid-19 Coronavirus	Everyone at school, including contractors and visitors	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by regular contact with parents and staff to identify those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Flow charts detailing what to do should a child or staff member become unwell sent out to all staff and parents • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days • All staff have been advised they should take COVID test before coming to school (sent out in December and taken on 31st December 2020) • Parents asked to call school and tell us if a child/family member tests positive for COVID-19 • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Any household members of that individual that are also within school should also be sent home (e.g. siblings). • Any child awaiting collection, will be moved to first aid room with external ventilation (open window) where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A separate toilet for them to use is the Y1 staff toilet. The toilet will be marked as out of use immediately after until it can be cleaned using standard disinfectant before use by anyone else. Staff will maintain 2m distance from the child at all times. • Where a 2m cannot be maintained (such as for a very young child or a child with complex needs) the following guidance will be followed safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop 	Low

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			<p>symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test & Trace.</p> <ul style="list-style-type: none"> Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance 	
2	Poor hand hygiene spreads Covid-19	Everyone	<ul style="list-style-type: none"> Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, after using the toilet and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Ample supplies of soap, hand sanitiser, blue towel, Dettol spray and wipes are available in all rooms across the school Staff toilets allocated for year group teams sole access – labelled doors 	Medium
3	Poor respiratory hygiene spread Covid-19	Everyone	<ul style="list-style-type: none"> 'Catch it, Bin it, Kill it' approach is essential, so the school has enough tissues and lidded bins available in the school to support pupils and staff to follow this routine Reminder posters are circulated across the school, in-class assemblies will reiterate this. Start of term teachers will spend time going over new procedures with children Staff will support younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates All staff aware of need to ventilate classrooms and corridors 	Low
4	Poor levels of cleanliness spread Covid-19	Everyone	<ul style="list-style-type: none"> Awaiting further government guidance to ensure appropriate controls are put in place A cleaning schedule is in place and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal records to be kept Year groups have each been allocated their own toilet cubicle in locations across the site. Colour coded stairwells and corridors have been allocated to year groups so as to ensure one-way systems are in place and are used by year groups exclusively. Staff and chn informed of rota detailing which areas and toilets to use. Toilet monitors ensure no more than two chn in toilet at a time and stickers handed out as a reward 	High

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			<ul style="list-style-type: none"> • Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet • Toilets cleaned at lunchtime and after school, additional thorough cleaning to take place every Friday after children leave • Cleaning products available in all rooms, staff encouraged to use them after using spaces including their own telephone, door handles, desktop and keyboard in classroom daily • Shared equipment will be cleaned regularly e.g: kettle, toaster, fridge door handles <ul style="list-style-type: none"> • Each Friday staff must Dettol spray their equipment • Thorough clean by cleaners after school ready for the next week • Dettol spray and wipes will be accessible all week in all areas of the school • Hand sanitiser must be used throughout the day and regular hand washing before and after break, lunch, toilet visits • Further hand sanitiser stations allocated around the site • Cleaners and SSO inform Finance Officer to replenish stocks well in advance so as to avoid running low/running out • Reminders of tissues used for blowing noses/catching sneezes must be thrown away and hands washed after use • Children will be reminded to wash hands thoroughly • Hand sanitiser will be used at each entrance and exit gate • Bins with lids will be used and bin bags double bagged when removed • Children who take on responsibilities within their class must wash hands before and after doing duties eg: before and after handing out resources/books • Shared resources will be cleaned thoroughly if being passed between bubbles 	
5	Poor social distancing spreads Covid-19	Everyone	<ul style="list-style-type: none"> • Year groups will be kept separate (in 'bubbles') • Rest of school – gates open early at 835am and are kept open until 855am, at the end of the day gates are opened at 310pm and kept open until 330pm. This ensures a soft start so that reduced numbers of children and adults arrive at the same time • Gates allocated per year group • Parents will be asked to remain at the gates to drop off/pick up pupils until further notice • 2m rules at gates using demarcated floor guidance 	Medium

