



COVID-19

Risk Assessment

Version 1

Last reviewed on:	September 2020	Next Review date:	October 2020
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Links to key government documentation

- [Guidance for full opening: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans that should be useful for mainstream schools as well)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Safe working in education settings](#)
- [Face coverings in education](#)
- [COVID-19 contain framework: a guide for local decision makers](#)
- [How schools can plan for tier 2 local restrictions](#)
- [Critical workers who can access schools or educational settings](#)

How we have approached risk estimation and management

The DfE advises that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards.
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.

Make sure you consult the right people

Talk to:

- Independent legal experts
- Your insurance providers
- Your staff, particularly any union representatives – and remember that you'll also need to provide your staff with any training they need on how to implement the measures you're taking (e.g. changes to behaviour rules, how to dispose of PPE)

RAG rate your control measures

Mark up each control measure in the appropriate colour, to make it clear how prepared you are for each measure being in place for the autumn term.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the autumn term
- Green: this measure is already in place

To do this, highlight the text and then pick the relevant colour using the 'shading' tool above: 

Risk Area	Issue	Control Measures	Comments	Outstanding Actions	Risk Rating
Effective infection prevention and control	Individuals who become unwell	<p>All staff briefed on COVID symptoms and school procedures outlined in this Risk Assessment.</p> <p>Taken ill in school:</p> <ol style="list-style-type: none"> 1. Person taken to designated space (community room) clear of others 2. Check temperature with non-contact thermometer 3. Infrared thermometer are available in office to check temperatures of any staff member or pupil. 4. If a child, adult supervising should wear appropriate PPE if 2m distance cannot be maintained. PPE kit to be kept in consultation room. 5. Parent / carer informed to collect immediately and book a PCR test. If the parents does not take their child for a PCR test the school has the right to stop the pupil attending if it is necessary to protect other pupils and staff from possible infection with COVID 19. They will be given guidance on next steps 6. If well enough, staff leave site for home immediately 7. 7. Testing procedure shared and Public Health England guidance followed. 8. 8. Welfare call to be made (A. Smith for children, A Roberts for staff)– to ensure testing procedure is being followed. Log in CPOMS for child. 9. 9. Ensure before person leaves the building that staff know exactly where they have been on site to inform cleaning schedule (see below) 	<p>Individuals displaying symptoms or testing positive for Covid 19; Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine. If a pupil/staff member receives a positive test result, they should follow the stay at home guidance and self-isolate even if they have received one or more doses of COVID-19 vaccine to reduce the risk of spreading infection and help to protect other people.</p> <p>Close contacts of a confirmed Covid 19 case; Contacts of a positive Covid 19 case will not be required to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years 6 months • They have taken part in or are currently part of an approved COVID-19 vaccine trial • They are not able to get vaccinated for medical reasons • Fully vaccinated means that they have been vaccinated in the UK, and at least 14 days have passed since they received the 	Weekly check of supplies/PPE LN to inform LT of any needs	Medium

			<p>recommended doses of that vaccine.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID -19, irrespective of vaccination status and age, will be contacted directly by NHS Test & Trace and required to self -isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self -isolation.</p> <p>Contact; meeting these criteria will be advised to have a PCR test as soon as possible.</p> <p>Children aged 4 and under will not be advised to take a test unless the positive case was someone in their own household. They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID -19, as it is possible for PCR tests to remain positive for some time after COVID -19 infection.</p> <p>Close contacts will be identified via Track and Trace and will be advised to take a PCR test (this may result in only a small number of individuals being contacted). It is not a requirement of school to identify these contacts but settings may be contacted to support track and trace in exceptional circumstances with identifying contacts who may have closely mixed with the positive case.</p>		
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			Settings should still continue to risk assess contacts working with clinically extremely vulnerable individuals. If a staff member or child has symptoms of COVID 19 – PPE (Apron, Gloves and Masks) should be worn until the child or staff member leaves, the area where they have been will then need to be deep cleaned. Used PPE to be double bagged in bin and stored in caretakers outside store for 72 hours. Label bag with date.		
	Self-isolation	<ul style="list-style-type: none"> If have symptoms follow current government advice. Tests are available to all through Govt website or telephone 119 	HT informed as per attendance procedures Record those self isolating/how/who – LT as per attendance procedures. Follow DfE Guideline re attendance registers (LN)		Medium
	Confirmed COVID Cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> If a student or adult tests positive, they must selfisolate for a minimum of 10 days or until their symptoms pass NHS Track & Trace determine who has had close contact and who will be isolating. (refer to comments column) Classroom to be deep cleaned If staff are self-isolating and a stable and safe ratio of staff is not possible, the school will consult the Trust in order to consider a partial or full closure. If no DSL / DDSL / First Aider is available on site – contact Trust to arrange appropriate support / action 	<p>Follow up children/staff that are absent if they have COVID-19 Symptoms – LT/LN</p> <p>A contact can be:</p> <ul style="list-style-type: none"> anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test during the infectious period: <ul style="list-style-type: none"> a) face-to-face contact including being coughed on or having a face-to-face conversation within one metre b) skin-to-skin physical contact for any length of time c) been within one metre for one minute or d) longer without face-to-face contact 		Medium

