|  |  |  |  |
| --- | --- | --- | --- |
| **School** | HCAT Schools Eastfield Primary | **Date of Assessment** | 5th October 2020 |
|
| **The number of children on the premises** | 624 | **Shared Setting** |  |
| **Assessor** | Debbie Anderson | **Review Date** | Prior to the introduction of each new cohort |
|
| **Task/Activity** | COVID 19 Educational Setting | **Persons at Risk** (Delete as appropriate) | |
| All School Staff , pupils, parents, contractors | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard Identified**  **P=Probability**  **I =Impact**  **Area of Risk** | **Before Control Measure** | | | **Academy Trust Control Measures** | |  |  |  |  | | --- | --- | --- | --- | |  | **SLT** |  | **All staff** | |  | **Business Manager** |  | **Teaching Staff** | |  | **Site Facilities Manager** |  | **ASA’s/SASA’s** | |  | **Office** |  | **Lunch /BC Supervisors** |   **School Specific Measures** | **After Control**  **Measure** | | |
| **P** | **I** | **Risk Rating**  **P x I** | **P** | **I** | **Risk Rating**  **P x I** |
|  | | | | | | | | |
| 1. Infection  Risk of contracting Covid 19 from shared resources | **4** | **4** | **16** | System of controls  Prevention:  Point 5  a. Each teaching bubble within school will have allocated resources that are not shared with other bubbles within school.  System of controls  Prevention:  Point 4  b. Any unnecessary resources to be cleaned and stored.  System of controls  Prevention:  Point 4  c. All hard surfaces to be wiped prior and after use, such as telephones, computer key pads and touch screens.  System of controls  Prevention:  Point 5  d. Pupils to not bring in personal items other than a coat, boots, packed lunch, PE kit and bookbag.  System of controls  Prevention:  Point 5  e. Bubbles to limit the amount areas of the school that is used.  System of controls  Prevention:  Point 5  f. Limit the number of staff who use equipment such as the photocopier and laminator etc..  System of controls  Prevention:  Point 4  g. Access to hand washing facilities, with access to soap. | Resources are those in the classroom where the ‘bubble’ is. Resources will not be moved from classroom to classroom. Any resources borrowed from another classroom must be cleaned thoroughly before returning. Resources that are borrowed from another year group, e.g. EYFS resources for year 1, must be borrowed before the start of the academic year.  Class teachers are responsible for risk-assessing each morning that desks are front facing in rows and for organising 30 sets of resources that will be needed for that day, that will remain on individual stations. The exception to this is the EYFS and year 1 classes.  Teachers should organise any resources they wish the children to use during outdoor play; they should take it out and bring it in after each outdoor session.  The use of resources during lunch and play  When supervising outdoor play, resources must be used appropriately by the pupils, and only by the pupils of that class. For example, if a pupil plays with a ball, there must be no contact with another pupil. Pupils can pass the ball to each other at a distance of over 2m or can dribble a ball, one at a time, down a line of cones for example, in a more structured drill. No team game contact  Children can sit at a bench with up to 2 children at the bench. Maximum 6 children on the tyres and the trim trail at 1 time.  Teachers should share and implement playtime play expectations with pupils in their bubble/class.  Lunchtime supervisors should share and implement playtime play expectations with pupils in their bubble/class.  Breakfast club staff should ensure resources are limited to a bubble of children and not shared. Breakfast club seating arrangements: pupils to be seated in classes in their year groups.  Teachers should ensure that pupils store any packed lunches, water bottles and bookbags in an agreed place in the classroom.  BC staff should ensure that pupils store any packed lunches, water bottles and coats on their station.  Class teachers should liaise with cleaning staff  Site Facilities Manager to place wipes next to relevant equipment.   * In the staffroom for use of kettle/telephone/ fridge * In the PPA/repro room for photocopier/ paper slicer * Next to office telephones * In each classroom   Staff using iPads/Chromebooks with their bubble/class will be responsible for wiping prior to and after use.  Teachers should ensure that movement around school will be limited to toilet visits and entering and exiting the school.  First aid, unless Covid related, will be carried out within the bubble., unless of a serious nature. Each bubble will have its own first aid equipment, including PPE. First aid during break will be administered by the ASA on duty. If the bubble moves outside, the first aid equipment goes with the bubble.  If first aid is required over lunch time, the lunchtime supervisor for each bubble would administer first aid using the class first aid equipment. If it more serious, lunchtime supervisor to contact the office for support.  BC staff should have own first aid kit to be left in the hall.  