

Academy	Northfield Manor Primary Academy	Risk Assessment Author:	Ian Kirby & Sandra Pennington
Assessment	Additional pupils on school site from w/b 15 June 2020	Date:	05/06/2020
Next Review Date:	As deemed necessary as per Government / PHE / DfE / Trust	Version	V2.0
Who could be harmed	Trust pupils and families	Level of Overall Risk (H/M/L)	Medium

#	Risk Factor	Potential Consequence	Likelihood (1 to 5)	Severity (1 to 5)	Risk Rating	Risk Rating Low/Med/High	Potential Control Measures	Individual school context Measures	Likelihood (1 to 5)	Severity (1 to 5)	New Risk Rating
1	Diagnosed with coronavirus	Pupil infected with COVID-19	3	3	9	Medium	Anyone diagnosed with COVID-19 should not attend school setting for the required isolation period as per the latest government guidelines	No pupils identified as having COVID-19. Any pupils identified with having COVID-19 will be asked to follow the self-isolating guidelines to minimise the risk of infection to other members of pupils and staff.	2	5	10
2	Fitness to attend	Due to an existing health condition an employee is considered vulnerable and should not be at work as per government guidance An pupil is showing symptoms of coronavirus	5	5	25	High	All pupils who are deemed vulnerable would have received communication from the government advising them they are in the shielding programme and should be isolated in their own homes for a period of 12 weeks (from 23rd March 2020). If a pupil is known to be this category and arrives at school they must be sent straight home. If a pupil is showing symptoms of coronavirus they should be sent home and told to follow government advice that they should self-isolate for a period of 7 days and anyone else in their household should self-isolate for a period of up to 14 days. Children should access testing and can return after a negative test result.	No pupils identified as having a self isolating letter	2	5	10
3	Living with a person who is self-isolating, a person who is at increased risk or a person who is defined on medical grounds as extremely vulnerable.	Due to living in the same household as someone with an existing health condition and is considered vulnerable as per government guidance	4	5	20	High	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing. For young children, they should not be in school as they cannot socially distance.	Pupils required to isolate should follow government guidelines.	2	5	10
4	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst travelling to school	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	5	20	high	Pupils should be encouraged to walk to school where possible. Pupils should avoid travelling to school on public transport where possible. Pupils should travel in separate vehicles to and from school wherever possible. In the first instance this will be our own vehicles. The only time that sharing of vehicles can be considered is when there is no option to do otherwise (i.e. a sibling) Drop-off times and collection times should be staggered. On arrival all pupils to use alcohol based hand sanitizer at the entrance to the building or use the sink if it is available on entry.	Low use of public transport for children to get to school. Only one parent to drop pupils off at school without siblings where possible. Communicate to parents how pupils should travel to school.	2	5	10
5	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - entering school building	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	4	16	high	Pupils are to use designate building entrances. Access classrooms directly from the outside where possible. If they have to enter the school building, or queue to enter any part within, then adequate signage must be displayed showing 2 metre intervals such as distance posts or floor markings.	Communication to staff to ensure that only essential items are brought into school with the pupil to reduce contamination points. i.e. only lunchbox and drinks bottle Four points of entry to be set up for access into NMA - entering the school via two gates and two set of doors. Pupils to have specific arrival time to reduce the number of pupils arriving at each entry point at the same time. Sanitisation station to be set up with notices at entrances. Antibac wipes to wipe down essential items. Two meter markers to be set out on floor. Pupils to go directly to classroom via outside route where possible, using outside door to classroom.	2	5	10
6	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - staircases, lifts, pedestrian routes	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Only use lifts as a last resort - ensuring trained staff are available to assist those using (mobility difficulties). Implement one way systems on staircases if it permits- ensure handwashing before and after touching handrails. Zoning to be considered to keep pupils in the same area. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation Where possible consider one-way circulation	No lift in NMA. Pupils to go straight to their classroom, from outside where possible. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.	2	5	10

