

Assessment Reference	Site/Location			Work Activity		
Health & Safety of Staff & Pupils	Holy Trinity CE Academy			Autumn Term		
Assessor(s)	Date of Assessment	Date of Previous	Date of Review	Level of Risk Before Controls		Level of risk After Controls
J Marshall	27/09/21	N/A	Ongoing with publication of new guidance	(See risk matrix)		(See risk matrix)

This risk assessment has been informed by the following documents (as at 8th July) current government guidance:

[Guidance for full opening: schools](#)

[Actions for early years and childcare providers during the coronavirus outbreak](#)

[Actions for education settings to prepare for wider opening](#)

[Implementing preventative measures in education settings](#)

[Planning guide for early years and childcare settings](#)

[Planning guide for primary schools](#)

[Guidance for secondary school provision](#)

[Safe working in education settings](#)

And (as at 9th July) current government guidance:

[Guidance for managing playgrounds and outdoor gyms](#)

[Staying alert and safe \(social distancing\)](#)

And (as at 6th January 2021) latest government guidance:

[New national Lockdown](#) – new criteria for vulnerable and critical workers – It should be noted there has been no guidance released in terms of pupil numbers

[School Meal Information](#) – relating to vouchers and food parcels

Remote learning being delivered to all pupils not eligible to attend school during this latest lockdown. This is a combination of work packs, online through Teams for KS2 and online through Class Dojo for KS1. Where required devices have been allocated for pupils including Dongles).

And (as at 29th January 2021) latest government guidance:

[Rapid LFD Testing in Primary Schools](#) – Tests available for staff (including Peripatetic Teachers and regular visitors to school)

And (as at February 2021 for reopening to all pupils on 8th March 2021) latest government guidance:

[Schools Coronavirus \(Covid-19\) Operational Guidance](#)

And (as at 27th September 2021) Schools COVID-19 operational guidance

[Schools COVID-19 operational guidance](#)

Hazard Area/activity	Persons at Risk	Significant Risks to Health and Safety	Probability	Severity	Risk Rating	Controls and Precautions	Probability	Severity	Residual Risk
Social distancing for parents and pupils	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Identify vulnerable children who are at risk and advise non attendance – this is reviewed on a case by case basis as all children are expected to be in attendance - Identified entrance and exits for drop off and collections - Allocated waiting areas for each group of parents and children to allow for social distancing - Education of Parents/Carers re social distancing during drop off and pick up times - Parents reminded not to linger - Parents instructed to ring for telephone conversations rather than waiting to speak to teaching staff - Parents have been asked to wear masks on the school site 	3	3	9
Social distancing within classroom	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Identify vulnerable children who are at risk and should not attend – this is reviewed on a case by case basis as all children are expected to be in attendance - All children to handwash on entry to school premises - Remove excess resources/furniture - Remove soft furnishings and non-essential soft toys - Discuss Social Distancing and hygiene rules with children and allow input e.g. Use of toilets, moving around classroom 	3	3	9

						<ul style="list-style-type: none"> - Discuss regularly throughout each day and link to school behaviour system for reinforcement - Teacher and support staff to work with their identified classes/groups - Where appropriate for seated pupils they are facing forward - Other items from home not to be brought in 			
Curriculum Learning	All		4	5	20	<ul style="list-style-type: none"> - Handwashing PHSE lessons, songs and rhymes - Washing hands posters displayed throughout the setting - Reminders throughout the session for handwashing - Return as far as possible to normal curriculum 	3	3	9
Social distancing using toilets and poor hygiene	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Wedges to hold open doors to limit the use of handles - Reminder on the use of soap and or sanitiser - Hand sanitiser available within every classroom - School has ensured sufficient stocks of soap and sanitiser 	3	3	9
Movement in and around school	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Children to remain within their classroom and access outside space via classroom doors - Disposable paper cups for water in EYFS - Movement around school kept to a minimum 	3	3	9
Lunchtime and break times	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Encourage discussions on appropriate outside activities e.g. ball skills using feet only, non-contact athletics - Staff supervision at all times - Staff model social distancing - Nursery children seated immediately on entering dining with reduced numbers per table within hall - Dining hall staff to be responsible for waiting on Reception children and clearing tables and wiping down between sittings - Lunchtime timetable is flexible 	3	3	9
Free School Meals	All FSM	Lack of lunches	4	5	20	- Food parcels available through LA (Catering) for			

