

Woodlands Academy

COVID-19 Risk Assessment

The purpose of this risk assessment is to help the school decide which actions to take. This risk assessment has been completed in consultation with staff and union representatives.

This document is integral to the schools Covid-19 Covid_19 Planning Framework. The content of this document was produced in consultation with partnering bodies and is now final. It will be kept under review and may change.
Updated 08/06/2020

Index

Number	Focus	Page
1	Entering school	5
2	Leaving school	7
3	Social Distancing (EYFS/ SEN)	8
4	Social Distancing (KS1/2)	11
5	Social Distancing (Staff)	13
6	Cleaning and Hygiene	15
7	School Lessons/ activities	18
8	Lunch	21
9	Transport Arrangements	24
10	Dealing with suspected and confirmed cases of COVID-19	26
11	Use of PPE	28
12	First aid/Medication	30
13	Appendices and Supporting documents	32

Guidance for Ealing schools completing risk assessment

Most people who become infected with COVID-19 will experience **mild symptoms, such as fever and cough and are unlikely to become severely unwell.**

Based on the current knowledge of COVID-19 infection and transmission, children are **unlikely** to experience severe illness. Deaths in children due to COVID-19 have been **extremely rare**. Guidance on educational settings developed by the Association of Directors of Public Health and London Councils states that for these reasons, “[children’s settings are currently perceived to be low risk.](#)”

The decision to prioritise younger children in opening schools is based on the evidence suggesting that younger children are less likely to become unwell if infected with COVID-19, and the evidence of the adverse impact that time out of school can on their learning, development and well-being. The effectiveness and risk of actions such as opening or closing schools is therefore balanced against their impact on society, and the holistic health needs of the population.

Evidence suggests that when children are out of school there are **negative impacts** on their physical and mental health. Children are **less likely** to be physically active, to maintain a healthy weight, and to have positive mental health and wellbeing. Children who are out of school are also **more likely** to be affected by educational and social developmental deficits, and this is likely to have the greatest impact on those who have the least resources or who are most vulnerable.

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission, and the severity of the impact:



- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home and follow guidance on [household isolation](#);
- Ensuring that if staff or pupils are at higher risk of illness from COVID-19 because they are clinically vulnerable (i.e. eligible for a flu vaccine) or extremely clinically vulnerable (i.e. shielding), they are supported to stay at home and follow guidance on [social distancing](#) or [shielding](#) as appropriate;
- Following government advice and guidance on actions for [educational and childcare settings to prepare for wider opening](#).

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

For further government guidance see Appendix 1.

This Risk Assessment has been completed in conjunction with the Government guidance and with the Initial Planning Framework.

Upon future revision, author can seek further advice can be sought by contacting either [Raj Chowdhury](#) (Corporate Health and Safety) or [Steve Dunham](#) (Children’s Services)

School: 		School address: Hathaway Gardens Ealing W13 0DH		Review Date: (This is a dynamic document and should be reviewed and updated if there are any changes)			
Assessment Date: 28/05/2020 (VI)		What/who is being assessed? Biological hazard- COVID-19 within educational settings (This risk assessment is specific for Woodlands Academy, with signposts to the relevant Government guidance.)					
Name of Assessor: Harinder Rana		Responsible Person for Actions: Working Party to oversee actions/ impact/ review					
Number	Who might be harmed and how?	What are your controls?	Recommended Control Measures <i>Move recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended-controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I? <div> <div><10 = Low</div> <div>10-19 = Medium</div> <div>20-30 = High</div> </div>
Task / Activity Area Stated				Hazard			

Likelihood:						
Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:		Negligible	Minor	Moderate	Major	Extreme