			<ul style="list-style-type: none"> e) been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) f) travelled in the same vehicle or a plane <p>NB to notify pupils with EHCP - Should you need to contact NB, you can e-mail at send@mjps.org.uk</p>		
	Social Distancing	<ul style="list-style-type: none"> • We will endeavor to promote the government social distancing measures as per guidance. • Staff should try to keep their distance from pupils and other staff as much as they can • It is important to reduce contact between people • School hours have been reviewed • One way system in place on school site • Face masks to be worn by staff in communal areas (eg corridors, dining room, staffroom (except when eating)). A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles • Recommended that parents/carers wear face coverings at drop off and pick up times. • All staff can wear face coverings at these times (personal choice). • All staff to be aware of staff to staff transmission -ideally 2m from other adults. • Office staff can wear face masks when answering window enquiries, or when not seated (personal choice). • Signage used in school to indicate restrictions on numbers of staff in one space at any one time Max x2 designated people in office at any time - All other staff to go to the office window; 	<p>A contact can be:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test during the infectious period: <ul style="list-style-type: none"> a) face-to-face contact including being coughed on or having a face-to-face conversation within one metre b) skin-to-skin physical contact for any length of time c) been within one metre for one minute or d) longer without face-to-face contact e) been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) f) travelled in the same vehicle or a plane 		Medium

		<ul style="list-style-type: none"> • Limit number of adults working in PPA room (x3); • Walking on the left will be reinforced throughout school. • If a face-to-face meeting with parents is required, this will be by appointment to ensure social distancing can be promoted. • Staff can wear face coverings for face-to-face meetings in school. • Fire evacuation procedure would remain as per normal arrangements. 			
	Handwashing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand sanitizers in any area where washing facilities not readily available • All classrooms, offices and staffrooms have a cleaning station to include tissues/surface sanitizing wipes/pump sanitizer and a lidded bin for used tissues and hand towels. • Stringent hand washing taking place. Pupils and staff must clean their hands when they arrive at the school; when they return from breaks; when they change rooms and before and after eating. This must be done with soap and water or hand sanitizer • Staff encouraged to protect the skin by applying emollient cream regularly • Employees and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Posters displayed and all staff and pupils to be shown hand washing videos on correct hand washing procedures. 	<ul style="list-style-type: none"> • Hand sanitizers must not be stored in strong sunlight (eg NOT in direct sunlight) • Wall mounted sanitizers are ideal however in other locations where the sanitizer is to be shared a pump bottle will be used. • Flip top bottles are intended for single person use and should be stored out of reach of children as there is a risk of potential accidentally poisoning due a child swallowing the sanitizer). The pump bottles can be refilled as required. • Hand sanitizers to be used when entering a new room, rather than when leaving the room. 		Medium

		<ul style="list-style-type: none"> Hand sanitizers located near and around high-touch surfaces and communal areas, including entrances and exits 			
	Testing, including testing of staff	<p>Staff should continue to undertake twice weekly home tests, this will be reviewed by the Government</p> <ul style="list-style-type: none"> Report testing outcomes to NHS as instructed in step – by-step guide: www.gov.uk/report-covid19-result LN/LT to report positive test outcomes test to SLT 	LT to monitor all staff sending results twice weekly	LN to check supplies of testing Kits and re-order as necessary	Low
School Organisation	Timetables	class assemblies will take place remotely	NB/LG to monitor		Medium
	Drop Off/Collection	<ul style="list-style-type: none"> Staggering of drop off/collection times may need to be reviewed in New Year All staff may wear face coverings Use of separate entrance/exits as far as possible 	LT to inform SLT of any guidance changes over winter break		Medium
	Parental/carer access protocols	<ul style="list-style-type: none"> Parents / carers access to main reception only. Parents/carers should not access other areas of the school building without prior arrangement Parents / carers are requested not to congregate on school premises Any appointments with adults to now be done remotely until the new year Social events, such as Performances, Parents Evenings, Pantomime, Parent workshops will now be done remotely. To be reviewed regularly. 			Medium
	Shielded and extremely clinically vulnerable children	<ul style="list-style-type: none"> Extremely Clinically Vulnerable children to attend unless informed otherwise by PHE. If advised not to attend - appropriate curriculum –home learning activities. 	LN to keep spreadsheet up to date and complete DFE daily returns as required		Medium
	Shielded and extremely clinically vulnerable parents/carers	If a child or member of staff lives with someone extremely clinically vulnerable, - follow Government guidance.			Medium
	Individual children's needs	Follow Recovery curriculum:	As SDP		Medium

