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#### RISK ASSESSMENT FORM - REOPENING OF THE SCHOOL

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| **Assessors name**: Senior Leadership Team (SLT) | **Date of Assessment**: Start of Autumn Term 2021 – In line with the most recent Government guidance * Schools COVID-19 Operational guidance – August 17th 2021 (updated)
 | **Activity/Task: Start of Autumn Term 2021 (September 1st)**  |
| **Directorate:** Education  | **Service:** Schools**Group:**  | **Headteacher:** Petra Back |

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| **Hazards** | **Who may be harmed & How** | **Existing Controls** | **Risk Rating** | **Further Controls** | **Actions by whom & when** | **Implemented****Y/N** |
| Exposure to COVID-19 in School and to wider School Community  | All staff  | SLT to review any Government updates and make recommended amendments/ changes **CONTROL MEASURES:** 1. Ensure good hygiene for everyone.

Hand hygieneFrequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.Respiratory hygieneThe ‘catch it, bin it, kill it’ approach continues to be very important.Coughs or sneezes should be caught in a tissue. Tissues and bins to dispose of tissues provided. Bins to be emptied daily by the Site Team.Use of personal protective equipment (PPE)Most staff in schools will not require PPE beyond what they would normally need for their work. 1. Maintain appropriate cleaning regimes.

Regular cleaning schedule in place including spot cleaning of highly used areas e.g. handles, toilet areas (enhanced cleaning) using standard products such as detergents.1. Keep occupied spaces well ventilated

