



SCHOOL RISK ASSESSMENT FOR COVID-19 PANDEMIC

Completed by: T.R.McMaster

Date: 30th September 2020

Review Date: Ongoing

| Hazard | To Whom | Severity | Likelihood | Risk |
|--|------------------------------------|--|---|------------------------------|
| Spread of Covid-19 through school and wider school community | Pupils | 1 | 4 | 4 |
| | Pupils from vulnerable groups. | 4 | | 16 |
| | | 2 | | 8 |
| | Staff | 4 | | 16 |
| | Staff from vulnerable groups. | 4 | | 16 |
| | Visitors Wider School Community | 4 | | 16 |
| Existing Precautions | | Additional Precautions | Who | When |
| <ul style="list-style-type: none"> Hand sanitiser stations at entry/exit points and sanitisers in rooms. Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. Inform parents of hygiene expectations and for the need to communicate this message in the home environment. | | <ul style="list-style-type: none"> Parents may wish to send their hand wipes and sanitisers into school with pupils. Communicate to parents the importance of the government advice on 'catch it, bin it kill it.' School must postpone or cancel meetings which involve significant numbers of external parties. Any members of staff with underlying health issues or those within vulnerable groups should make their condition | School to communicate to parents through ' Return to School Arrangements ' – published 20.08.20 & updated 30.09.20. Principal | ASAP Updates as necessary |



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| <ul style="list-style-type: none">• Children should wash their hands thoroughly on arrival at the education setting and this must be a repeatable discipline throughout the day. Frequent washing (in tepid/lukewarm water) for 20 seconds and drying thoroughly (hand dryer, paper towels/not shared towel), particularly when entering/leaving the building and always before/after eating as set out by PHA.• N.B. sanitiser is not a substitution for hand washing;• Younger children will require supervising / assistance with hand washing.• Where hand washing facilities are not available, then hand sanitiser with at least 60% alcohol content should be used.• All children to wash their hands before coming to school, before going home, during school and when they get home.• Classes to teach children hand washing techniques.• Children to wash hands before lessons, before snack (classroom), before eating dinner and sanitise/wash before home time.• Teachers and classroom assistants monitor the visible health of pupils, ensure parent emergency contact numbers are kept up to date - SIMS.• Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings. | <p>known to T.R.McMaster. Please consult with PHA & DE Guidance for up-to-date information. They should seek and act on the advice of their GP/Consultant/Midwife/PHA <u>or current government advice.</u></p> <ul style="list-style-type: none">• Review community use of school provision at our premises – currently not active!• Update SIMS Data Forms• School has communicated to parents through 'Return to School Arrangements' – published 20.08.20 & updated 30.09.20.• Further updates to parents as necessary | <p>Individual members of staff.</p> <p>H Glenn</p> <p>Principal & SMT</p> | |
|---|---|---|--|



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| <ul style="list-style-type: none"> • Pupils with existing medical conditions should already be known to the school: • Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat. They will not be allowed to come to school. • Discuss with parents the initial steps and agree key actions re. isolation/seclusion. | | SENCO & Teachers | |
|--|--|------------------|--|

SCHOOL RISK ASSESSMENT DURING COVID-19

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| Hazard | To Whom | Severity | Likelihood | Risk |
|---|------------------------------------|----------|------------|------|
| Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Eg. If anyone becomes unwell with a new, continuous cough or a high temperature/fever or anosmia (a loss or a change in your normal sense of smell, which can also affect your sense of taste). | Pupils | 1 | 4 | 4 |
| | Pupils from vulnerable groups. | 4 | | 16 |
| | Staff | 2 | | 8 |
| | | 4 | | 16 |
| | Staff from vulnerable groups. | 4 | | 16 |
| | Visitors Wider School Community | 4 | | 16 |