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			<ul style="list-style-type: none"> • One-way system in place around school site to avoid mixing • <u>Break and lunchtimes</u> • Break times have been staggered to ensure no year group bubbles mix either in the dinner hall nor outside in the playgrounds <ul style="list-style-type: none"> • The hall will be divided by the screen into two areas • Hall 1 will be the area with the projector screen • Hall 2 will be nearest to the Reception playground • Children will get their lunch and be directed to their section to eat. Timings will need to be stuck to by the middays/teachers • If children finish early they can be led to play outside in their respective areas • The playground has been split into quadrants with activities in each. Chn will be rotated weekly to ensure they get to use all areas. Play equipment in boxes clearly labelled with year group name ensures they don't share resources between bubbles • Children will be reminded to stay 2m away from other year group individuals, allowing others to walk ahead, waiting for children to move, not queuing near other year groups etc. as common practise around the school • Middays will have gloves on, use Dettol sprays and spray tables down after one bubble finishes and before the next bubble arrives <ul style="list-style-type: none"> • Cleaners to give tables thorough wipe and cleanse after use and tidy them away • Middays and SSO to meet with HT in advance and discuss plan • Staff room – out of use except of using fridge or making hot drinks • PPA room – out of use except for using photocopier or guillotine – 1 person at a time in room • Particular care when cleaning will be taken to staff toilets and staff room, all equipment that is used by multiple people e.g.: photocopier, kettle etc. • Dettol sprays, wipes and hand sanitiser located throughout staffroom and PPA room • Children who arrive at school late will go to the main office and be taken to class so as to avoid mixing with a different year group bubble • Staff briefings will be done via email to prevent staff from different bubbles from mixing • Staff meetings will be split into two groups with two sessions running at the same time. Staff must space out by 2m and wear a mask. The rooms used for meetings are well-ventilated and hand sanitiser is used on entry 	

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			<ul style="list-style-type: none"> • Children will not have prefect jobs which require them to pass around the school into different bubbles • Only after school club will run initially and peripatetic music teaching for year group bubbles only • The layout of rooms will help maintaining distance between individuals. The groupings and layout have been developed to address: <ul style="list-style-type: none"> ○ children’s ability to distance ○ the lay out of the school ○ the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) • For younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they will be supported to maintain distance and not touch staff where possible • Desks will not be formed in groups, children will sit side-by-side and all will face the same direction • Teachers will sit side by side with pupils when speaking to them rather than face to face and will remain 2m away where at all possible • Children will be reminded to keep distance from adults, especially older pupils <p><u>What can children bring into school?</u></p> <ul style="list-style-type: none"> • They must be encouraged to bring fruit or other healthy sacks as many will be eating lunch later than before • They must bring water bottles in and take them home to wash daily • They can bring rucksack and books as usual but these will be sprayed outside classroom by teacher/TA/responsible prefect in UKS2 • They must wear PE kits on their PE day all day instead of uniform. They will not be permitted to get changed. PE will be done in uniform in first week until timetable verified • Coats, rucksacks and PE kits can go on pegs as usual • They must not bring in anything to share with others; they will be allocated pencil and stationery and must keep hold of it all week • Book monitors must wash hands before and after giving out books or resources 	

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			<ul style="list-style-type: none"> • Visitors must pre-book appointments to come into school, parents will remain at gate, visitors will be given COVID response flowchart to know what to do and how to follow school procedures • Meeting room in admin area will be used for urgent parent/visitor meetings and will be well-ventilated and cleaned after use and PPE must be worn by staff and parents/visitors to the school • Assemblies will be pre-recorded and played in classrooms to avoid children being together in large groups • Parents will not be invited to join assemblies or other events during autumn 1 	
6	Lack of Personal Protective Equipment spreads Covid-19	Staff	<ul style="list-style-type: none"> • Staff are advised to wear a mask and gloves at all times if possible, particularly if they are extremely clinically vulnerable, clinically vulnerable or pregnant • PPE is essential where: <ul style="list-style-type: none"> ○ an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • The guidance on safe working in education, childcare and children's social care will be followed for when, how PPE should be used, what type of PPE to use, and how to source it • PPE will be available in each classroom for administering first aid or for intimate care • Chn wearing them on the way to school will be asked to remove them on arrival and put into a named plastic bag then wash their hands or throw away a one-use mask into a lidded bin and then wash their hands 	Low
7	Spread of Covid-19 through ventilation system	Everyone	<ul style="list-style-type: none"> • The ventilation system has been checked against the CIBSE guidance. Where necessary the maintenance company have carried out checks and provided guidance on the safe operation of the ventilation system • All classrooms will open their windows and doors to allow fresh air to circulate 	Low
8	Spread of Covid-19 goes unchecked	Everyone	<ul style="list-style-type: none"> • The school will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system • Staff and parents/carers have been advised they will need to be ready and willing to: <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate for 10 days with 	Low

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			<p>members of their household and support bubble advised to isolate for 14 days, if they develop symptoms whilst in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace <ul style="list-style-type: none"> • Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff, as essential workers, have priority access to testing. 	
9	There is a school confirmed case of Covid-19	Everyone	<ul style="list-style-type: none"> • Adults will follow procedures as set out in school flowcharts • As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the SBM/Head will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the Public Health Team. • The LCRC will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. • Ongoing infection control advice and support will be made available to schools via the Public Health team 	Low
10	Pupils and staff use public transport to get to and from school	Everyone	<ul style="list-style-type: none"> • Pupils and staff have been advised to cycle or walk to school • Start and finish times have been amended for groups of pupils to reduce the travel risk • Families using public transport should refer to the safer travel guidance for passengers 	Medium
11	Member of school community is clinically vulnerable / extremely clinically vulnerable	Extremely clinically vulnerable person	<ul style="list-style-type: none"> • Advice for those who are clinically-vulnerable, including pregnant women, will be followed. A separate Individual Health Assessment has been carried out for those members of staff at higher risk • Individuals who were considered to be clinically extremely vulnerable will have received a letter advising them to shield. Advice for those who are extremely clinically vulnerable can be 	Low