		<ul style="list-style-type: none"> Review additional support for vulnerable children Ensure a clear approach to support children's emotional development and wellbeing upon return allowing for time in the curriculum Update list of children who have not engaged in home learning activities as/if required. Feedback to team leaders weekly/Log on CPOMS 			
	Behaviour Policy				Medium
	Attendance	<p>For children not attending, follow normal attendance procedures.</p> <ul style="list-style-type: none"> "Pupils with Covid19 symptoms should not attend school. If a parents/carers insists on a pupil attending school, you can take the decision to refuse the pupil if , in your reasonable judgement it is necessary to protect other pupils and staff from possible infection with Covid 19. Your decision would need to be carefully considered in light of all the circumstances and public health advice." (School Covid19 Operational Guidance – 02/12/21) 	<p>LN to contact non-attendees LT to inform Headteacher of any pupils/families who are anxious/reluctant to attend and develop a plan of support</p>		Medium
Staffing	Shielded and extremely clinically vulnerable adults	<p>School will apply the full measures from the guidance to mitigate risks to all staff.</p> <ul style="list-style-type: none"> Staff in most at risk categories (Extremely Clinically Vulnerable) should take particular care. Workplace risk assessments for individuals as appropriate, 			Low
	Clinically vulnerable adults	<p>School will apply the full measures from the guidance to mitigate risks to all staff.</p> <ul style="list-style-type: none"> Workplace risk assessments for individuals as appropriate, including staff who are pregnant at less than and more than 28 weeks 	<p>Consult guidance as it is produced. Link to Coronavirus: https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>		Medium
	BAME Staff	<p>BAME staff are reported to have increased vulnerability to COVID-19</p> <ul style="list-style-type: none"> Conversations will be held with all BAME staff to ensure that any concerns are fully considered 	<p>BAME staff to speak to HT/senior administrator - identify any concerns and take appropriate action.</p>		Medium

		<ul style="list-style-type: none"> • Risk assessments to be completed for BAME staff. 	Specific risk assessment for each BAME member of staff if required (HR)		
	Shortage of Staff	<p>Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans.</p> <ul style="list-style-type: none"> • If HT and DHT required to isolate – designated member of SLT in charge of school (supply cover) 	Plans to be adapted/possible restricting those eligible to attend.		Medium
	Workload and wellbeing of staff	<p>Workload of staff to be managed by senior leaders, particularly the balance of staff teaching time and managing home learning.</p> <ul style="list-style-type: none"> • Management to promote mental health and wellbeing awareness to staff and offer whatever support they can to help. • References – educationsupport.org.uk/eap www.hse.gov.uk/stress 	<p>Timetable take this into consideration. Regular discussions with staff to ensure wellbeing needs are met. Wellbeing meeting on return to work following positive COVID19 case/ self-isolation with senior administrator. Record of meeting kept in staff personnel file.</p>		Medium
Site	Use of toilets	<p>Designated toilets</p> <ul style="list-style-type: none"> • Toilets deep cleaned each day • Toilets regularly checked by cleaner throughout the day 	<p>Staff toilets: Office staff/HT/DHT – disabled in reception KS1 in lower teaching block KS2 in Upper teaching block</p>		Medium
	Health & Safety	<p>Ensure all required health & safety checks have been completed (ongoing) – update as instructed by government guidance Ensure current fire plan and lockdown plans are still appropriate under new method of operation.</p>	<p>LT to update as alerted by updates Make amendments as required</p>		Medium
	Increase Ventilation	<p>When safe and practical to do so, windows will remain open and doors can be propped open or ajar. Identify any poorly ventilated spaces Balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<p>Doors wedged open would not be recommended. This is a fire hazard. On evacuation ensure any doors are closed Caretaker to open windows on a morning. Staff to maintain ventilation. Co2 Monitors to be used when provided by the Government</p>		Medium
	External contractors and visitors	<p>Plan arrangements with suppliers and check they are following appropriate hygiene measures when in school Contractors should provide their Covid 19 control risk assessment for review before being allowed to carry out works on school premise</p>	<p>LT/WW to liaise with contractors LT to ensure we have contractors information and keep records up to date. Hand sanitiser provided.</p>		Medium

