



COVID-19 Risk Assessment

School Name New City primary school		Decide who may be harmed (insert ✓):					
		Students	✓	Contractors	✓	Visitors	✓
Department / Location (if applicable)		Staff	✓	Vulnerable People	✓	Volunteers	✓
Identified Hazards	Initial Risk Rating	Existing Control Measures (select all that are in place)	✓	Actions / Comments	Residual Risk Rating H/M/L		
Spread of Covid-19 through school and wider school community	H	<p>Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply.</p> <p>Handwashing techniques taught to all pupils. Where necessary, pupils are supervised to ensure correct hand washing procedures.</p> <p>Parents are informed of hygiene expectations and for the need to communicate this message in the home environment.</p> <p>All children told to wash their hands before coming to school, before going home, during school and when they get home.</p> <p>Lunch boxes are wiped as soon as they enter the classroom</p> <p>Classes are used to teach children hand washing techniques.</p> <p>Children wash hands before snacks (classroom) and before eating lunch.</p> <p>Lettings to external groups have been ceased.</p> <p>Teachers and classroom assistants monitor the visible health of pupils and ensure parent emergency contact numbers are kept up to date.</p> <p>Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings.</p> <p>Pupils with existing medical conditions should already be known to the school.</p> <p>Vulnerable children (e.g. with underlying health conditions that may be affected by the current threat) are identified and actions regarding isolation/seclusion are discussed and agreed with parents.</p> <p>Parents are told they can send their hand wipes and sanitisers into school with pupils.</p> <p>Parents are informed of the importance of the government advice on catch it, bin it, kill it.</p> <p>Meetings which involve significant numbers of external parties are postponed.</p> <p>Any members of staff with underlying health issues or those within vulnerable groups are told to make their condition known to the school. They should seek and act on the advice of their GP/Consultant/Midwife or current government advice.</p> <p>High contact situations such as assemblies are not arranged.</p> <p>Regular disinfection of toys and other play equipment which pupils are in regular contact with.</p> <p>Enhanced cleaning in high use/traffic areas (e.g. handrails on staircases, door handles)</p> <p>No Cash payment is permitted. Safe distance is 2 metres</p>	✓		M		

<p>Spread of Covid-19 during pupil drop/pick up</p>	<p>H</p>	<p>Pupils arrival must be staggered by year at the designated gates. Parents must line up 2m apart and must not enter the school premises. Staff will supervise the entrance and follow the 2 metres distance.</p> <p>Pupils wearing face mask and/or other PPE must remove it and leave it with parents or dispose using provided bins.</p> <p>Entry school building</p> <p>Teachers will supervise pupils in the playground. Teachers will wash their hand with the children before entering the classrooms. External doors must be kept open for allowing pupils to clean their hand before touching the handles. Teachers will demonstrate how to wash hands.</p> <p>Staff will help children and young people who have trouble cleaning their hand independently.</p> <p>Late arrival</p> <p>If the gates are closed children will not be allowed into the school.</p> <p>Pick up</p> <p>Collection point and timings for each group have been identified. Pupils before leaving school premises will wash their hands. Exit doors will kept open. Parents will collect children at the designated gates.</p> <p>School staff will supervise and remind parents to follow social distancing rules.</p> <p>Late pick up</p> <p>Pupils will wait in 1P</p> <p>Parents must wait at the Reception gate</p> <p>A member of staff will allow pupils to leave opening the gate. Pupils will clean their hands before leaving.</p>	<p>✓</p>		<p>M</p>
<p>Spread of Covid-19 during arrival/departure -Staff</p>	<p>H</p>	<p>Staff should arrive using the main gate. They are required to sign in using card system.</p> <p>On arrival staff should:</p> <ul style="list-style-type: none"> • remove any PPE used during their journey and dispose or put away (after washing it if possible). • wash their hands. • do not congregate in the staff room. • collect pupils in the playground. <p>Staff must clean their hands:</p> <ul style="list-style-type: none"> • at arrival in the school. • every time they use a toilet. • before collecting pupils from the playground. • before and after using the staffroom. • before and after leaving classroom (e.g. using classroom sink). • before leaving school premises; 	<p>✓</p>		<p>M</p>