	pupils					<p>those unable to leave house or struggling to reach school</p> <ul style="list-style-type: none"> - Support offered through Greggs grant - Support offered through food bank Hope and Hospitality - Vouchers available over half terms for those in receipt of means tested free school meals 			
Resources	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Children asked not to bring resources from home - Children to use individual white boards and class packs of resources - Reminders for washing hands and using hand sanitizer daily 	3	3	9
Educational Visits	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - There are three visit packs containing sanitiser, wipes etc that can be taken on school trips 	1	1	1
Breakfast Club	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Breakfast Club starts at 8.15am and will remain open for all pupils 	3	3	9
First Aid	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Wash hands more often than usual - Ensure good hygiene by promoting the 'catch it, bin it, kill it' approach - First aid to be delivered where possible in situ – or taken to the medical room - Normal first aid procedure to be followed - Parents to be contacted if necessary 	3	3	9
Suspected symptoms of coronavirus	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - If a member of staff or child becomes unwell with symptoms of coronavirus while in school they should be isolated within the 'Visitor's Room - Ensure that the window is left open - Emergency PPE Kit is located within the Medical Room (next door) for use in suspected cases - The staff member or child displaying symptoms should be sent home and advised to go for a PCR test and self-isolate until test result is back. - For a positive test result they should isolate from the date of symptoms and for 10 full days in 	3	3	9

						<p>total.</p> <ul style="list-style-type: none"> - Their fellow household members should test daily with LFT for the following 10 days. If negative they can continue to attend school, work etc. - Individuals are not required to self-isolate if they 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: <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved COVID-19 vaccine trial • They are not able to get vaccinated for medical reasons. - They may be contacted by NHS Test and Trace and advised to take a PCR test. 			
Pupil Wellbeing	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Children know they can speak to class teacher about any concerns - Children encouraged to voice any concerns - Child Wellbeing Officer to be available to meet with individual children if required - Families made aware that attendance at school is mandatory and fines may result from non-attendance 	3	3	9
Staff Wellbeing	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Inclusion in risk assessment process – input into hazard identification and control measures - Members of SLT available daily to share concerns with - Hand sanitiser in every classroom/office - Hand washing facilities throughout school - Planned time for PPA - Staff rotas shared 	3	3	9

						<ul style="list-style-type: none"> - Risk assessments reviewed when new guidance published - All school staff to follow normal absence reporting procedure whether Covid 19 related or not - PPE available for any staff member, glasses, visors, aprons and gloves - Pregnant staff to work from home from 28 weeks inline with government guidance. - Staff/Peripatetic staff and regular visitors to school now have access to LFT kits to be used twice weekly. Please note this is voluntary. - Results recorded by test and trace as well as school - If a case is believed to have been contracted within school then school will notify RIDDOR, PHE would then work with school. - (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) 			
Behaviour	All		4	5	20	<ul style="list-style-type: none"> - Assertive discipline in place (under review for Team Teach behaviour issues) - Both Assistant Headteachers/Additional Needs Manager and Child Wellbeing Officer on hand to assist - Emergency PPE available if restraint proves necessary - Parents advised that a reduced timetable and or exclusion may apply where appropriate if children act in such a way that staff are at increased risk 	3	3	9
System of controls	All	Direct or indirect transmission of Covid 19	4	5	20	<ul style="list-style-type: none"> - Minimise contact with individuals required to self-isolate. - Use of face coverings in recommended circumstances. - Regular hand washing - Promotion of 'catch it, kill it, bin it'. 	3	3	9

						<ul style="list-style-type: none"> - Enhanced cleaning of school. - se of class and staffing bubbles. - Occupied spaces well ventilated. CO2 monitors in each classroom and most populated rooms within school - PPE available in school - LFD Test kits available to all staff and peripatetic staff. - Promotion and engagement with NHS Test and Trace. - Management of confirmed cases through working with LA, PHE and NHS Test and Trace. - Follow all advice given by PHE local health protection team. 			
Signature of Assessor(s) – J Marshall – Business Manager									

Risk Matrix

Severity Likelihood	Non-Injury 1	Minor Injury 2	7 Day Injury 3	Major Injury 4	Fatality 5
Improbable 1	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk
Remote 2	2 Low Risk	4 Low Risk	6 Low Risk	8 Low Risk	10 Medium Risk
Possible 3	3 Low Risk	6 Low Risk	9 Medium Risk	12 Medium Risk	15 High Risk
Probable 4	4 Low Risk	8 Low Risk	12 Medium Risk	16 High Risk	20 High Risk
Most Likely 5	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk

$$\text{Risk} = \text{Likelihood} \times \text{Severity}$$

The above matrix is to be used to evaluate likelihood and severity in order to come up with a standardised method of rating risks arising from a hazard. It is used in conjunction with the risk assessment pro-forma.