

St George's Hanover Square Risk Assessment Covid-19

Risk Rating – based on Early Years Rating from LA		
Severity	Likelihood	Risk Rating (SxL)
1 = no injury or illness	1 = very remote	High 16+
2 = first aid injury/illness	2 = improbable	Medium 6-15
3 = minor injury/illness – up to 3 days away	3 = possible	Low 1-5
4 = 3(+) days injury/illness	4 = probable	
5 = major injury/illness	5 = likely	
	6 = certainty	

CHILDREN									
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Severity	Likelihood	Risk Rating	Control Measures	Severity	Likelihood	Risk Rating
Child enters school with symptoms of coronavirus	Children/staff	Risk of spreading Covid-19 to children and staff within immediate group and wider group.	5	4	20 High	<p>Child presenting with symptoms sent home immediately.</p> <p>Parents to be given clear guidance on when children and families need to isolate (weekly newsletter).</p> <p>Staff to be vigilant of children entering the setting (daily timetables).</p> <p>Staff asking children how they are feeling (daily)</p> <p>Procedures need to be followed when asking parents to collect child and child isolation in separate room during the time between identifying and picking up.</p> <p>Government test required and results shared as this will inform sharing with rest of group – this will require whole group isolation if positive.</p>	5	3	15 Medium

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Child enters school asymptomatic with coronavirus	Children/Staff	Risk of spreading Covid-19 to children and staff within immediate group and wider group.	5	4	20 High	Parents must be aware of when whole family isolation is needed (newsletter). Continuous handwashing and hygiene within schools (daily timetables). Installation of water troughs in playground. Monitoring of whole class for signs and symptoms.	5	3	15 Medium
Child develops symptoms whilst in school	Children/Staff	Risk of spreading infection	5	4	20 High	Child to enter isolation room within school until being collected. Parent to be informed immediately and follow advice of isolation. Government test required. Families and staff to be updated on findings of government test. Contamination area cleaned as per guidance. PPE double bagged and stored securely for 72 hours.	5	3	15 Medium
Personal care in the early years	Children/Staff	Risk of spreading infection	5	3	15 Medium	Follow PPE guidance as informed by local authority – risk should be reduced with use of PPE.	5	2	10 Medium

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Child enters school whilst members of the household display covid-19 symptoms	Children/Staff	Risk of spreading infection	5	4	20 High	Parents need to be familiar with isolation expectation. Parents to immediately inform school of current situation so we can monitor class that child has been in contact with. Weekly newsletter reminders. Child isolated and sent home for family isolation.	5	2	10 Medium
Parent is not contactable when trying to arrange for child to be collected from school	Children/Staff	Risk of spreading infection	5	3	15 Medium	Child to be isolated from rest of class. Child to be in an area away from other children (Senco room) but monitored by member of staff. Ensure that there are 2 contact numbers for all parents/carers.	5	2	10 medium
Children falling within vulnerable group	Child	Risk to child of getting Covid-19	5	5	25 High	Family/SLT to have a conversation to outline main concerns. Individual risk assessment in place. Ensure individual care plan in place should parent choose to send child to school. (Risk reduced if child does not attend)	5	3	15 Medium

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Children falling within critically vulnerable group	Child	Risk to child of getting Covid-19	Whilst the risk of this is high, the risk should not occur as the child should not be in school		High	Child should not be attending school – in line with government guidance.	Whilst the risk of this is high, the risk should not occur as the child should not be in school		Low
Children with other underlying health condition	Child	Child is more prone to complications with Covid-19.	5	4	20 High	Parents aware of risks with attending school. Individual risk assessment completed with school. Individual care plan updated.	5	4	15 Medium
Maintaining social distancing	Children/Staff	Risk of infection	5	5	25 High	Groups in bubbles <12 with one staff member. Do not mix. Classrooms 'zoned' with individual desks 2m apart. Excess tables removed. Children to have individual trays with zip plastic wallets containing personal resources. These will include 4 reading books, which are placed in a box on Thursday afternoon and redistributed on Monday morning by teachers to reduce the risk of infection. Carpet areas cleared. Children will not sit / play on carpets.	5	3-5 (likely in younger years to not maintain the distance) 3 (possible in older years)	15-20 Medium / High