Hot and cold food will be transported to each classroom by the kitchen/lunch staff and served by kitchen staff to pupils at their tables. The exception to this is the EYFS pupils who will move a class at a time to the hall where they will eat their lunch.  Lunch supervisors should ensure that lunches will be eaten within the allocated classroom. Lunchtime supervisors should ensure that the EYFS classes travel to the hall and eats their lunch in the hall, with their bubble/class.  \*Each bubble has been allocated an area to play outside during playtime. This is on a rota system to ensure children from different bubbles don’t mix. Although each bubble has been allocated a different area, the rota reduces the number of children outside at any one time and risk. At lunchtime, the year groups will play on their allocated area away from other year groups. (See lunchtime and playtime rota with areas) Sharepoint.  *PE lessons will take place in the hall. The will be a maximum of 2 classes in the hall at a time and measures have been implemented to mitigate risk to all which are set out below.The front and the back hall have different timed slots so there is not a crossover between the two classes. There is movement and cleaning time in between each session. The children are stood a metre away on each side of the wall dividers allowing at least 2 metres difference between the classes. The wall dividers were purchased from XL displays and they can confirm that the screens are over 1800mm high from the floor to top of frame which means the screen will be over the majority of people heads. This then gives you the protection needed for overhead height coverage. The screens will enable you to separate a larger room into smaller rooms to help protect the bubbles of children.*  SLT will inform all staff: PPA room limit of 4 persons. Office photocopying room 1 person. The library will be used as an overflow area.  Site Facilities Manager will ensure there is a station with hand sanitiser available to ensure pupils sanitise their hands before entering the building.  Hand sanitiser will be self-administered by the pupils and only supported where necessary Stations will be found at the following points:.   * Outside the hall for breakfast club * Outside the Rainbow Room * Outside the downstairs classrooms being used. * On the 5/6 playground for 5/6 classes * Outside the door at the end of the KS1 corridor for ¾ pupils entering the building. ¾ classes will line up on the tarmac square adjacent to the year 2 playground.   Site Facilities Manager to ensure all classrooms have handwashing facilities (sinks), including the Rainbow Room. Toilets will also be fully stocked with hand washing facilities | **1** | **4** | **4** |
| 2. Infection  Risk of contracting Covid 19 from travelling to and from school | **3** | **4** | **12** | System of controls  Prevention:  Point 5  a. Staggered start and end times for each bubble within school.  System of controls  Prevention:  Point 5  b. Separate exits and entrances where possible for bubbles within school.  System of controls  Prevention:  Point 5  c. Signage and social distance measures in place for drop off and pick up of pupils.  System of controls  Prevention:  Point 5  d.No parents to enter the school building. | The classes within each year group will have staggered start and end times to school. For each year group the times are as follows:  Group1- 8:45am-2:45pm  Group 2 - 9:00am – 3:00pm  Group 3 –9:15am – 3:15pm  This is achieved with no loss of teaching time as lunchtime is reduced to 45 minutes – 11:45am-12:30pm or 12:30pm-1:15pm  *All staff will begin the working day at 8:30am and teachers must be in their classrooms by 8:45am to receive any possible siblings starting in the first or second staggered start time where the start time is different from their sibling. This is the same at the end of the day, therefore staff will need to stay in their classrooms until 3:15pm regardless of the class finish time.*  See site plan.  All staff should enter school through front entrance to enable handwashing/ sanitising to be carried out on immediate entry.    Signage is in situ at the front of the school informing parents to follow the one-way system and keep 2m apart on the school site. (refer to site plan for lining up areas and staggered times)  Parents will also be informed that where possible, only one adult can do drop off/pick up pupils. Parents will also be informed that children are to enter the school site within 5 minutes of their allocated start time.  The staff member on duty at start and end of the day should advise parents how to contact school. Parents will be told to phone or e-mail and will not be able to speak to staff in person. | **1** | **4** | **4** |
|  | | | | | | | | |