7	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) access and egress - classrooms	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Pupils to be limited to a maximum of 10 per class.</p> <p>Remove all soft furnishings and soft toys, including any resources that cannot be easily washed/ wiped down.</p> <p>Pupil should only use their designated classroom and should not enter any other classroom for any reason.</p> <p>Pupils should wash their hands at the sinks stationed at the entrance to each classroom. Hand sanitiser will be available as a second choice.</p> <p>Pupils should use the same desk each day if they attend on subsequent days</p> <p>All classrooms are to be thoroughly cleaned each day follow the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Where possible all spaces should be well ventilated using natural ventilation (opening windows).</p> <p>Use outdoor space for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</p>	<p>Classrooms to be set-up with 10 children per class. Tables to be set apart for social distancing. Pupils should use the same desk each day if they attend on subsequent days.</p> <p>School to open from Wednesday 2 June 2020 (if Government announce movement to phase 2 on 28 May 2020)</p> <p>All soft furnishings and soft toys to be removed. Surfaces to be tidied to leave surfaces clear to be effectively cleaned.</p> <p>Classrooms to be ventilated where possible (windows and doors open).</p> <p>Sanitizer station to be set-up outside every classroom.</p>	2	5	10
8	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using - eating and drinking facilities	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Lunchtimes to be staggered so children are not moving around the school at the sametime and there are limited groups in the dining hall at the sametime.</p> <p>Children should clean or sanitize their hands before entering and enter in the groups they are already in.</p> <p>Allow sufficient time for cleaning before each class / group enters the dining hall.</p> <p>Same LSA/ MSA to be used by each class on subsequent days.</p> <p>If such measures are not possible children should be brought their lunch in their classrooms.</p>	<p>Lunch grab bags to be produced by the kitchen. Grab bags to be bought to the classroom by the lunch time supervisor. Children to have lunch either in the classroom or outside in dedicated area.</p> <p>Lunchtimes to be staggered to reduce potential contamination points.</p> <p>Same lunch time supervisor to be maintained for same classes.</p>	2	5	10
9	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) during - breaktime / lunchtime	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Breaktimes to be staggered.</p> <p>Class / groups to use separate areas of the school site / playground if breaktimes run concurrently. Zoning areas for each 'bubble' to use if different groups are out at the same time.</p> <p>Play equipment should not be used unless the school is able to ensure that it is appropriately cleaned between groups of children using it and that multiple groups do not use it simultaneously. Or each group has their own equipment which stays in their own room.</p>	<p>As above.</p>	2	5	10
10	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when using welfare facilities - toilets and wash areas	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	<p>Ensure toilets do not become overcrowded by limiting the number of children who use the toilet at one time.</p> <p>Dedicate specific classrooms to toilet facilities if possible.</p> <p>Handtowels, lidded bins and satiation provisions available in each toilet</p>	<p>Each class should have dedicated toilets. Teacher to monitor number of pupils leaving for toilets to ensure only one pupil using toilet at the same time.</p> <p>Toilets to be cleaned regularly</p>	2	5	10

11	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to school staff	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day or on subsequent days Ensure that the same teacher and staff (e.g. LSA) are assigned to each group and as far as possible these stay the same during the day and on subsequent days. Clean surfaces that children and young people are touching, such as toys, books, desks, doors, light switches more regularly than normal. Staff to frequently wash their hands with soap and water for 20 seconds and dry thoroughly as per government guidance on hand cleaning Kitchen staff should remain within the kitchen facilities and not use other parts of the school site (except welfare facilities). Gloves should be worn when serving children Site staff should work where possible outside or where children are not located. Reception staff should remain within the reception area and not use other areas of the site (except welfare facilities). The reception window/hatch should remain closed at all times. All other staff who can work-at-home should work at home as per the latest government guidelines- numbers of staff in school should be kept to a minimum. Staff to wash clothes following a day in educational or childcare setting	Children to be maintained in bubbles as much as possible. Only exposed to teacher and lunch time supervisor, except emergency situations	2	5	10
12	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) when - exposed to parents	Close proximity to infected parents Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Children should be kept separate from the drop off areas for other children. Ensure doors are closed and parents hand children over in line with social distancing guidelines	Children should be kept separate from the drop off areas for other children. Ensure doors are closed and parents hand children over in line with social distancing guidelines	2	5	10
13	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) through working practice - Shared equipment	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	5	5	25	High	Equipment to remain in the classroom and sharing of equipment to be kept to a minimum. Maintain good hygiene measures, regular handwashing	Equipment to remain in the classroom and sharing of equipment to be kept to a minimum. Maintain good hygiene measures, regular handwashing	2	5	10
14	Exposure to COVID-19 virus through contact with contaminated person(s) or surface(s) - whilst attending wrap-around care	Close proximity to infected people Breathing in droplets in the air Touching contaminated surfaces	4	5	20	high	Wrap around care to be closed.		0	0	0
15	Increased risk to health due to reduced first aid arrangements caused through staff reductions (e.g. through isolation, travel restrictions and NHS)	Delays in administering point of injury medical treatment. N.B. The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.	4	5	20	High	Schools should ensure adequate first aiders are onsite based on current guidelines. First aiders have PPE and PPE is in classrooms to deal with any unexpected situations.	Staff onsite would include sufficient first aid staff.	1	3	3
16	Diagnosed with coronavirus	Infected Other staff / pupils infected	3	3	9	Medium	If a child develops symptoms they should be taken to a designated area and sent home, immediately, parents being asked to book a test. If test is positive, the 'bubble' should all self isolate for 14 days and access testing as appropriate. Advice from PHE will be sought. Classroom deep cleaned as advised.	Child to be sent to isolation space until parent can collect pupil. Pupil to exit school via nearest exit point. Classroom to be closed and cleaned in line within latest government guidelines.	3	3	9
17	Safeguarding	Unable to provide adequate safeguarding of children due to reduced staff.	3	5	15	High	Ensure staffing ratios are maintained for all children in school. If school cannot do this, then certain bubbles will be closed. If required reduce pupil numbers in school to maintain ratios. Ensure safeguarding processes for those children remaining at home are maintained with clear logs and escalation as required by guidelines		2	5	10

You should review your risk assessment if you think it is no longer valid or if there are any significant changes to the hazards.