	Visiting Educational Staff/ volunteers	<p>Visitors to school can be admitted provided:</p> <ul style="list-style-type: none"> • The visitor is not showing any symptoms that would require 'self-isolation' under the current government guidance – • The visitor follows the hand washing / sanitisation requirements. Hand sanitizer on entry to building • Risk assessment on a case-by-case basis. • Pre-arranged appointments only. 			Medium
Cleaning		<p>Regular cleaning of frequently touched surfaces during the day eg(door handles, light switches, door exit buttons, banisters, reception area, using appropriate cleaning products and methods. Regular cleaning of computer, telephones and other hard surface equipment – antibac wipes on desks in offices. Additionally, WW will ensure spot checks of all areas Cleaning stations in both staffrooms and in office.</p>			Medium
PPE		<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff have been instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely</p>	<p>Wearing of gloves/ aprons within school is still limited to any personal hygiene requirements (eg Changing soiled underwear/ nappies, bodily fluids) Additional measures for First Aid see below.</p>		Medium
First Aid		<p>The school has an adequate number of first aiders and paediatric first aiders within school to provide any first aid treatment for staff and pupils Emergency first aid bag for playground - LN Additional first Aid kit stored in medical room First Aid trained staff on each corridor to be the first point of call.</p>	<p>Do not send children to office for First Aid unless necessary. First aid to be administered whenever possible by member of staff First Aid Kit including PPE in medical room</p> <p>Injury treatment It is recommended that prior to any first aid intervention that the first aid uses PPE (gloves, aprons) and if any risk of respiratory droplet a face visor and mask.</p>		Medium

			<p>CPR</p> <p>For children it is recommended that rescue breathing & compressions are given as per training.</p> <p>www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one way face mask is available within the first aid box this MUST be used) alongside the visor which will be provided for each named First Aider</p> <p>In adults Compression only CPR can be used.</p> <p>After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS, 111 coronavirus advice service or medical advisor.</p>		
Catering	Children attending School	<p>All pupils to eat lunches in the dining room.</p> <p>The rota allows time for all tables and seats to be cleaned between sittings.</p> <p>FSM entitled children who are isolating/shielding to be offered food parcels.</p> <p>All children will be required to bring their own water bottles and take them home each day (water bottles not required in dining room)</p>			Medium
Financial	Additional Costs	Maintain a record of all additional costs incurred due to coronavirus	Possibility of reclaim to be explored - ongoing		Medium
Teaching and Learning	Classroom resources	Children have individual packs if there is a high risk of covid in the classroom.	Amendments to be made based on updates from government guidance.		Medium
	Classrooms and learning environment	Follow DFE guidance for Classroom setup.	Amendments to be made based on updates from government guidance.		Medium

	Lesson Planning and Delivery	<p>Planning to stay the same whilst in school.</p> <p>Limit face-to-face group work in classes.</p> <p>Keep doors and windows open to ensure flow of air.</p> <p>If lockdown or isolation takes place – Remote learning policy takes effect.</p>	Amendments to be made based on updates from government guidance.		Medium
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Risk assessment reviewed regularly and updated as required

Mosaic Jewish Primary School – Contingency Plan

Control Measures	Actions needed	Communications	Comments
Face Coverings	Ensure that we have plentiful stock of face masks	All staff and parents to be informed via email and security to ensure all adults coming onto site adhere to this.	<p>Check Stocks regularly as part of Risk Assessment.</p> <p>Stocks of Face masks stored in medical room.</p> <p>All staff to wear face coverings in communal areas.</p> <p>All parents and staff to wear face coverings at end of day when on site.</p>
Reintroduction of shielding	<p>If this applies to staff who are CEV and in their third trimester this could involve a member of staff.</p> <p>Cover organised according to the needs of the school. Possible Remote learning required</p> <p>Ensure Remote Learning on website is up to date</p> <p>Pupils and parents signed up to SeeSaw</p> <p>Consider home working tasks for staff</p>	<p>Meeting with CEV to discuss support</p> <p>All staff briefed on expectations via staff meeting.</p> <p>Parents sent link to remote learning page on Website.</p>	
<p>Limits required for:</p> <p>Open days</p> <p>Taster days</p> <p>Parental attendance in school</p> <p>Live performances in setting</p> <p>Assemblies</p>	<p>Consider when parents/carers come into school</p> <p>Extra measures in place for times when parents/carers come into school, staggered start times</p>	All parents updated about contact and expectations before each event.	Measures in place will depend on government guidance.

	<p>All events need careful consideration and extra measure in place</p> <p>Continually review events based on latest guidance</p>		
<p>Limiting attendance on site/moving to remote learning</p>	<p>Staff to move to Remote Learning through Teams/Zoom/Seesaw using updated guidance</p> <p>Safeguarding lists up to date</p> <p>Parent contacts on Scholar pack/CPOMS up to date</p> <p>Welfare call schedule in place – who and when?</p> <p>Additional welfare checks for any vulnerable students not attending.</p> <p>Decide which staff needed on site</p>	<p>Clear guidance for staff</p> <p>Communications with parents/carers who should be attending school and when.</p>	