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Entering the school			Hazard Biological hazard- COVID-19 Anti-social behaviour				
1	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Parents not to enter school grounds unless by prior appointment, arranged by phone or email.</i></p> <p><i>Staggered drop-off/pick up times, 10 minute buffer between year groups</i></p> <p><i>Parents to remain outside the school entrance- markings outside school gates as guidance (being provided by LA)</i></p> <p><i>Entry into school through designated entrances ONLY- one group entering through pedestrian gate near office while second group enters through main entrance to KS1 playground.</i></p>	<p>Symptomatic individuals do not gain entry to site</p> <p>If any members of household present with symptoms, pupil will not attend school for designated period of isolation and school office informed ASAP.</p> <p>Minimise contact with individuals who become unwell by isolating and escorting off site for further treatment and self-isolation as per government guidance (see appendix 1)</p> <p>On entry to school, staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Radio contact at all times</p>	<p>SLT</p> <p>Caretaker</p> <p>Admin Team</p> <p>Support TA for designated group</p>	2	3	<p>Staff</p> <p>(3x3)+3</p> <p>=12</p> <p>(medium)</p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<i>Pupil to be accompanied by ONE parent only</i> <i>Siblings/ pupils home learning not permitted to accompany parent dropping off</i> <i>Visitors by appointment only(1 per visit)</i> <i>Display social distancing poster at all entrances</i> <i>Posters to inform on school expectations of tolerable behaviours post-lockdown</i>	Report antisocial behaviour to police Direct communication with community on expectations to reinforce health and safety				Parents (4x3)+3 =15 (medium)
							Pupils (2X3) +3 =9 (Low)