Spread of Covid-19 using the staffroom- staff	H	<p>Staffroom is open for staff but using timetable a limit of occupancy will be enforced. New City staffroom maximum occupancy is 6 pax. Social distancing must be applied all time.</p> <p>Staff must use their own cups, wash it and bring with them. If possible Disposable milk, coffee and tea pack will be provided. Or Staff should bring their own coffee, milk and tea, cutlery, dishes and not share it with anyone.</p> <p>Food cannot be stored in the staffroom. Staff is encouraged to have school lunch.</p> <p>Disposable cutlery will be provided with plates. Dishwasher will not be used by staff. Staff must follow timetables for allowing cleaning staff to sanitize the shared space.</p> <p>Staff must enter the staffroom using the entrance close to the water dispenser and leave using the other door. (signage will be provided) Enhanced cleaning is provided.</p> <p>Headteacher can revoke the use of staffroom if rules are not followed.</p>	✓		M
Spread of Covid-19 using the toilets- staff	H	<p>Staff must use the nearest toilets using social distancing all times. External toilet door should be kept open for allowing extra ventilation maximum capacity is two. Staff must clean their hand before entering the toilets and after. A dispenser will be provided outside the toilet door.</p> <p>Disable toilets can be used by following the above rules. Enhanced cleaning is provided.</p> <p>Cleaning staff will regularly clean the toilets during the day. (timetable to be provided by juniper)</p>	✓		M
Spread of Covid-19 using the toilets- Pupils	H	<p>Pupils can use the toilets all time during the day. Pupils must wash their hands before leaving the classrooms.</p> <p>Teachers and staff must remind pupils to wash their hands.</p> <p>Cleaning staff will regularly clean the toilets during the day. (timetable to be provided by juniper)</p>	✓		M
Spread of Covid- during lunchtime	H	<p>Pupils and staff must clean their hands before entering the hall.</p> <p>Pupils arrival in the dining hall will be staggered following social distancing. Disposable Cutlery will be ready at the table (Staff/contractors must clean the dining tables before a different group enter the hall. Pupils should leave all together based on year groups.</p> <p>Food can be delivered to the Family Centre and the Learning Hub</p> <p>Box lunches must be open by the pupils. If the pupil is unable to open the box or eat by himself/herself help must be provided. The members of staff must wear gloves.</p> <p>Pupils and Staff must clean their hands after leaving the hall.</p>	✓		M
Spread of Covid- In the playground	H	<p>The use of playground is restricted by year group and class. Group of children should use only part of the playground and they are not allowed to share equipment.</p> <p>The equipment must be clean every time a group class leave the playground by a member of staff.</p> <p>SLT should evaluate which equipment is the safest following the below:</p> <ul style="list-style-type: none"> • easy to clean. • large quantity. <p>The gym, tree house and climbing wall and frame must be cordoned off. Daily inspection and enhanced cleaning program must be in place for external areas and equipment.</p> <p>Adequate supervision must be provided all time. Pupils and staff must clean their hands before and after leaving the playground.</p>	✓		M

Spread of Covid- Classroom	H	<p>The school will reorganise classrooms following government guidelines. (e.g. max 15 pupils per classrooms) Furniture has been reduced for allowing social distancing. (Reconfiguration of tables and seating to maintain space and avoid face to face interaction.). Soft toys and those with intricate parts have been removed and are not permitted. Clear signage must be visible for pupils to follow. Hand washing procedure must be followed all time when arriving and leaving the classroom. Moving around the different areas within the school is reduced as much as possible. Classroom external doors must be used when using the playground. (where possible)</p> <p>Student will have allocated desk, resources and are not encouraged to share. Each teacher will have a stock of resources in their classroom. Pupils will store their backpack and jacked next to their chair/desk.</p> <p>The same teacher and support staff are assigned to a class each day (where possible). Timetable will be reviewed daily in regard of lessons or activities. Enhanced cleaning is provided.</p>	✓		M
Spread of Covid- Soft play area	H	The use of soft play area should be closed. The area must be clean every time a group pupil uses it.	✓		M
Spread of Covid- Corridors	H	<p>Using of the halls should be reduced. Timetables must be followed at all times to avoid contact between groups during the day. Enhanced cleaning is provided.</p> <p>One-way system in the stairwells</p>	✓		M
Spread of Covid- Staircases	H	<p>The use of staircase is restricted as follow:</p> <ul style="list-style-type: none"> • The east staircase the reception must be used to go up • The west staircase near the staffroom must be used to go down • The middle staircase to be used by Y1 only on entry and exit to the school <p>Signage must be visible on the staircases. During an emergency staff and pupils can use the nearest staircase.</p>	✓		M
Spread of Covid- In offices	H	<p>Offices occupancy as been reduced following social distancing guidelines. Face to face desk is not allowed. Desk are arranged side by side.</p> <p>Main office The main office maximum occupancy is three members of staff.</p> <p>Headteacher office Maximum occupancy is two,</p> <p>Deputy head office Maximum occupancy is two,</p> <p>Conference room ground floor Conference room can be used as office with maximum occupancy of 3</p> <p>Conference room second floor Conference room can be used as office with maximum occupancy of 4</p>	✓		M

