

LPLT Covid-19 School Risk Assessment - September re-opening

School name	Langley Park Primary School			
Assessment carried out by (name/role)	Sarah Kluzek - Head Teacher			
Date of assessment	28th August 2020	Date of next scheduled review:		30th September 2020

No.	The risk	Severity of risk (Low, Medium, High) <i>Select from drop down box</i>	Who is at risk?	What measures will be put in place to control this risk?	Severity of risk after control measures <i>Select from drop down box</i>	Who is responsible for implementing the measures?	By when is the measure to be actioned/in place?	Measures completed <i>Select from drop down box</i>
1	Transmission of Covid-19 due to an infectious person attending site	Medium	Families, pupils, staff	Safety and hygiene procedures 1. Clear guidance given on the three symptoms and isolation timelines, via comms, website and daily verbal reminders 2. All pupils and staff to allocated to 'bubbles' with their own designated class space. No mixing of bubbles. 3. All pupils to be encouraged to distance at 1m wherever possible 4. Procedures in place for isolating symptomatic people on site and sending them home 5. Strict handwashing procedures in place. Extra handwash troughs available. 6. Isolation space allocated to be used only by people showing symptoms whilst they wait to go home. Strict 2m distancing in place in isolation area. 7. PPE (visor, face mask, gloves, apron) to be worn by staff who have to come within 2m of a symptomatic child in order to assist them. All PPE is single-use and to be disposed of immediately after use. 8. Staff interaction to be reduced, and always at 2m distances 9. Staff, pupils and parents to be reminded that they they must isolate for 14 days if they are contacted through the Government Test and Trace system 10. Face masks to be made available to staff who are on duty in busy corridors and therefore exposed to more people at close range 11. Gloves to be made available to staff for book marking 12. In order to provide information to the Test and Trace system if required, all visitors (including those who hire facilities) will be asked to leave their name and contact number with reception. This information will be securely disposed of after 21 days.	Low	Head Teacher	All Safety Procedures to be sent to families and staff by 17th July 2020, and re-briefed to pupils and staff on first day back	Not yet due
2				Enhanced cleaning measures 1. Extra cleaning supplies to be available to staff (anti-bacterial spray, cloths, ant-bacterial wipes) 2. Additional day cleaners to be on site to routinely clean communal areas, contact surfaces and to respond to cleaning requirements 3. Each site to be thoroughly cleaned each evening, with particular attention paid to contact surfaces 4. Emergency deep clean system ready in the event of a confirmed Covid-19 case within school (the group/bubble's room plus communal areas to be deep cleaned) 5. Lidded bins in each room to reduce risk of transmission from used tissues etc 6. Any waste (tissues, PPE) from a person with symptoms, or from helping a person with symptoms) to be double-bagged by cleaners, labelled, and left for 72 hours before being put in the waste in order to reduce risk of transmission to waste collection staff		LPLT Director of Operations and Estates team	From 2nd September onwards	Not yet due
3	Transmission of Covid-19 during drop-off / collection times	Low	Families, pupils, staff	1. Queuing system in place where families can be at least 2m apart. 2. Clear comms to families on procedures 3. Access points restricted to enable staff to supervise entry/exit from school 4. Floor markers and signage in place at approach and entry/exit points 5. Staff to supervise entry and exit of pupils, and no parents/carers to enter sites unless absolutely necessary 6. Drop-off and pick-up times to be staggered to reduced risk of people mixing	Low	Head Teacher	From 2nd September onwards	Not yet due