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area			Hazard				
Leaving the school			Biological hazard- COVID-19 Antisocial Behaviour				
2	Sub-populations may become infected with COVID-19.	<i>Parents not to enter school grounds</i>	Staggered collection times of 10 minutes between groups to minimise overcrowding and crossover of groups	SLT Caretaker Admin Group Teacher	2	3	Staff (3x3)+3 =12 (medium)
	If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<i>Collection from designated exits ONLY</i>	2m markers across site to provide visual cue for social distancing				Parents (4x3)+3 =15 (medium)
	Staff – exposure to symptomatic pupils / colleagues within designated group.	<i>ONE parent to collect with no accompanying siblings/ pupils</i>	Close monitoring of adherence				Pupils (2X3) +3 =9 (Low)
	Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures	<i>Staff release pupils from designated door and pupils walk independently to parent outside school perimeter</i>	Continual reinforcement of procedures and expectations				
	Pupils – exposed to wider groups of pupils/ staff	<i>Posters to inform on school expectations of tolerable behaviours post-lockdown</i>	Radio contact at all times				
			Report antisocial behaviour to police				
			Direct communication with community on expectations to reinforce health and safety				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area			Hazard Biological hazard- COVID-19				
Social distancing (Early Years and Reception) and EHCP pupils with 1to1 support – where social distancing may be difficult to maintain (<i>refer to EYFS Risk Assessment</i>)							
3	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>EYFS Pupils – increased level of contact with other pupils and staff</p>	<p><i>Reception pupil parents drop off at designated gate, adhering to social distancing measures</i></p> <p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact between adults and pupils</i></p> <p><i>Care needs to be administered with appropriate PPE in place</i></p> <p><i>Maximise on outdoor learning to ensure restricted movement and minimise contact</i></p> <p><i>Desks should be spaced as far apart as possible</i></p> <p><i>Declutter teaching spaces</i></p> <p><i>2 members of staff per teaching group</i></p> <p><i>1adult per pupil/ small group per demarcated areas at any</i></p>	<p>Follow guidance links in Appendix 1 for practical ways to maintain social distancing (2 metres) for the Reception setting.</p> <p>Furniture to be laid out to ensure ease of movement and reduce contact between individuals</p> <p>Pupil expectations and behaviours reinforced at age appropriate level</p> <p>The staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply.</p> <p>See Appendix 1 for links to government guidance for caring for pupils with special educational needs (see SEN pupil individual risk assessments for more detail)</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who</p>	<p>Group teacher</p> <p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>	3	3	<p>(3X3)</p> <p>+3 =</p> <p>12</p> <p>(Medium)</p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>one time</i></p> <p><i>No soft toys/ materials/wooden toys/toys with small parts or items which cannot be easily cleaned (see EYFS Risk Assessment for more detail)</i></p> <p><i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Wash and disinfect resources at end of each day</i></p> <p><i>Cleaning of shared resources and surfaces every lunchtime</i></p> <p><i>Resources will not be shared across bubbles</i></p> <p><i>Pupils to take picnic style lunch outdoors, weather permitting (see Focus 8 for further details)</i></p> <p><i>Staggered lunch breaks with stringent hygiene controls (read in conjunction with</i></p>	<p>have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Sand pit will not be used as it cannot be thoroughly cleaned between uses.</p> <p>Activities planned to minimise sharing of resources between bubbles and if any resources are shared e.g. paintbrushes, they will be thoroughly cleaned first and timetabled so there is time for proper cleaning to occur.</p> <p>Minimising contact and mixing by</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<i>Harrison documentation – Appendix 4)</i>	altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area			Hazard Biological hazard- COVID-19				
Social distancing (KS1 and KS2)							
4	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter not adhering to social distancing measures</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups- groups to remain in pre-determined areas of the school.</i></p> <p><i>Resources should not be shared between groups e.g. paintbrushes, unless they have been thoroughly cleaned in the transition or untouched for 72 hours.</i></p> <p><i>Desks should be spaced as far apart as possible</i></p> <p><i>Pupils and staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Display social distancing poster at all entrances</i></p> <p><i>2 adults per group</i></p>	<p>See Appendix 1 for links to Government guidance for greater detail of practical ways to maintain social distancing (2 metres) for Primary schools. Having measured the classrooms and spaced desks appropriately, the maximum capacity for each group at Woodlands is 10 children, given limitations of space.</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it'</p>	<p>Group teacher</p> <p>SLT</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>Caretaker</p> <p>All monitoring in place at all times</p>	3	3	<p>(3X3)</p> <p>+3 =</p> <p>9</p> <p>(Medium)</p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>No mixing of groups</i></p> <p><i>No cross work of designated adults</i></p> <p><i>Lunchtimes will be staggered (see Harrisons documentation - Appendix 4)</i></p> <p><i>Lunches will be eaten outdoors, picnic style, weather permitting (see Focus 8 for further information)</i></p>	<p>approach.</p> <p>Clean frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (see individual classroom layout and staggered timetable for more detail)</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area			Hazard Biological hazard- COVID-19				
Social distancing (Staff)							
5	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Access to Art cupboard will be limited to prevent cross-contamination.</i></p> <p><i>Desks/ chairs should be spaced as far apart as possible</i></p> <p><i>Staff are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days</i></p> <p><i>Display social distancing poster at all entrances</i></p> <p><i>1 adult per designated area at any one time</i></p> <p><i>No mixing of groups</i></p> <p><i>No cross work of designated adults</i></p>	<p>See Appendix 1 for links to Government guidance for greater detail of practical ways to maintain social distancing (2 metres) for Primary schools. Classes should normally be split in half, with no more than 10 pupils per small group (based on capacity after tables were spaced out).</p> <p>The following hierarchy of controls to be used in all settings:</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p> <p>Clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p> <p>Ensure good respiratory hygiene by</p>	All staff	3	3	<p>(3x3)+3</p> <p>= 12</p> <p>(Medium)</p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>No sharing of radios, keyboards, workspaces</i></p> <p><i>Wash and dry own lunch utensils/ crockery</i></p> <p><i>Staff to bring their own food and utensils to school each day</i></p> <p><i>Toaster and Microwave can be used but must be wiped down before and after use.</i></p> <p><i>1 adult per toilet at a time- leaving centre toilet empty</i></p> <p><i>1 adult in photocopying area at a time</i></p> <p><i>Adults to maintain social distancing in shared areas- staggered breaks will support with this.</i></p>	<p>promoting the 'catch it, bin it, kill it' approach.</p> <p>Clean frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Minimise contact and mixing by altering, as much as possible, the environment (see individual classroom layout and staggered timetable for more detail)</p> <p>Demarcation of all shared areas with hazard tape, posters, tape, layout of furniture</p> <p>Daily reinforcement and monitoring of expectations</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Cleaning and Hygiene			Hazard Biological hazard- COVID-19				
6	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Daily cleaning of classrooms and equipment</i></p> <p><i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></p> <p><i>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units</i></p> <p><i>Display hand washing poster at all entrances</i></p> <p><i>Clean clothes each day</i></p>	<p>Shared areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> objects which are visibly contaminated with body fluids all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine <p>or</p> <ul style="list-style-type: none"> a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions</p>	<p>Carekaker</p> <p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	3	3	<p>All</p> <p>(3X3)</p> <p>+3 =</p> <p>9</p> <p>(Low)</p>