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			found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	
12	Staff at an increased risk from Covid-19	Staff	<ul style="list-style-type: none"> A separate Individual Health Assessment has been carried out for those members of staff at higher risk 	
13	Pupils and staff at increased risk of mental ill-health	Pupils and Staff	<ul style="list-style-type: none"> The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing Teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement 	Low
14	Lack of staff resources increases risk from Covid-19	Everyone	<ul style="list-style-type: none"> Staff have been asked to work as flexibly as possible. Managers have discussed and agreed any changes before they have been put in place The school has reviewed existing practices and have used the DfE's workload reduction toolkit. Staff have been made aware of the DfE range of resources, including case studies to support remote education and help address workload Headteacher already promotes the taking of PPA from home School will be closed earlier than pre-COVID and staff encouraged to finish work at home Staff sickness will be covered in-house where possible by SLT or supply teachers for longer term absence 	Low
15	Peripatetic / supply staff increase risk of Covid-19	Everyone	<ul style="list-style-type: none"> All peripatetic and supply staff have confirmed they are not suffering any Covid-19 symptoms (new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) before arriving on site Records of peripatetic and supply teachers are kept for 21 days after their arrival and will be available for any Test and Trace purposes The DfE guidance will be followed 	Low
16	Pupil behaviour increased risk of Covid-19	Everyone	<ul style="list-style-type: none"> The behaviour policy has been updated to reflect the requirements of minimising Covid-19 spread and have been made available to pupils and parents before the start of term 	Low

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17	Teaching requires close supervision, e.g. power tools in D&T	Teacher and pupil	<ul style="list-style-type: none"> Guidance from CLEAPSS will be followed on how to use power tools safely during the Covid-19 Pandemic 	Low
18	Exposure to Covid-19 during educational visits	Staff and pupils on visit	<ul style="list-style-type: none"> The DfE guidance on trips is being followed Only non-residential day trips are currently allowed to Covid-19 secure locations 	Low
19	Exposure to Covid-19 during PE	PE Staff and pupils	<ul style="list-style-type: none"> The DfE guidance will be followed The following advice has been followed: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust There will be no clubs taking place during Spring 1 as we enter the national lockdown Breakfast and After School Club will run in various locations across the school for year group bubbles only to be kept together Activities such as the Daily Mile, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing 	Low
20	Exposure to Covid-19 during music	Music staff and pupils	<ul style="list-style-type: none"> Pupils will be physically distanced during lesson, where possible the lesson will be undertaken outside Music lessons will be limited to group sizes of no more than 15 Pupils will be positioned back-to-back or side-to-side Instruments are not to be shared during a lesson Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies The schools will keep up to date with DfE guidance All music equipment will be cleaned before a different bubble uses it 	Med
21	Extra-curricular activities increase risk of Covid-19		<ul style="list-style-type: none"> The DfE guidance will be followed No clubs will take place in Spring 1 other than Breakfast and After School Club which will take place for year group bubbles only 	Low

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			<ul style="list-style-type: none"> Guidance followed includes Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak 	
22	Dedicated school transport increases the risk of Covid-19	Pupils	<ul style="list-style-type: none"> Dedicated transport providers will be asked for their risk assessments to ensure the DfE guidance is being followed The school and local authority will work closely and in partnership together to ensure the school bus service is safe and sufficient 	Med
23	Catering staff increase the risk of Covid-19	Everyone	<ul style="list-style-type: none"> The catering provider has confirmed they are working to the guidance for food businesses on coronavirus (COVID-19) as a minimum standard 	Low
24	Building not maintained/used without maintenance undertaken	Everyone	<ul style="list-style-type: none"> SSO informed and ensuring all checks take place in advance. Will go over checklist with Headteacher during summer holiday All the usual pre-term building checks have been undertaken to make the school safe, including managing the risks of Legionnaires' disease. The following guidance has been followed Legionella risks during the coronavirus outbreak The advice on safely reoccupying buildings from the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown has also been followed. 	Low
25	Staff and parents unsure what to do in the event of a local lockdown due to a local outbreak of Covid-19	Everyone	<ul style="list-style-type: none"> The school business continuity plan has been updated to include procedures to follow in the event of a local lockdown The SBM/Head will contact the Public Health Team and follow their advice, including what is in the Local Outbreak Control Plan, and share with staff and parents. Guidance on communications and letter templates for schools to send to parents and staff will be shared via LCRC (London Coronavirus Response Centre) Infection control support and training will be made available to staff via Public Health 	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date