| 3.Infection  Risk of contracting Covid 19 from moving around the school building | **4** | **4** | **16** | System of controls  Prevention:  Point 5  a.Staggered lunch and playtimes for each year group.  System of controls  Prevention:  Point 5  c.Limit the numbers of staff using shared areas such as staffrooms and offices.  Schools should consider operating one way systems, if required, for shared areas such as corridors and stairs. | One member of lunchtime staff will be assigned to each class. They will supervise the pupils having lunch in the classroom and then take the children outside for the remainder of the lunch break. This will be on a rota system for each lunchtime.  11:45am-12:30 EYFS/KS1 11:45pm EYFS to eat in the hall then go outside Y1 to do the same but lunch will be served in the classroom Y2 to play outside at 11:45pm and then come in for lunch  Lunchtime staff to adopt the same rota for the KS2 lunchtime. ¾ will eat their lunch whilst 5/6 play and then swap over.  Lunch staff to use the outdoor resources, located in the classroom for their bubble/class.  Each bubble/class will have a designated area to play at break and lunch in an outdoor space. (\*See lunchtime and playtime rota including areas document)  SLT will draw up a rota for playtime to ensure year groups are not mixing during playtime.  There will be restricted movement around school and lunches will be eaten in the allocated classrooms, apart from the pupils in EYFS who will eat in the hall.  SLT to inform staff that the staffroom will be available to 6 people at a time. The overflow room for staff to use to have lunch is 6SW. The office kitchen is limited to 1 person at any time. Staff will be responsible for wiping kettles, microwave, surfaces after use. Staff will be asked to bring their own lidded cup, crockery and cutlery. Only office staff are permitted to enter the office.  Staff and pupils will be required to keep left on all corridors and stairs.  Teachers should share this information with pupils  There is signage in the corridors to indicate which side is left and right for pupils.  SLT to inform staff of the need to keep to the left inside the building and observe the one-way system around the school..  Each class are allocated toilets and handwashing facilities (sinks). | **1** | **4** | **4** |
|  |  |  |  | System of controls  Prevention:  Point 5  d..Classrooms, where possible, to ensure social distancing through layout of furniture etc.  System of controls  Prevention:  Point 5  e. Consider social distancing within bubbles at lunchtime and playtime.  f. .Where possible, pupils and staff to remain within their allocated “bubbles”.  System of controls  Prevention:  Point 2  g.Access to handwashing facilities, including soap and ensure frequent handwashing across the school day for pupils and staff.  System of controls  Prevention:  Point 5  h.Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually. | Teachers should check the spacing of the tables daily when using the classroom.  Supervision will ensure pupils are reminded of social distancing and will ensure pupils adhere where practicable.  Teachers to remind pupils at the beginning of the day about the expectations to maintain social distancing. Continue to risk assess and remind pupils throughout the course of the day.  Support staff should remind pupils when in contact with them, about the expectations around maintaining social distancing measures. Continue to monitor.  Lunch staff should remind pupils when in contact with them, about the expectations around maintaining social distancing measures. Continue to monitor.  Pupils and staff will be expected to remain in their class bubble. Staff will not be permitted to move freely at the beginning and end of the day and the site must be vacated as soon as possible. Movement should be kept to a minimum around school for all staff in school. Outdoor PE sessions will be timetabled to ensure bubbles do not mix.  System of controls Prevention: Point 2  Staff and pupils will be expected to clean their hands on entering the building, at beginning and end of break times, beginning and end of lunchtimes and before leaving AS A MINIMUM.  System of controls Prevention: Point 3  Site Facilities Manager should ensure there are tissues in each classroom    All meetings must be virtual, where possible. Visitors to the school are strictly by appointment only, unless in the case of emergency, for example social services etc.  *Where there is an event where a small number of parents are on site, they will be asked to wear a mask. Staff can also wear a mask if they are meeting with a parent, for example talking on the door or EYFS initial stay and play session*. *Where there is a need for staff to meet with an adult visitor, both parties can wear a face mask.*  The school has a ventilation system which is as good, if not better than a window system for air circulation. This is less than 5ys old. Site facilities manager can give training on how to operate the system effectively. This system means doors are not required to be left open which could contravene fire regulations.  *Adults are required to wear a face covering when travelling in communal areas of the school or when in the presence of another adult less than 2 m away. Break out rooms have been individually assessed and a limit on the number of adults allowed in the room at any one time.*  *Group rooms at the end of EYFS, KS1, LKS2: 2*  *Group room at the end of UKS2:*  *KB office: 3 KBa office:2*  *Office: 1 additional adult*  *SEND office:2*  *Repro room:1*  *DA office:2*  *6SW: 6 Staffroom: 6*  *PPA: 2 plus 1 photocopying*  *Visitors to the school should either use te track and trace QR code when signing in or if they do not have access to this, fill out their details on the school’s track and trace form. All visitors should take note of the visitor protocol shared with them on arrival to the school.* |  |  |  |