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>for dilution, application and contact times for all detergents and disinfectants</p> <p>or</p> <ul style="list-style-type: none"> if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</p> <p>Daily rigorous cleaning of all surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc. more regularly than normal</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>Lakethorne staff will clean shared areas and surfaces. Woodlands support staff will support with the cleaning of resources used and needed for the following day. Time will be given for this, following children's departure at 2pm.</p> <p>Children will not be required to wear school uniform and should come to school in a clean set of clothes each day. Any families who need support in providing this, due to lack of access to laundry facilities, should speak to the school office about the possibility of gaining access to the school washing machine.</p>				

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + 1
Task / Activity Area School lessons/ activities			Hazard Biological hazard- COVID-19				
7	Sub-populations may become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death Staff – exposure to symptomatic colleagues Pupils – exposure to others in group	<i>Teaching and learning activities to be held outdoors as much as possible. Increased emphasis on health and wellbeing/ nurture based reintegration lessons for all year groups over first 2 – 3 weeks with a gradual introduction of more paper based activities</i> <i>Y6 – transition preparation for high school</i> <i>Y1 – phonics focus, reading, handwriting</i> <i>YR – Social skills, mark making, physical development</i> <i>No assemblies will take place</i> <i>PSHE/ PE core of learning activities for each year group</i> <i>PE sessions will generally not include the use of additional equipment. Any additional equipment used must be used</i>	Group sizes of no more than 10 pupils 2 adults per group No mixing of groups (adults and pupils) Frequent hand washing for 20 seconds and full drying Ventilate all teaching areas well Social distancing within all teaching areas Minimise contact outdoors Y6 – transition preparation for high school Y1 – phonics focus, reading, handwriting YR – Social skills, handwriting and letter formation, physical development PSHE/ PE core of learning activities for each year group One way system in main building to reduce contact and cross flow of	Teachers SLT TAs	3	3	Staff (3x3)+3 =12 (Medium)
					2	3	Pupils (2X3) +3 = 9 (Low)

Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>by individual children and not groups. Between sessions, these resources will be cleaned thoroughly and/or left for 72 hours. All PE sessions will take place outside.</i></p> <p><i>Access to PE and Art cupboards will be limited</i></p> <p><i>Suggested activities are available to staff through shared Google Drive and Real PE website</i></p> <p><i>One way system in main building to reduce contact and cross flow of movement</i></p> <p><i>Staggered break and lunch breaks</i></p> <p><i>Modified school day and week to ensure time for teachers to mark work, prepare, assist and monitor home learning pupil needs</i></p> <p><i>No additional provision i.e. breakfast or after school clubs are available</i></p>	<p>movement</p> <p>Staggered break and lunch breaks</p> <p>Modified school day and week to ensure time for teachers to mark work, prepare, assist and monitor home learning pupil needs- school will finish by 2pm each day, teachers will then support home learners (See Appendices 5 and 6)</p> <p>No children on site on Fridays to ensure thorough clean of site, activities will be set for all pupils on Google Classroom.</p> <p>EYFS specific Risk Assessment</p> <p>Staggered drop off and collection times</p> <p>All equipment washed/ disinfected each day</p> <p>Increased cleaning during day</p> <p>Individual learning packs for all pupils, no sharing of equipment</p> <p>No access to school library- limited</p>				