When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).You should balance the need for increased ventilation while maintaining a comfortable temperature. | Risk Level: 8 | Messages/current guidance to be reinforced and shared with staff regularly Teachers and LSA’s to get children in a good routine of washing hands. Demo given to those who need it i.e. youngest year groups.Regular checks made to ensure a good supply of soap and paper hand towels are available at hand washing areas and toilets. Hand sanitisers to be used and supplied in every classroom. Site team/cleaners to check to ensure that we hold sensible quantities in reserveRegular SLT environment walks to monitor appropriate use of natural ventilation  | SLTAll staff Site manager/ cleaners/ class teachers/ LSA/ middaysAll school staff  | YesEnhanced cleaning in place – ongoing  |
| Confirmed case – risk of infection outbreak/spread  | ALL school community | **As per Government guidelines - Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19**When an individual develops COVID-19 symptoms or has a positive testPupils, staff and other adults should follow public health advice on when to self-isolate and what to do. Tracing close contacts – School settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. GJPA may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. | Risk level:  | Individuals are not required to self-isolate if you live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:-you are fully vaccinated-you are below the age of 18 years and 6 months-you have taken part in or are currently part of an approved COVID-19 vaccine trial-you are not able to get vaccinated for medical reasonsInstead, you will be contacted by NHS Test and Trace, informed you have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.  | SLT – Will follow protocol if a confirmed case arises  |  |
| Spread of coronavirus due to admitting child/staff back to school | ALL | Admitting children into school:In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.If a parent or carer insists on a pupil attending your 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 current public health advice.This also applies to staff – if they have tested positive for Covid-19 they must complete the full isolation period and the current public health advice must be followed in order to return to the school setting. | Risk level: 12 | As per government guidance – GJPA should not request evidence of a negative test result or any other medical evidence before admitting children/staff back to school after a period of self-isolation | SLT |  |
| Suspected case of COVID-19 in School  | School Staff/Teachers/Parents/Visitors to School | If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left. | Risk Level: 9 | Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. (SCHOOL OFFICE or MEETINGS ROOM – next to staff room)Full cleaning of the area is needed before it can be used again  | Member of First Aid team (Qualified first aider) Site team  | Yes |
| Emotional well-being of children  | Mental health of children  | Many children will return to school anxious – as an academy we have planned for as minimal changes as possible in order for children to feel as comfortable and happy as is possible during this challenging time.Miss Marianne Cartwright – Inclusion Manager/ Designated mental health specialist will be available to support children as will the designated class teacher/ LSA/ senior leadership team. Parents can contact the class teacher (telephone or email to discuss any concerns they have for their child’s well-being). Relationship, sex and health education (RSHE) – Autumn term focus on the immediate needs of the children (wellbeing/ friendships). Full RSHE curriculum to be delivered as of September 2021.  | Risk Level 9 | All children to be closely monitored by staff members and support given where needed.Possible Local authority support referrals made by safeguard lead if threshold met.   | Class teacher/ LSA/ SLTDSL/ inclusion manager.  | Autumn term – whole school focus on mental health and well-being  |
| Before schoolRisk of infection in wraparound care  | All members of our school community. | Commencing September 1st 2021 (breakfast club)Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.Mixing and ‘bubbles’ – As per updated Government guidance (August 2021), it is no longer recommend to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used in schools from the autumn term.Control measures in place, as per normal school operating:1. Ensure good hygiene for everyone.2. Maintain appropriate cleaning regimes.3. Keep occupied spaces well ventilated | Risk Level: 8 | Daily registers taken in order to monitor attendance (this may be used to support NHS test & trace if needed)Hand sanitizer on the outside signing in table (parents)Children to hand sanitize on arrival and encouraged to throughout Enhanced cleaning - Site manager to clean high touch areas at 8.45am | Monitored and reinforced by Breakfast club team/ Site team | Yes |
| Breaktime & lunchtime – spread of infection risk .  | Pupils and staff Risk of sharing infection. | **As of September 1st 2021 – mixing and bubbles are no longer recommended.**Hand hygiene – all children will clean their hands before going out to breaks and returning to the classroom and also before eating at lunchtime. Pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.**Breaktime** At Graham James Primary Academy we use a flexible break approach (no set time – teacher empowered to choose when their class would benefit from a 10 minute break in learning)Naturally staggered breaks should be at teacher discretion. **Lunchtime** Even though there is no longer a need for ‘groupings/bubbles’ Lunchtime has a natural stagger – staggered organisation to continue as this is the normal running of lunchtime. No zones/ set areas for play (MDAs to patrol all areas between the team)  | Risk Level: 8 | Class teachers/ LSA/ MDA to make sure regular hand cleaning is taking placeIf field available (weather permitting – children can spread out and enjoy the space available)Lead MDA – to monitor supervision/ placement of MDA.  | Class teachers/ LSAs/MDAs/SLT | Yes |
| Lunchtime  | Pupils and staff Risk of sharing infection. | **Lunchtime**Pupils to wash/Sanitise hands before eating.Pupils to be seated at the dining room tables in their year groups. If wet lunch – children to remain in classEnd of lunch – class teacher/LSA for each class will come and collect children from the playground First aid will be carried out in lunch time designated area by qualified first aider. **Toilets during lunch time:**Reception – to use own toilets in areaYr1 & 2 – To use KS1 toiletsYr 3 & 4 – To use lower KS2 toilets (ICT)Yr 5 & 6 – to Use upper KS2 toiletsEnhanced cleaning - Site manager to clean high touch areas at the end of the lunch period across all toilets used. Hand sanitiser available to all returning from the toilet. **Salad cart:** Reception staff to serve reception childrenYr1 staff to serve year 1’sYear 2-6 to self-serve using the tongs provided (of note – tongs changed after each year group)**Serving trays:**School dinner children to leave trays on tables and MDAs/ hall team will clear away trays to save unnecessary traffic/ movement (e.g. build-up of children waiting to clan trays) **Tables/ seating – dining hall:**After each year group, the tables and chairs are thoroughly cleaned by MDA/hall team – this means all surfaces are hygienically clean ready for the next year group. Also – all jugs and cups are changed for each year group.  | Risk Level: 8 | Sanitiser available in all areasIf field available (weather permitting – children can extend their ‘zone’ and further spread out (within their groupings) Enhanced cleaning of high touch areas at the end of lunch. Catering team – to change serving tongs after each year group Trays to be cleaned by MDA/ hall team – Gloves available to staff when cleaning trays (hygiene) Approved cleaning product used (Milton disinfectant) and disposable cleaning wipes.  | SLTTeachers/ LSA/ MDAsSite team Site manager Catering team/ MDAsMDA/Hall team | Yes – information sent out to MDAs and hard copy of classroom wall for reference Ongoing review |
| Morning assembly  | Pupils and staff Risk of sharing infection. | **Morning Assembly/ Assemblies** As of September 2021 – Assemblies can now take place due to the removal of ‘groupings (as per Government guidelines – August 2021 update)  | Risk Level:  |   | SLT | Yes - N  |
| First Aid / illnessRisk of infection | Pupils and Staff Risk of sharing infection. | **Additional Measures**Any child displaying a temperature will be taken to the school office for parents to collect. (possible use of meetings room if needed) As stated in the government guidance for full opening ((7/8/2020) – All schools must ensure all staff members and parents/carers understand that they will need to be ready and willing to:* Book a test if they or their child are displaying symptoms.
* Staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate in they develop symptoms in school

