



## MODEL RISK ASSESSMENT FORM

Workplace	Pevensey & Westham CE School	Likelihood (L)	X	Severity (S)
Department	Schools	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Luke Paramor	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Managing Covid-19 in a school setting	Likely	4	Major (death or serious injury)
Date	26/09/2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Education of pupils during pandemic	Low = 1-8	Medium = 9-14	High = 15-25

**This Pevensey and Westham CE Primary School risk assessment builds on the East Sussex County Council model risk assessment. It has been written in-line with Government Guidance: School COVID-19 operational guidance – (17 August 2021)**

**The risk assessment is being kept under review by Senior Leaders as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England. The school will be proactive in stepping measures up or down in future depending on local and national circumstances.**

*Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).*

The [DfE latest documents and guidance webpage](#) is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Control measures	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	<b>Risk of ongoing contamination from pupils and staff</b>	All members of the school community	<p>Pupils no longer need to work in bubbles of consistent groups.</p> <p>Worships to resume – initially using hall at only half capacity to allow for additional distancing indoors between different classes. Review during Term 1</p> <p>Pupils able to mix during break and lunchtimes</p> <p>Music and PE lessons to continue as normal.</p> <p>The draft school risk assessment has been shared with all staff prior to the return of all pupils in September enabling all staff to be involved in that process.</p> <p>Control measures communicated to parents before start of term.</p> <p>Parents informed that children under the age of 18 or adults who have been fully vaccinated are no longer required to self-isolate if they are a close contact including with a member of the same household. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. PaWS will encourage all individuals to take a PCR test if advised to do so.</p> <p>Control measures shared with pupils on first day of term</p> <p><b>Hand hygiene:</b> Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>Sufficient and proportionate handwashing supplies and cleaning materials are available.</p>	4	2	8				

		<p>Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.</p> <p><b>Respiratory hygiene:</b> The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p><b>Cleaning:</b> Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces</p> <p>The school follows the government guidance on <a href="#">cleaning of non-healthcare settings</a>.</p> <p><b>Ventilation:</b> The school will be well ventilated with windows and doors opened to create air flow. Staff will balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air low in these areas, giving particular consideration to when holding events where visitors such as parents are on site.</p> <p>Any mechanical ventilation systems adjusted to increase the ventilation rate where possible.</p> <p>The <a href="#">Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic</a> and <a href="#">CIBSE COVID-19 advice</a> provides more information.</p> <p><b>Positive cases:</b> Parents informed that pupils should not come into school if they have symptoms or have had a positive test result.</p> <p>Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.</p>							
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		<p>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.</p> <p>Appropriate PPE will also be used if close contact is necessary.</p> <p>Further information on this can be found in the <a href="#">use of PPE in education, childcare and children’s social care settings guidance</a>.</p> <p>Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.</p> <p>The school will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary and advise if any additional action is required, such as implementing elements of your contingency plan.</p> <p>Staff working in classes where an individual tests positive, will be asked to take an LFD test.</p> <p>Where we have more than one confirmed positive case or several suspected cases in one class, we will minimise, the contact that class has with other pupils, e.g. not attending worship, eating outside or in classroom, separate play space, staff to remain distant from other staff</p> <p>Where a member of staff is a close contact out of school, they should take a PCR test.</p> <p>Where a member of staff is a close contact of a person in their household who is the isolating at home, and the school has capacity, staff member to work from home.</p>							
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		<p><b>Testing</b></p> <p>Staff will undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed.</p> <p>Parents informed that staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate. Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <p>The school will maintain its capacity to deliver high-quality remote education for the next academic year. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school will access useful links and sources of support on <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</p> <p>Educational visits will resume with risk assessments in place which include systems of controls at the destination. Checks will be undertaken to ensure the provider has assessed the risk and implemented appropriate control measures Adequate financial protection in place in the event of a COVID-19 cancellation. Insurers to be consulted to find out if there are any COVID-19 exceptions.</p> <p>PaWS Xtra Wraparound provision, (breakfast and after-school clubs) is available. Bubble will no longer be in place however the control measures of good hand and respiratory hygiene, cleaning and increased ventilation will remain in place</p>							
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			<p><b>Face Coverings</b></p> <p>Face masks are no longer required however any parents, staff of visitors may wear a face covering if they wish.</p> <p>A contingency supply of face masks is available at the school office</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</p> <p>Leaders will ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. All staff to reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>All the usual building checks are undertaken to make the school safe.</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p> <p>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> <p>Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>The risk assessments will be kept under regular review in line with government guidance</p>						
2.	<p><b>Potential transmission to clinically vulnerable staff and pupils</b></p> <p>Guidance is available in the <a href="#">Actions for schools during the</a></p>	All members of school community	<p>Parents of clinically vulnerable pupils contacted to inform them:</p> <p>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is</p>	2	4	8			