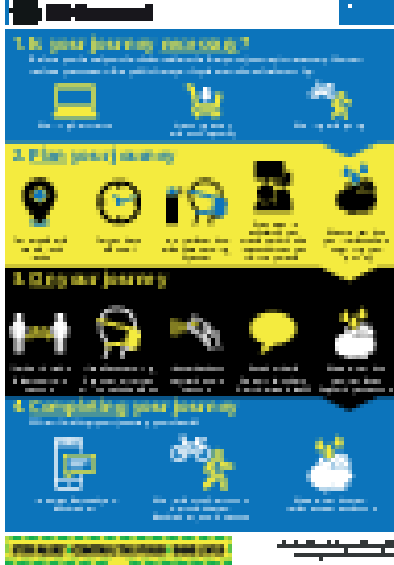
Who might be harmed and how?		What are your controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p><i>Woodlands designed, child friendly posters introducing new school rules related to social distancing and keeping safe are visible in every class and will be used as a teaching tool.</i></p> <p><i>Additional resources related to the curriculum and teaching specifically linked to H&S/Covid is available to staff on Google Drive.</i></p> <p><i>Water fountains are not to be used and will be taped off to prevent access. Children will be expected to bring their own water bottles to school and staff will support them to refill this using a jug outside their room.</i></p>	<p>access to book corner- teacher to control and restrict any browsing (no touching books they are not going to read)</p> <p>When books are returned, they should be separated from the book corner and remain untouched for 72 hours.</p> <p>Declutter all teaching spaces</p> <p>Remove soft furnishings</p> <p>1 pupil per table</p> <p>1 pupil per toilet area at any one time</p> <p>Books left open on page for marking for 72 hours before marking</p> <p>Arts and Crafts to be left in school for at least 72 hours before bagging up and sending home with children.</p> <p>No shared equipment outdoors for sports or play</p>				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Lunch <i>(Read in conjunction with Appendix 4)</i>			Hazard Biological hazard- COVID-19				
8	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic colleagues</p> <p>Pupils – exposure to others in group</p>	<p>• <i>Staggered lunch times, so that all children are not moving around the school at the same time.</i></p> <p><i>Handwashing by all pupils with soap and water for at least 20 seconds and hands dried, reduce use of alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></p> <p><i>Pupils are encouraged not to touch their mouth, eyes and nose</i></p> <p><i>Zones for each group to use at playtimes marked out in the playground- children are not moving between groups at any time.</i></p> <p><i>No fruity tuck shop</i></p>	<p>See Harrison modified service guidance for additional details.</p> <p>Lunch will be served to individual groups at staggered times.</p> <p>Lunch will be eaten either ‘picnic style’ outside (weather permitting) or in classrooms.</p> <p>The hall will not be used to eat lunch.</p> <p>One-way circulation and a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.</p> <p>All spaces to be well ventilated using natural ventilation (opening windows) or ventilation units (AHT office and Nursery only, if not enough ventilation through door/[windows in Nursery]).</p> <p>Prop doors open, where safe to do so, using automatic locks</p>	<p>Caretaker</p> <p>Lakethorne</p> <p>Group support staff</p> <p>Lunch staff</p> <p>Harrison staff</p> <p>All monitoring in place at all times</p>	3	3	<p>(3X3) +3</p> <p>=</p> <p>12</p> <p>(Medium)</p>

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>(which close in the case of a fire alarm) in classrooms to limit use of door handles and aid ventilation. Fire wardens to be aware of any external doors which have been propped open and take responsibility for closing any of these doors within their zone in the event of the fire alarm or Lockdown warning sounding.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child becomes unwell with symptoms of coronavirus while in their 				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Transport Arrangements			Hazard Biological hazard- COVID-19				
9	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group. Exposure to wider population out of school</p> <p>Parents – exposure to other parents/ adults outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff in school and general public out of school</p>	<p><i>Staff parents and students encouraged to walk or cycle to school where possible, or use private vehicles</i></p> <p><i>Parents and staff to follow government guidance re: face coverings on public transport.</i></p> <p>Reminders to parents re: parking outside school gates- text reminders- have you considered parking a little further and walking down to ease congestion around the school?</p>	<p>Checklists for safer travel</p> <p>Plan your journey</p> <ul style="list-style-type: none"> • can I walk or cycle to my destination? • have I checked the latest travel advice from my transport operator? • have I booked my travel ticket online, bought a pass or checked if contactless payment is possible? • have I planned my journey to minimise crowded areas and allow for delays? • am I taking the most direct route to my destination? <p>What to take with you</p> <ul style="list-style-type: none"> • a plan for my journey • contactless payment card or pass • phone (if needed for travel updates, tickets, contactless payments) • tickets • hand sanitiser • essential medicines • tissues • a face covering (to be 	All stakeholders	2	3	<p>(2X3) +3</p> <p>=</p> <p>9</p> <p>(Low)</p>

Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
		<p>removed on entering school)</p> <ul style="list-style-type: none"> Refer Safer travel information sheet (Appendix 7) 				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Dealing with suspected and confirmed cases of COVID-19			Hazard Biological hazard- COVID-19				
10	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Parents – exposure to other parents outside of school perimeter</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</i></p> <p><i>Testing for COVID in Ealing is available at Gurnell Leisure Centre</i> https://www.ealing.gov.uk/news/article/1988/ealing_council_supports_covid-19_testing</p>	<p>Suspected cases If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and the stay at home guidance followed. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (in Family Support Officer room), depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (disabled bathroom in KS2 block if available) if possible. The bathroom should be cleaned and disinfected using standard cleaning products</p>		3	3	<p>(3X3) +3 = 12 (Medium)</p>