| 4.Infection  Risk of contracting Covid 19 from surfaces. | **4** | **4** | **16** | System of controls  Prevention:  Point 4  a.Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.  b.All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..  System of controls  Prevention:  Point 4  c.Full deep clean of areas where confirmed Covid 19 has been identified.  System of controls  Prevention:  Point 6  d.Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple surfaces outside of a bubble. Such as caretaking staff and cleaners etc.. | **There will be additional cleaner on site from 9-3:30pm** This is on top of the morning clean, which will continue to take place.  Staff in the bubble to notify the office if a specific cleaning task is required during the day. Equipment will be cleaned daily.  Additional cleaning tasks to make a priority are – cleaning toilets and washroom areas at regular intervals, door handles, stair handrails etc. PE equipment to be cleaned after each group of pupils have used it.  Business Manager/ Site Facilities Manager should ensure all cleaning is taking place alongside agreed arrangements and expectations for cleaning.  Staff and pupils should dispose of all waste from the classrooms in a lidded and double-bagged bin.  Teaching staff will not be required to wear PPE unless using it for specifically treating a pupil for personal care or medical care. This is in agreement with Trust policy and DfE guidelines.  PPE will be available in these cases listed above.  First aid kits are available for all bubbles.  The first aid kit for each bubble will be supplemented by the necessary PPE: gloves, mask, apron. If an incident occurs whereby a child has had a toilet accident and needs attention, is coughing or vomiting, a member of staff can telephone the member of SLT or site facilities Manager to bring a visor before treating the child and any other additional PPE. SLT member will assist where necessary.  SLT to share phone numbers with all staff.  Staff in the Rainbow Room should have access to PPE for specific events. An individual pupil risk assessment has identified that this needs to be in place when or if needed  First aid equipment including PPE will be available in the hall for breakfast club staff.  \*if a child develops an ailment where they are experiencing increased coughing sneezing or a general runny nose, for example, hay fever – the member of staff in the bubble should refer to an SLT member to agree actions/next steps.  Staff have been notified how to put on and take off a mask correctly. For any new members of staff, this will also be part of the induction process.  If a first aid incident occurs in the classroom and the teacher is alone and they need support – they must phone for the office to support. If a member of staff is at playtime or lunchtime and the incident is more serious – they must call the office for support. Any member of staff who has treated a child with first aid must continue to log it on WeAreEvery. At regular intervals during the day (11:00am, 1:30pm and 3:00pm) the office staff will pull up a report to ensure parents are informed of the injury. | **1** | **4** | **4** |
| 5.Risk of contracting Covid 19 from a pupil or adult displaying symptoms | **4** | **4** | **16** | System of controls  Prevention:  Point 1  a.Allocation of a room/space within the building for isolation of individual displaying symptoms.  b.Pupil/staff member to return home at the earliest opportunity.  c.Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.  System of controls  Prevention:  Point 1  d.Individuals to report any family members who are displaying signs of Covid 19.  e.Pupils and staff members to not enter the building if they display signs of Covid 19.  System of controls  Prevention:  Point 1  f..Deep clean of areas used by individuals who display symptoms.  g.Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19. | Pupils displaying symptoms will be taken to K Beal’s office to isolate there until a parent/carer arrives.  Parents will be called to collect asap. Staff displaying symptoms should inform the member of SLT covering their phase, by telephone, and arrangements will be made for them to leave site as soon as possible and as soon as cover has been established.  Pupils with other injuries that are non Covid related, but require the child to be sent home, should be taken via the downstairs kitchen to avoid the office ‘bubble’ and will be seated on the corridor outside the BMs office and supervised by a staff member until collected.  Supervision will be socially distant, where possible. If this is not possible, the staff member will be provided with full PPE, including a face shield.    SLT will inform parents of the need to let the school know if any family member or member of the same household are displaying symptoms and will be given advice regarding self-isolation.  