	<a href="#">Coronavirus Outbreak</a>		<p>important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</p> <p>Conduct an Individual Risk Assessment to help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff</p> <p>Unless they are CEV, the school will encourage parents/carers and staff to follow the <a href="#">guidance that applies to everyone</a>. While members of these groups are no longer required to shield, the school appreciates arrangements may need to be made for them to reduce their face-to-face contact during periods of high viral prevalence.</p>							
3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>• Fire procedures</li> <li>• Lockdown</li> <li>• Movement for lunch / transitions</li> <li>• Toilets</li> <li>• Security including risk of theft</li> <li>• Data breaches</li> </ul>	All members of the school community	<p>The <a href="#">attendance register</a> will continue to be taken with following up any absences in line with statutory guidance.</p> <p>School to follow risk assessments for premises and accessing outside equipment and areas.</p> <p>Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Fire evacuation information shared with all staff and children. Fire drill to take place within first 3 weeks of term.</p> <p>High expectations of how children move around school upheld by all members of staff</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Online safety policies and procedures to be reviewed in light of lessons learned during home learning</p>	2	4	8				
4.	<b>Risk of transmission between parents and pupils during</b>	All members of the	Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school.	4	2	8				

	<b>school drop-off and collection times</b>	school community	Revised systems for drop off and collection shared with all parents before the start of September and reviewed as necessary.						
5.	<b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b>	Pupils	<p>Parents and carers advised that face masks are worn in enclosed and crowded spaces where pupils may come into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>The <a href="#">Actions for schools during the Coronavirus Outbreak</a> details the framework for transporting pupils to and from schools</p>	4	2	8			
6.	<b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b>	All members of the school community	<p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Volunteers and visitors are welcome to visit PaWS and will be made aware of the control measures. Visitors to the school working in classes, including supply teachers, will asked to take an LFD test before coming to school.</p> <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss of, or change to, your sense of smell or taste</li> </ul> <p>Contractors, school meal providers, milk providers and fruit providers fulfil all risk assessment requirements</p>	3	2	6			




			<p>Clear communicate that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible</p> <p>All pupils/staff/visitors/contractors required to wash hand/sanitise as soon as arrive in school.</p>						
7.	<b>Risk that contamination exists within the school environment due to ineffective hygiene measures.</b>	All members of the school community	<p>Regular cleaning to take place of equipment and areas.</p> <p>Risk assessment to identify any areas where cleaning should be more frequent.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards comply with latest guidance - <a href="#">cleaning of non-healthcare settings</a>.</p> <p>All handwashing sinks, soap dispensers, hand gel etc are checked 3 times a day to ensure stock levels are adequate</p> <p>School leaders to monitor to ensure good/effective hygiene levels</p>	3	2	6			
8.	<b>Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)</b>	All members of the school community	<p>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <p>These kits to be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>,</p> <p>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.</p>	3	2	6			



			<p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p>Headteacher has communicated to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p> <p>If the school has several confirmed cases within 14 days, there may be an outbreak. In this case, a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).</p>							
9.	<b>Contingency planning</b>	All pupils and staff	Contingency plans are in place and reviewed regularly.							

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed

**Signature and review**

<b>Name of Manager:</b>	Luke Paramor	<b>Signature of Manager:</b>		<b>Date:</b>	23/08/2021
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<b>1<sup>st</sup> review undertaken on:</b>	Luke Paramor	<b>Signature of Manager:</b>		<b>Date:</b> 02/09/2021
<b>2<sup>nd</sup> review undertaken on:</b>	Luke Paramor	<b>Signature of Manager:</b>		<b>Date:</b> 26/09/2021
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>