4	Transmission of Covid-19 in classrooms	Medium	Pupils, staff	<ol style="list-style-type: none"> 1. Desks re-arranged to face forward. No children are to face each other across desks. 2. Teaching staff to remind on and oversee pupil distancing of 1m where possible 3. Entry/exit in classrooms to be slower and controlled to maintain distancing 4. No sharing of personal equipment (eg. stationery) 5. LPLT Safety Procedures regarding shared equipment to be briefed and followed, to include cleaning daily within bubbles, and cleaning or quarantining for 72 hrs if equipment is used between bubbles 5. Doors and windows to be open where safe to do so 7. Desks to be wiped with antibacterial spray if being used by a different bubble 8. Children and staff to wash their hands frequently through the day 9. Teachers to provide whole class feedback and ensure good hygiene practices when marking books. 10. Children to have own pencil and shared equipment between 2 children - hand hygiene practices to take place 	Low	Head Teacher	From 2nd September onwards	Not yet due
5	Transmission of Covid-19 in communal areas (inc corridors, toilets, dining halls)	Medium	Pupils, staff	<ol style="list-style-type: none"> 1. Staggered arrival times, home-times, breaks and lunches to reduce crowding 2. One-way systems on staircases 3. Max numbers specified for toilets, with one-in-one-out notices. Supervised where necessary 4. Lunches to be eaten in the main hall with designated zoning to allow for cleaning in between bubbles 5. Doors and windows to be open where safe to do so 6. Children to go to the toilet nearest to their classroom one at a time, ensuring that their hands are washed afterwards for 20 seconds 7. When children have to pass their classmates they do so in a direct swift manner to minimise the risk of transmission 8. Toilets to be cleaned at regular intervals during the day by cleaning team 9. Adults may use the staff room to prepare drinks / lunch however must observe social distancing measures. 10. Limit to numbers of staff accessing staff room at the same time, and 2m distancing to be observed 11. Staggered play /lunch breaks to be in place to reduce staff numbers in the staff room at any one time 12. Meeting room to be utilised as an additional staff communal space at lunchtime if there are too many members of staff to allow for 2m social distancing to be observed. 13. All communal staff surfaces must be wiped down with anti-bacterial cleaning material after use. 14. If there is a need for a staff briefing it needs to take place in the main hall or outside to ensure social distancing measures can be observed (this may need to be carried out in smaller groups) 15. Tables and chairs spaced apart as far as possible 16. Cleaning staff to clean shared spaces frequently through the day 17. 2m distancing to be maintained at all times in staff rooms, with one-in-one-out policy in place if needed due to size of room. 	Low	Head Teacher	From 2nd September onwards	Not yet due
6	Transmission of Covid-19 in staff office spaces	Medium	Staff	<ol style="list-style-type: none"> 1. 2m distancing to be in place where possible, or at least 1m with extra precautions to include: screens between work spaces; sitting side by side and not face to face; no hot desking or sharing of equipment where possible, and thorough cleaning between users if sharing is needed; minimal mixing of office teams with other groups or bubbles. 2. No hot-desking within the same day; spaces to be cleaned before and after use if shared on successive days 3. Any shared equipment to be wiped down with antibacterial spray after use 4. Home working to be used where possible to reduce number of office staff on site 5. Restrict access to the school office to only essential visitors 6. Messages to staff to be via phone or email where practical 7. All school staff to ensure 2m distancing if access to school office is essential, otherwise all contact to be via phone or email 	Low	Head Teacher	From 2nd September onwards	Not yet due
7	Transmission of Covid-19 due to pupils not following the Safety Procedures	Medium	Pupils, staff	<ol style="list-style-type: none"> 1. All pupils to be fully briefed on their first day back, with demonstrations. 2. Frequent verbal reminders of safety procedures 3. Posters displayed around school regarding handwashing etc. 4. Usual behaviour management system to be used to sanction children who do not follow safety rules, including exclusion where applicable 	Low	Head Teacher	From 2nd September onwards	Not yet due