Anyone who displays symptoms of coronavirus (Covid-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>) or ordered by telephone via NHS 119. **We will ask parents and staff to inform us IMMEDIATELY of the results of a test*** **If someone tests negative**, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating and return to school.
* **If someone tests positive** they should follow the ‘Stay at home: guidance given by NHS test and trace.

**Resuscitation** – Please see <https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19> for full detail - however:“If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose” | Risk Level: 9 |  PPE supplied by academy to designated first aiders.  | Head Teacher/ Academy manager | Yes  |
| Managing confirmed cases of coronavirus (Covid-19) | Pupils and staffSchool & local community | Managing confirmed cases of coronavirus (Covid-19) amongst the school community**In line with Government guidance published in July 2021: TEST & TRACE NHS**From 19 July, education and childcare settings (i.e. schools, colleges and nurseries) will nolonger carry out routine contact tracing. From this point onwards, close contacts will beidentified and contacted by NHS Test and Trace.• As with positive cases in any other setting, NHS Test and Trace will speak with the individual who has tested positive – or, depending on their age, their parent or legal guardian – to identify close contacts.• Contacts within schools, colleges and nurseries will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as having close, prolonged contact. NHS contact tracers will provide support on how to identify a close contact. The setting will not routinely be contacted to provide details of close contacts.• Schools, colleges and nurseries may be contacted in exceptional cases to help with identifying close contacts where there is a local outbreak, as currently happens in managing other infectious diseases.• Symptomatic individuals, and those who record a positive test, will still need to isolate in line with current guidanceAs of the 16th August close contacts who are fully vaccinated or those under 18 will not need to self isolate• All close contacts will be advised to take a PCR test –anyone identified as a close contact is encouraged to do this**• Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test**• If the PCR result is positive, the individual must isolate and NHS Test and Trace will work with them to identify any close contacts  | Risk Level: 9 | Head Teacher/ Academy Manager Due to enhanced cleaning regime already in place, all school areas will be cleaned thoroughly on a daily basis.  | Leadership teamsSite manager/ cleaning team  |  |
| Pupil behavior | Pupils and Staff  | Behaviour policy followed – updated for the 2020/2021 academic year  | Risk Level: 9 |  Ongoing review and modifications in line with government guidance  | SLT / class teachers/ LSA’s  | Yes On school website  |
| Toilets Maintaining high levels of hygiene  | Pupils and Staff  | **Toilets**Site team to ensure toilets are being cleaned regularly. High touch areas part of enhanced cleaning throughout the day. Toilets to be used which are in designated areas – children instructed to only use these toilets.Reception – own toiletsYr1 & 2 – KS1 toiletsYr3 & 4 – lower KS2 toilets (ICT suite)Yr5 & 6 – upper KS2 toilets (outside yr5) Children must be encouraged to wash hands thoroughly and regular use of sanitiser.  | Risk Level: 8 |  Site manager – throughout the school day – regular cleaning regime .  | SLTSite manager/ Academy CleanersAll staff | Yes – ongoing reminders to children from class teachers/MDA |
| Those with specified health conditions | Staff  | **Clinically extremely vulnerable (CEV) staff** Government update August 2021 & HSE guidance August 2021:There are currently no expectations of additional controls specifically for high risk groups or those deemed Clinicall extremely vulnerable (CEV). Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. This includes the promotion of adequate ventilation, good hygiene and an enhanced cleaning regime in place within the workplace. During the pandemic, the government has defined some people as clinically extremely vulnerable (previously described as shielded).These workers are at increased risk of severe illness from coronavirus. Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can | Risk Level: 9 | To keep upto date with Government and HSE advice/ guidance on CEV students and staff.  | Head Teacher/ Academy Manager | Ongoing review and guidance based on government.  |