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>before being used by anyone else.</p> <p>Follow school procedures for communicating with parents & other household members about the need to self-isolate.</p> <p>All staff and students have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>Confirmed cases: If a child or staff member tests positive, the rest of their class or group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Use of PPE			Hazard Biological hazard- COVID-19				
11	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils / colleagues within designated group.</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Individual pupil risk assessment and/or behavioural support plan to be reviewed and updated.</i></p> <p><i>Staff related risk assessments to be updated for those that are vulnerable, such as those who are pregnant</i></p>	<p>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</p> <ul style="list-style-type: none"> • Disposable gloves; • Disposable apron; • Fluid resistant (type IIR) surgical mask; • Eye protection where there is a risk of splashing of bodily fluids. <p>PPE should also be provided in the following cases:</p> <ul style="list-style-type: none"> • Children whose care routinely already involves the use of PPE due to their intimate care needs. • If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2m cannot be maintained. • External providers of OT/ physiotherapy/ hydrotherapy sessions should provide their own PPE. School staff will be provided with PPE as required. <p>Spare clothing belonging to the school will no longer be available to Reception children, should they get messy or wet, parents will be asked to send a change of clothes which can be left in</p>	<p>Medical supervisor</p> <p>First Aiders</p> <p>SLT</p>	3	3	<p>(3X3) +3</p> <p>=</p> <p>12</p> <p>(Medium)</p>

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>school. Any soiled clothing will be sent home in a bag as per our personal care policy.</p> <p>The Family Information Service can arrange for this PPE to be delivered to schools via the Family Information Service – children@ealing.gov.uk tel. 0208 825 5588</p> <p>The following Government video shows how PPE should be put on and taken off, see Appendix 1 for link to guidance</p> <p>PPE should be disposed of in line with Government guidance on cleaning in non-healthcare settings.</p> <p>Government guidance on PPE to be followed, see Appendix 1 for link to guidance</p>				

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Task / Activity Area Administering First aid/Medication (<i>refer to First Aid Policy and Supporting Pupils with Medical Conditions Policy, updated June 2020</i>)			Hazard Biological hazard- COVID-19				
12	<p>Sub-populations may become infected with COVID-19.</p> <p>If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death</p> <p>Staff – exposure to symptomatic pupils</p> <p>Pupils – exposed to wider groups of pupils/ staff</p>	<p><i>Schools has a suitable number of staff on duty</i></p> <p><i>Schools has a first aid risk assessment and medication policy in place</i></p> <p><i>Addendums added to First Aid and Supporting Pupils with Medical Conditions Policies, with a particular focus on COVID-19 pandemic and measures which may need to be taken.</i></p>	<p>Covid_19 updated First Aid training for all Support staff (June 2020)</p> <p>Remainder of staff to receive training by end of summer term 2020</p> <p>In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p> <p>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <p>Wear gloves or cover hands when dealing with open wounds</p> <ul style="list-style-type: none"> Cover cuts and grazes on your hands with waterproof dressing Dispose of all waste safely Do not touch a wound with your bare 	<p>Medical supervisor</p> <p>First Aiders</p> <p>SLT</p>	3	3	<p>(3X3) +3</p> <p>=</p> <p>15</p> <p>(Medium)</p>

Who might be harmed and how?		What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p>hand</p> <ul style="list-style-type: none"> Do not touch any part of a dressing that will come in contact with a wound. <p>See Appendix 2 for CPR guidance</p> <p>See Appendix 3 on the number of first aiders required</p> <p><i>See Administering first aid policy and Supporting pupils with medical needs policy (Updated June 2020)</i></p> <p>See Appendix 1 link to Government PPE guidance</p>				

13		
Appendices		
Appendix	Name	Focus
1	Links and Articles	All
2	St Johns Ambulance guidance	12
3	Key Roles in Schools during Covid-19 Pandemic	12
4	Harrisons Coronavirus Return to work	8
5	School Reopening Letter	1
6	Recovery Class Lists	3-7
7	Passenger guidance	9
Supporting Documents		
Behaviour Policy		
First Aid Policy		
Supporting Pupils with Medical Conditions		
Health and Safety Policy (including fire prevention procedures)		
Lockdown Policy and Procedures		
EYFS Risk Assessment		