Staff members should let Debbie Anderson know if members of their household are displaying symptoms or have tested positive. They will be advised of next steps in line with latest guidance from DfE (Gov.uk)  Business Manager/Site Facilities Officer to ensure that there will be prominent signage around the site, reminding all visitors of this.  Business Manager/Site Facilities Officer will work closely with our cleaning contractors to ensure all cleaning requirements are met.  Members of ‘bubble’ with a confirmed case will be told to self-isolate for 14 days and only return after 14 days if they are symptom free. Tests are available from school to staff and pupils if required. See government guidance.  System of controls Response to any infection: Point 7  SLT to write a letter to parents and share information with staff to ensure they understand the test and trace process. The school will send the pupil or staff member home and ask them to get a test. Further decisions will only be made following the test result.  System of controls Response to any infection: Point 8  If the school has a positive case confirmed from a pupil or member of staff, the school will contact the local health protection team. The school will follow the advice from the local health protection team.  Information with be shared with staff and parents where needed but confidential information regarding names will be withheld from other parents. The school will follow the guidance set out in the DfE guidance for confirmed or unconfirmed cases in the local community.  System of controls Response to any infection: Point 9  If the school has 2 or mare cases within 14 days, it will continue to work with the local health protection team. | **1** | **4** | **4** |
|  | | | | | | | | |
|  | | | | | | | | |
| **9.Risk of staff, children and any visitors not adhering to procedures** | **4** | **4** | **16** | a.Ensure all staff have seen and understood COV id risk assessment  b.Place adequate signage is displayed around school for staff, parents and children to adhere to. | Business Manger will ensure that the Risk Assessment is sent to all staff for consultation and when completed, staff will be asked to confirm that they have read and understood it by e-mail to DA, who will keep a record.  (for children)  Individual risk assessment should be completed for any pupil where necessary.  Staff should report any child causing concern, in light of the revised behaviour policy, to a member of SLT  All staff to be made aware of those pupils with an individual risk assessment/ behaviour plan by a member of SLT.  Teachers and staff to ensure they follow the behaviour plan accordingly.  Should any incidents of behaviour arise during the school day, staff should ring the SLT member on duty that day, who will attend.  Signage is in place on the school site. | **1** | **4** | **4** |
| **10. Risk of staff experiencing a decline in mental health due to a change in circumstances** |  |  |  | a.Strategies to support staff with maintaining good mental health | SLT to timetable weekly Zoom meetings for SLT members.  KBa to check in weekly with SLT members via a phone call.  AHT’s to check in weekly with the teachers in their phase.  SW to check in weekly with the ASA’s  BM to check in weekly with office staff and site facilities manager.  Weekly phase zoom meetings to take place.  Weekly staff training via Zoom to take place.  SW to make regular phone calls to ASA’s on sickness absence.  Mental Health Champions in school to continue to share incentives during Covid-19  RS/SC to check in weekly with the lunch staff  KBa to meet and liaise with head of kitchen weekly with information updates.  Regular communication/consultation with all staff at all levels |  |  |  |
|  | | | | | | | | |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |

***Identification of risks***

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

***Evaluation of risks***

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks

The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

|  |  |  |
| --- | --- | --- |
| ***Score*** | ***Probability*** | ***Impact*** |
| ***1*** | ***Remote*** | ***Insignificant*** |
| ***2*** | ***Unlikely*** | ***Minor*** |
| ***3*** | ***Possible*** | ***Moderate*** |
| ***4*** | ***Likely*** | ***Serious*** |
| ***5*** | ***Certainty*** | ***Catastrophic*** |

*For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of 4x5 = 20. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to 1x5= 5.*

***Risk appetite***

The term risk appetite describes the Trust’s readiness to accept risks and those risks it would seek to reduce. The Trust’s risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

***Addressing risks***

**When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

|  |  |
| --- | --- |
| Assume Treated (or Mitigate) | Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels. |
| Treat (Transfer) | The risk is transferred to a third party, for example through an insurance policy. |
|  |  |
| Tolerate | We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring. |

|  |  |
| --- | --- |
|  |  |