| Staff who are pregnant  | Staff | Pregnant women are to follow the same guidance as everyone else. This includes the promotion of adequate ventilation, good hygiene and an enhanced cleaning regime in place within the workplace.HSE advice (9th August 2021) If a member of staff confirms they are pregnant, a workplace risk assessment will be carried out (see ‘guidance for pregnant employees’ for support’) <https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm#pregnant_workers>  | Risk level: 12 | If not already completed – Employers should conduct a risk assessment for Pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) | Head Teacher/ Academy Manager (can be designated to SLT member/s)  | Yes  |
| Staff mental health and well-being.  | Staff  | **Staff Support –** Marianne Cartwright (inclusion manager) is the allocated well-being/mental health lead co-ordinator for Graham James Primary Academy. SLT members will have discussions with their staffing teams to monitor/support mental health/ well-being. | Risk Level: 9 |   | SLMarianne – Mental health lead  | Yes – Staff welfare checks ongoing throughout academic year |
| Visitors coming into the academy and bringing virus into the school  | All | **External visitors will be allowed as of September 1st 2021.** Most communication will remain remotely (e.g. Microsoft Teams/ Zoom etc) – however, face to face contact can resume. Any external visitor/s will have limited movement around the academy. Once the visit is over – enhanced cleaning will take place. As per Government guidance visiting specialists (e.g. social workers/ local authority SEND specialists/ peripatetic teachers) will be allowed within the school to support targeted children – they can move between settings.  | Risk Level: 9 |  | SLT/ Staff to discuss/ risk assess any visitors prior to visit | Yes – Ongoing review  |
| Initial teacher training 2021/2022Risk of additional adults within school – infection  | All | As stated in the Government guidance (7/8/2020) ‘We strongly encourage schools to consider hosting ITT trainees’ GJPA have a working partnership with Thames/Essex SCITT & CCCU – therefore, trainees will be allowed to train at GJPA during the 2021/2022 academic | Risk Level: 9 | Induction given on first day:SafeguardingBehaviorExpectations Covid organizationDBS checks  | Deputy Head Teacher  | Ongoing for new staff throughout the 2021/22 academic year.  |
| Children’s learning restricted by the curriculum (lack of progress/ gaps in learning)  | Children/ learners  | As stated in the Government Schools COVID-19 Operational guidance – August 17th 2021 (updated) - As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s educationOur priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.In order to keep all safe – GJPA will follow continue to follow government the advice of: 1. Ensuring good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well ventilated
 |  |  |  |  |
| Infection spread by Asymptomatic staff – resulting in COVID outbreak  | ALL  | As stated in the August 2021 School operational guidance: Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.There is no need for primary age pupils (those in year 6 and below) to test.  | Low | When test kit collected Mrs B Burgees explains the process and completes correct protocols.Guidance booklet with each – staff to read and follow all guidance (also see testing kit risk assessment)  | Mrs P Back/ Mr B Burgees overseeing testing distribution and monitoring.  | Amendments/ advice changed in line with Government guidance – Planned review – End of September 2021  |
| Staff/ children with Positive LFD test  | ALL  | Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.Whilst awaiting the PCR result, the individual should continue to self-isolate.If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. | Low  |  |  |  |
| Risk of infection due to attending outside (external) educational settings (educational visits)  | All in attendance (spread to wider school community)  | As stated in the August 2021 guidance:From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international/ domestic visits for the future.Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.GJPA will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of our risk assessment.  | Low  | Monitor regular guidance updates  |  |  |
| Loss of time in education due to self-isolating/ Government lock down Impact on academic development  | Children  | School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. If any child is at home due to following self-isolation guidance/ Clinically extremely vulnerable (CEV) or instructed to do so as a result of local/ national lockdown then remote education will be provided.(Please see our remote education provision policy for further details – school website). Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return. |  | Government guidance followed and updates made when given. GJPA will consult with EWO service if needed to clarify codes/ guidance.  | SLTAdmin staff/ DHT Chair of Governors  |  |

**Risk Matrix**

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.



Very unlikely

Unlikely

Fairly likely

Likely

 Very likely

Catastrophic

Major

Moderate

Minor

Insignificant