Provision of First aid	H	<p>A first aider should be present all time. Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three months additional time allowed for requalification due to current restrictions). Staff or students who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate. First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor. First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</p> <p>The first aider must follow the government guidelines.</p>	✓		M
Waste disposal measures	H	<p>Bins will be provided in key areas (entrance, first aid room, dedicated Covid room)</p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full. • The plastic bag is placed in a second bin bag and tied. • It is put in a suitable and secure place and marked for storage until the individual's test results are known. • Waste is stored safely and kept away from children. • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be put in with the normal waste. • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste. • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 	✓		M
Spread of Covid- Visitors, contractor deliveries.	H	<p>Parents are reminded not to come to the school. If parents need to drop off items for pupil, they should be left at the school main entrance for staff to collect, same procedure must apply for parcels and deliveries.</p> <p>Teachers should avoid face to face meetings with visitors and parents using alternative methods. (e.g. Zoom or phone calls). Where this is not applicable visitors should wait outside until the Headteacher authorize the meeting in the designated area (e.g. Conference room) social distancing must apply all time. Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk.</p> <p>Maintaining pairing where two-person lifting is required. For safeguarding and Covid reason delivery drivers cannot use our welfare facilities.</p>	✓		M

Spread of Covid during cleaning duties- staff and contractors	H	<p>Staff and contractor should:</p> <ul style="list-style-type: none"> • use PPE during cleaning duties (mask, gloves, apron) • follow the coshh risk assessments. • avoid contact with other staff, pupils and contractor during duties. • dispose PPE following safe disposal measure as above. 	✓		M
Information and induction	H	<p>School will provide all information to the parents for hs, timetables and guidelines in regard of social distancing and washing hands.</p> <p>Staff will receive risk assessments and induction in pdf. An induction date will be communicating to staff where training will be provided in regard of the new procedure. Extra training/induction will be given to vulnerable staff and parents in regard of procedures. (e.g. people who do not have a good command of English or have sight/hearing difficulties)</p> <p>Hand washing guidance and posters will be provided across the school (staffroom, entrance, classrooms, hall, first aid room, offices) Hand washing guidance will be sent to all staff and parent via email. Risk assessment and guidance will be published in the website.</p> <p>Signage and marking are visible in the school.</p>	✓		M
Travelling to school	H	<p>Staff, pupils and contractors should avoid using public transport. If unavoidable they should wear PPE e.g. Face mask (following government guidelines). At the arrival on the school PPE used outside should be dispose and/or wash and put away.</p> <p>School should collect information from staff, parents and contractors for creating the timetable of arrivals.</p> <p>Social distancing rules should always be followed between parents and staff.</p>	✓		M
Staff and pupils who are clinically extremely vulnerable	H	<p>Staff or pupils may have that will put them at greater risk of a serious please see below https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>symptoms of Covid-19, anyone with these conditions will have received a letter from the NHS telling them they are in this group</p> <p>they have been advised to be shielding until 30th June 2020 when further advice will be given.</p>	✓		M
Staff and pupils who are clinically vulnerable	H	<p>If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</p>	✓		M