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					20	<p>Lessons informing children of social distancing and importance of it.</p> <p>Transitions carefully planned / managed. One way corridors where possible. Use both stair cases.</p> <p>Acts of Worship carried out in classrooms at first (this can be reviewed at a later date)</p> <p>Lining up with 2m distance markings.</p> <p>Playtimes staggered. Max 12 in half playground.</p> <p>Staggered drop off/pick up</p> <p>Classroom numbers capped depending on the room:</p> <p>Catch it, bin it, kill it modelled daily by teachers.</p> <p>Childcare hub, max 10 children in computer suite. (05.06.20)</p>			10
Key transition times within the school	Children/Staff	Risk of infection	5	4	20 High	One 'bubble' moving around the school at a time.	5	2	10 Medium

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						Zoned areas and planned school timings to ensure children stay within their own small group. Weekly fire drill. PEEPS for key children.			
Break times and lunch times	Children/Staff	Risk of infection	5	4	20 High	Playtime is staggered Children supported in social distancing Playground equipment is disinfected daily and not shared between 'bubbles'. First aid is administered by named individuals under strict PPE guidelines Designated First Aider list Classroom First Aid box Playground First Aid box PPE packs in key areas Packed lunches in classrooms Handwashing timetables. Water troughs in playground for handwashing. Water fountains turned off. Hand sanitisers installed in every classroom and office.	5	3	15 Medium

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Toilets	Children/Staff	Risk of infection	5	4	20 High	Hourly cleaning by caretaker. Staff disinfecting staff toilets before and after use. Allocated toilet blocks for children. Adults timetabled to supervise handwashing. Cleaning schedule by cleaning team.			15 Medium
PARENTS									
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Severity	Likelihood	Risk Rating	Control Measures	Severity	Likelihood	Risk Rating
School start and end of the day	Parents/Children/Staff	Social distancing not maintained Spread of disease	5	4	20 High	Staggered pick up/drop off Gate security monitored by HOS and KS2 phase leader Use playground entrance for specific groups Each bubble entering from each side Parents not allowed in school building or in playground Posters re 2m distance. Pavement markers	5	3	15 Medium

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Parents entering school building	Parents/Children/Staff	Spread of disease Social distancing	5	4	20 High	Parents asked to queue to collect at staggered times Social distancing to be maintained at all points Parents only enter building by appointment Staff member on school gate to deter parents from entering School gate only opened at end of day when the class for that gate is lined up on stars in playground and children are sent to their parents when seen.	5	3	15 Medium
Parents in main school office	Office staff/Parents	Spread of disease Social distancing	5	5	25 High	Clear messaging to parents. Where parents need to speak with office – telephone conversation encouraged Social distancing 1 in and 1 out – signage. Office screens installed.	5	2	10 Medium
Parents/Carers/siblings falling into extremely critically vulnerable group.	Family member	Spread of disease	Whilst the risk of this is high, the risk should not occur as the child should not be in school		High	Advice for child not to attend setting.	Whilst the risk of this is high, the risk should not occur as the child should not be in school		Low

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Parents/Carers falling into vulnerable group	Parent/Carer	Spread of disease	Whilst the risk of this is high, the risk should not occur as the child should not be in school		High	Where possible child to come to school with other family member. Government encourage child to still attend school. Communication with parents with regards to any updates within the school.	Whilst the risk of this is high, the risk should not occur as the child should not be in school		Low
Social distancing	Parent/Child/Staff	Spread of disease	5	4	20 High	Parents to be informed of whole school logistics and stick to drop off/pick up location. Where needed parents need to be reminded of logistics.	5	2	10 Medium

STAFF									
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Severity	Likelihood	Risk Rating	Control Measures	Severity	Likelihood	Risk Rating
Maintaining social distancing	Staff/Children	Spread of infection	5	3-5 depending on age of pupil	15-25 Medium - High	All stakeholders aware of the need to social distance Children reminded of reason behind this Signage in corridors one way traffic	5	2-3	10-15 Medium