8	Increased risk of transmission for SEN or BESD children who find it hard to understand or follow Safety Procedures	High	Families, pupils, staff	Individual risk assessments to be carried out in consultation with parents. Behaviour policy to state that if their needs cannot be as safely met in the educational environment the child cannot attend.	Medium	Head Teacher, Deputy, SENCO and class teacher	From 2nd September onwards	Not yet due
9	Transmission of Covid-19 due to staff not following the Safety Procedures	Low	Pupils, staff	1. All staff to be fully briefed during first day back on site 2. Regular staff briefings to reiterate key messages and safety procedures	Low	Head Teacher	From 2nd September onwards	Not yet due
10	Heightened risk of for those in vulnerable groups who were previously shielding (clinically vulnerable and clinically extremely vulnerable)	Medium	Pupils and staff in the vulnerable groups	1. Staff to be briefed and reassured regarding 2m distancing measures for all staff 2. Staff to be offered alternative arrangements if 2m distancing is not possible (ie. those working with very young children). This could include a different role on site or working from home 3. Pupils to reminded of safety measures, including distancing as much as possible and not mixing bubbles	Low	LPLT Director of HR and Headteachers	Comms released to staff and families by 17th July; measures reiterated in Sept	Not yet due
11	Increased presence and use of cleaning chemicals on site causes injury to child or adult	Low	Pupils	1. No primary-aged children to use anti-bacterial sprays or wipes 2. Secondary-aged children to only use anti-bacterial sprays of wipes under supervision, and to be briefed and regularly reminded about avoiding contact of spray with eyes and skin 3. Cleaning chemicals and sprays to be kept out of reach of children 4. Staff not trained in use of professional cleaning chemicals should not attempt to use them. Only anti-bacterial spray / wipes are to be used by these people. 5. COSH guidance (avoid contact with eyes and skin) to be given with anti-bacterial spray bottles used by staff	Low	Head Teacher	From 2nd September onwards	Not yet due
12	Additional work pressures relating to operating at school under coronavirus safety restrictions resulting in stress reaction or anxiety	High	Staff	1. Discuss with staff and have daily de-brief meetings in phases at the end of the first few days to discuss concerns. Ensure staff feel able to raise concerns. Acknowledge staff concerns and provide support where needed 2. Put in additional safety measures if appropriate to do so 3. Continue to signpost Employee Assistance Programme to staff	Medium	Head Teacher, DHT, Phase Leaders	From 2nd September onwards	Not yet due
13	Additional work pressures for vulnerable staff who have to work from home resulting in stress reaction or anxiety	Medium	Staff	1. Discuss with staff to alleviate concerns. Ensure staff feel able to raise concerns. Acknowledge staff concerns and provide support where needed 2. Enable staff to work from home if appropriate to do so 3. Continue to signpost Employee Assistance Programme to staff	Low	Head Teacher	From 2nd September onwards	Not yet due
14	Increased staff absence results in some groups not being able to attend school due to unsafe staff-pupil ratio	Medium	Staff, Pupils	1. Clear process in place for staff to report sick asap 2. Head Teacher to make and communicate decisions for some bubbles not to be in school on certain days if provision cannot be delivered with correct ratios 3. Head Teacher to source alternative cover where possible to re-establish provision asap, to include support from other schools within the Trust and supply teachers 4. Any supply teachers to be fully briefed on safety procedures	Low	Head Teacher	From 2nd September onwards	Not yet due
15	Increased risk of car/pedestrian accidents due to people having to queue outside the front of site	Medium	Families, pupils, staff	1. Clear guidance to be sent to families before first day back 2. SLT to supervise families queuing /arriving at school and when leaving 3. Markers (eg. Cones and signs) to be placed at key points to direct people	Low	Head Teacher	From 2nd September onwards; relevant guidance to be sent to families prior to first day back	Not yet due
16	Increased safeguarding risks to children spending less time at school due to rota system/lockdown	Medium	Pupils	1. Pastoral calls home to be made weekly for vulnerable children and every two weeks for others not attending school. 2. Staff to be reminded of increased risks and to flag concerns, including risk of online abuse 3. Comms to parents to include reminder on online abuse risks 4. DLS and DDSL to monitor concerns raised by staff	Low	Head Teacher, DSL	From 2nd September onwards	Not yet due
17	Possible heightened risk for staff in Black, Asian and Minority Ethnic (BAME) groups	Medium	Staff	1. All staff to be reminded that they can undergo a free personal risk assessment from an occupational health company if they feel that they are increased risk for any reason, including because they are part of a BAME group 2. Recommendations from the risk assessment to be factored into planning by line managers and headteachers	Low	LPLT Director of HR and Head Teacher	Reminders of support available given prior to return to work	Not yet due
18	Possible heightened risk for pupils in Black, Asian and Minority Ethnic (BAME) groups	Medium	Pupils	1. All pupils to be regularly reminded of safety measures to be observed by all 2. Any concerns raised by a pupil or parent to be considered by the Headteacher, and additional safety measures to be put in place if appropriate	Low	Head Teacher	From 2nd September onwards	Not yet due