<p>Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough, loss of taste/smell.</p>	<p>H</p>	<p>Contact the Trust, DFE.</p> <p>Close the classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If person displaying the symptoms had access to several rooms other than for transitional purposes, then all areas accessed are isolated for 72 hours. Cleaning is completed after 72 hours and before reoccupation of the classroom.</p> <p>Where the pupil may have spent their school day in several classrooms, all rooms are closed.</p> <p>Staff are informed.</p> <p>Parents are informed using a pre-agreed statement.</p> <p>Reference is made to PHE advice on what to do if someone develops symptoms of Covid-19 in a school or other educational setting.</p> <p>Words have been prepared for communication to the school community.</p> <p>External groups who have access to the building are notified of any school closure.</p> <p>School meals caterer are notified in the event of school closures.</p> <p>Up to date position on closure is communicated via the school website and by text message to parents.</p>	<p>✓</p>		<p>M</p>
<p>Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day.</p>	<p>H</p>	<p>Whole family is told to self-isolate for a period of 14 days in line with Government guidance.</p> <p>PHE website is consulted for most up to date guidance.</p> <p>Normal system of work in relation to cleaning is maintained with attention to high contact areas toilets, door handles, telephones & grab rails.</p> <p>Headteacher maintains regular contact with the family.</p>	<p>✓</p>		<p>M</p>
<p>Working from home</p>	<p>M</p>	<p>All staff working from home need to ensure that they have assessed their home environment to ensure that it is as safe and suitable for work as possible.</p> <p>Staff should take regular breaks away from their computer/laptop. (E.g. every hour) They should get up walk around and stretch.</p> <p>They should ensure that their computer screen/laptop screen is at a comfortable height and distance to avoid neck and eye strain.</p> <p>Staff temporarily working from home because of Coronavirus do not need to complete a display screen equipment workstation assessment.</p> <p>Their line manager should make contact weekly to ensure their wellbeing.</p>	<p>✓</p>		<p>L</p>
<p>Spread of Covid during Site supervisor duties</p>	<p>M</p>	<p>Site supervisor should avoid contact with member of staff and pupils. A different timetable should be put in place by the school. (e.g. Early morning, late afternoon)</p> <p>Site Supervisor should supervise the contractors all times using PPE. A daily checklist is provided.</p>	<p>✓</p>		<p>L</p>

Mental Health	M	School will give staff up to date info on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak Further info will be published by HR MANAGER	✓		L
Teaching Staff Shortage	M	Use of NISTRA register to employ substitute teachers. Combining classes is considered. Where pupil/teacher ratios exceed DfE recommendations– partial closure for certain classes or part time / AM / PM classes are introduced. Text alert service used to notify parents of any exceptional closures due to insufficient staff cover. Notify DfE in the event of an exceptional closures.	✓	Explore options with neighbouring schools or other schools in the Trust.	L
Facilities/Administrative Staff Shortage	H	Organise cover arrangements Classroom Assistants to provide temporary cover for reception/administration. Encourage parents to only contact school in the event of an emergency. Reassign support staff to core health & safety functions within the school.	✓	Explore the option to share support staff with neighbouring schools or other schools in the Trust.	L
School kitchen closure resulting in no school meals provision	H	The ability for school meals provider to deliver meals from another kitchen to be investigated. Headteacher to liaise with school Caterer. Text alert sent to parents to provide packed lunch. In the case of pupils in receipt of free school meals, school makes alternative arrangements to out-source meals provision.	✓		L
Staff and pupils exposed to Covid-19 during school trips	M	All trips have been cancelled.			L
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	M	Evacuation plans including the following have been reviewed: Safe assembly of occupants following social distancing requirements. Safe exit via the nearest final exit. Training occupants of any changes to evacuation. Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school. Use of the school has been reduced to enable safe sweeping and evacuation. Due to reduced numbers use of the school is kept grounding floors or specific areas where possible. Fire testing have been carried out regularly during the school closure. Site supervisor will continue to do a weekly testing. A new list of available fire Marshall must be shared across the school. A fire drill must be carried out asap. New PEP (Personal evacuation plan) must be carried out for the pupil and staff in need of help for an evacuation.			L

Legionella	M	Sample test were carried out by external contractor. Site supervisor to check water temperature and weekly flushing			L
Risk Rating Guidance: H= High M= Medium L= Low TBA = To Be Assessed - Assessment of the likelihood and/or impact of injury and/or damage. Initial assessment has been undertaken. Complete the residual assessment based on your control measures/findings/additional actions, etc.					

Other Hazards Identified	Additional Control Measures to be Put in Place				
Any other foreseeable hazards that are associated with the activities being carried out to be listed here.	<i>Where you have identified other hazards, record the additional control measures you are going to put in place to mitigate these below:</i>				
Date of Assessment:		Carried out by:		Signature:	
Date of next review:		Carried out by:		Date Review Completed:	
Also refer to these other relevant risk assessments or safety advice documents:					