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						<p>Adult accompanies bubble around school</p> <p>Max two adults in bubble</p> <p>Allocated staffroom (using staffroom, and DT room)</p> <p>Full timetable of logistics so groups do not interact</p> <p><u>Briefings</u></p> <p>Staff daily briefings in playground</p> <p><u>PPA</u></p> <p>PPA in bubble rooms</p> <p><u>Meetings</u></p> <p>Staff meetings in playground</p> <p><u>Breaks</u></p> <p>Staff staggered break and lunch timetable</p> <p>Allocated break rooms</p> <p>As far as possible staff to bring what they need into school each day to reduce the need to visit shops in the day and then return to school</p>			
Displaying symptoms of Covid-19	Staff/Children	Spread of infection	5	3	15 Medium	Staff to follow strict measures of isolation as soon as displaying symptoms	5	2	10 Medium
						Staff to be tested and results shared with group working with			

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Staff Travelling on public transport	Staff/children	Spread of infection	5	3	15 Medium	Staff encouraged to walk or cycle if possible. Staff encouraged to wear face masks on public transport and school to provide some if staff do not have any.	5	2	10 Medium
Staff Stress Awareness	Staff	Mental Health and wellbeing	5	3/4	15-20 High	Staff to be aware of support lines Staff to have access to Education Support Services (08000 562 561) Regular check ins with SLT SLT to make appropriate workplace adjustments where needed School closed on Fridays for teacher PPA. Working arrangements for staff with children on case by case basis. Learning from Home overseen by KS1 phase leader. Well-being training pack shared with staff. Bereavement Policy. Jigsaw programme implemented to support with recovery curriculum.	5	2	10 Medium
Covid Awareness	All staff	Staff awareness	5	3	15 Medium	Staff training on awareness – during INSET on May 21 st and June 1 st	5	2	10 Medium

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		of disease control						
Staff falling into clinically extremely vulnerable category	Identified Staff	Spread of infection	5	5	25 High	Staff to have reasonable adjustments to work – staff should be working from home – staff should not be in school Regular SLT check ins to ensure mental health and wellbeing	Staff member not in school	Low
Staff falling into clinically vulnerable category	Identified Staff	Spread of infection	5	5	25 High	Risk assessment includes GP letter/OH referral. 1-Not attend school site. 2- Guidance states that staff may choose to come into work if social distancing in their role can be maintained. 3- Choose to take on a role that may not allow for 2 metre social distancing. Staff in this group meet HOS to determine their choice. Staff should be supported with appropriate workplace adjustments and if they choose to work in school, risk assessments should be completed with the member of staff before children return.	If staff member wishes to come in they must inform HOS / Chair of Gobs and work together to draw up personal risk assessment.	Low

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						Monthly review of RISK assessment with staff.			
Staff living with someone who falls into the extremely clinically vulnerable category	Identified Staff	Spread of infection	5	4	20 High	If a staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.	Default is that staff in this group do not come in. If staff member wishes to come in they must inform HOS / Chair of Gobs and work together to draw up personal risk assessment		Low
Staff living with someone who falls into the clinically vulnerable category	Identified Staff	Spread of infection	5	4	20 High	Staff are expected to return to the workplace. Appropriate workplace adjustments to ensure social distancing where appropriate, depending on role. Ensure open communication and share particular circumstances with	5	3	15 Medium

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						other staff as necessary to ensure safety (i.e. this person will work in office in isolation / not attend setting when children are present).			
Staff in risk category over 60.	Identified staff	Spread of infection	5	4	20 High	Where possible staff should work from home. Guidance states that staff may choose to come into work if social distancing in their role can be maintained. Staff should be supported with appropriate workplace adjustments and if they choose to work in school, risk assessments should be completed with the member of staff before children return.	Default is that staff in this group do not come in. If staff member wishes to come in they must inform HOS / Chair of Gobs and work together to draw up personal risk assessment.		0 Low
Staff in risk category where incidence / likelihood of complications is higher.	BAME Above 50 Males	Spread of infection	5	4	20 High	Staff are expected to return to the workplace. Appropriate workplace adjustments to ensure social distancing where appropriate, depending on role. PPE may be worn by all staff at most times (may be removed for direct teaching if at 2m distance). Ensure open communication and clarification that the member of staff has chosen to be on work.	3	5	15 Medium