| Existing Precautions | Additional Precautions | Who | When |
|---|--|--|----------------|
| <ul style="list-style-type: none">• Person must be sent home and advised to follow the PHA guidance for households with possible coronavirus infection.• Contact relevant agencies e.g. DE, EA, PHA.• All settings should be aware that where a confirmed COVID-19 case is identified within a bubble, any material that cannot be effectively cleaned will need to be quarantined for 72 hours or disposed of.• There is no longer the need to close a classroom for a period of 72 hours.• Enhanced and Terminal Cleaning are only recommended during an outbreak of COVID-19. For further detailed information, read 'COVID-19: cleaning of non-healthcare settings. COVID-19: cleaning of non-healthcare settings - GOV.UK'. – Revised Guidance 29.09.20• Inform staff• Contact parents with EA Communications agreed statement.• Refer to DE email 10.09.20 re. poster on what to do if someone develops symptoms of Covid-19 in a school or other educational setting. | <ul style="list-style-type: none">• EA to support school in form of words for communication to the school community.• School must not name individuals.• Contact any external groups who have access to the building to notify them of any school closure. Notify school meals transport sections in the event of school closures. • Communicate DE Information to parents. | <p>Principal SMT</p> <p>Principal</p> | <p>Ongoing</p> |



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| Suspected or confirmed case in staff member or pupil or staff with a family connected to the school. No symptoms of Covid-19 displayed within the school or later that day. | Pupils | 1 | 3 | 3 |
| | Pupils from vulnerable groups. | 4 | | 12 |
| | Staff | 2 | | 6 |
| | Staff from vulnerable groups. | 4 | | 12 |
| | Visitors | 4 | | 12 |
| | Wider School Community | 4 | | 12 |
| Existing Precautions | | Additional Precautions | Who | When |
| <ul style="list-style-type: none"> Whole family to self-isolate for a period of 14 days in line with Government guidance. Consult PHA website for most up to date guidance. Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas toilets, door handles, telephones, grab rails. | | <ul style="list-style-type: none"> It is recommended that regular contact is made with the school principal. | Staff and families | Ongoing |



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| <ul style="list-style-type: none"> • Shortage of staff • Teacher • Classroom Assistants • Absence of School Leadership | Pupils | 2 | 3 | 6 |
| Existing Precautions | | Additional Precautions | Who | When |
| <ul style="list-style-type: none"> • Use NISTRA register to employ substitute teachers. • Consider combining classes. • Where pupil/teacher ratios exceed DE recommendations– partial closure for certain classes or part time / AM / PM classes. • School App alert service to parents to notify them of any exceptional closures due to insufficient staff cover. • Notify DE in the event of an exceptional closures. | | <ul style="list-style-type: none"> • Explore other options with neighbouring school. | Principal SMT BoG | Ongoing |



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| <ul style="list-style-type: none"> • Shortage of support service staff such as: <ul style="list-style-type: none"> ➤ Building Supervisor/Cleaning ➤ Admin Staff ➤ Learning Support <p>Resulting in non-delivery of essential services</p> | Pupils Staff | 3 | 3 | 9 |
| Existing Precautions | | Additional Precautions | | Who |
| <ul style="list-style-type: none"> • Contact EA for cover arrangements • Classroom Assistants to provide temporary cover for admin | | <ul style="list-style-type: none"> • Encourage parents to only contact school in the event of an emergency. • Reassign support staff to core health & safety functions within the school • Explore the option to share support staff with neighbouring school. | | Principal |
| | | | | When |
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| <ul style="list-style-type: none">School meals kitchen closure resulting in no school meals provision. | Pupils | 1 | 2 | 2 | |
| Existing Precautions | | Additional Precautions | | Who | When |
| <ul style="list-style-type: none">The ability for school meals to deliver meals from another kitchen.Principal to liaise with school meals service. | | <ul style="list-style-type: none">School App alert to parents to provide a packed lunch – currently the school’s preferred option but the option now exists for the provision of a hot meal for all.In the case of pupils in receipt of free school meals - option now exists for the provision of a hot meal or a packed lunch. | | Principal Supervisor (Greta)- SMK | On notification on non-delivery of service |



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| <ul style="list-style-type: none">School trips | Pupils Staff | 1 | 1 | 1 | |
| Existing Precautions | | Additional Precautions | | Who | When |
| <ul style="list-style-type: none">The UK Government has advised against all overseas education trips. The civil contingences group have advised against internal school trips also during this period. | | No school trips until further notice. | | Principal BoG | Current |



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| <ul style="list-style-type: none">Reducing contact point activities. | Pupils Teachers | 1 | 1 | 1 | |
| Existing Precautions | | Additional Precautions | | Who | When |
| Consider reducing contact situations such as: <ul style="list-style-type: none">Assemblies - now stopped.Sports activities and swimming - now stopped.Disinfecting of toys and other play equipment which pupils are in regular contact with - rota basis | | Suitable cleaning products and timetable/rota. | | All Staff | As appropriate |