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Staff responsible for personal care	Staff	Spread of infection	5	5	25 High	Follow PPE guidelines as released by local authority and department for education. Visors provided in addition to basic PPE.	5	3	15 Medium
PPE availability	Staff	Spread of infection	5	4	20 High	SLT to ensure that PPE is available following local authority expectations. PPE to be sourced through local authority links and monitored to ensure stocks are maintained.	5	2	10 Medium
Staff availability	Staff/School	Ensuring school can remain open	5	4	20 High	Staff will be rota'd into smaller teaching groups. In line with government advice – teaching assistants will lead groups where teachers are unavailable. Staff attendance will be closely monitored to ensure we can continue the provision.	5	3	15 Medium
Size of kitchen	Kitchen staff	Ensuring social distancing	5	4	20 High	No more than 2 staff at a time, one in kitchen, one in servery.	5	2	10 Medium

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PREMISES									
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Severity	Likelihood	Risk Rating	Control Measures	Severity	Likelihood	Risk Rating
Covid-19 living on surfaces	All stakeholders	Spread of infection	5	3	15 Medium	Daily thorough clean by cleaning team in morning and evening. Caretaker hourly cleaning of toilets etc., adhering to cleaning checklist. Classrooms to be provided with individual cleaning equipment for each 'bubble'. Staff toilets provided with disinfectant spray. Staffroom areas in two separate rooms with signage. Fogging and sparkling post childcare (28.05.20)	5	2	10 Medium
Access to main school office	Parents/Staff	Spread of infection	5	3	15 Medium	Ill children (not Covid symptoms) or injured to sit on chairs outside office door and first aider to attend them there. Where first aider is unavailable to wait with the child, SLT to cover. Parents to collect at bottom of front entrance. Doors to remain open for ventilation Parents encouraged to call and only enter by pre appointment	5	2	10 Medium

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						Office screens installed. If children need to go off-site for an appointment (e.g. hospital, doctor), they are to wait at the office to be collected and must not return to the school that day.			
Access to school premises	Visitors	Spread of infection	5	4	20 High	Clergy to follow LDBS guidelines (invitation only). Non-essential visitors (e.g. SALT and EP) can work remotely.	5	2	10 Medium
Parental Pick Ups and Drop offs	All stakeholders	Spread of infection	5	3	15 Medium	Parents asked to wait outside designated gate at staggered times Areas demarcated and shared with parents/teachers prior to opening No parent allowed inside school building	5	2	10 Medium
Playgrounds	Children/Staff	Spread of infection	5	4	20 High	Playgrounds to be used by one year group and two 'bubbles' at a time. Bubbles separated by playground wall. Rota in place for access One way system for school so groups do not come in contact with each other. Each bubble to have an equipment bucket to use at play time that is	5	2	10 Medium

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						disinfected daily. Equipment buckets will not be shared between bubbles.			
Lunch hall/lunches	Children/Staff	Spread of infection	5	3	20 High	Packed lunches wiped down on arrival. Children eat in classroom for their 'bubble'. Children all sit in the same direction. Rota maintains one way system not meeting other groups. Tables wiped down after eating.	5	2	10 Medium
Maintaining supply provisions for school – soap, sanitizing liquid, tissues	Parents/Staff	Spread of infection	5	4	20 High	Regular stock take- HOS/SBM weekly meeting Orders to ensure enough stock in place Regularly updated and filled (May be impacted by supply)	5	2	10 Medium
Hallways	Children/Staff	Spread of infection	5	3	15 Medium	One way system or only one 'bubble' to access. Back staircase opened. Regular cleaning (NB: DfE guidance states there is low risk of people catching it passing in corridors)	5	2	10 Medium

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Cleaning	All community	Spread of infection if cleaning is not thorough enough	5	4	20 High	Daily monitoring of cleaning by SLT member and caretaker. Shorter school day allows more time for premises to be cleaned more thoroughly with all surfaces, banisters, door handles disinfected every day. Fogging 28.05.20 Update 30.06.20 daily cleaning of gate, front door and playground bins	5	2	10 Medium
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SGHS risk assessments referenced 1-5:

- RA1-LA risk assessment
- RA2-DfE checklist
- RA3-Organisational Protocols
- RA4-Master timetable
- RA5-Fitness for work letters and individual risk assessments