



COVID-19 Risk Assessment

This risk assessment has been written in order to identify both the risks/hazards associated with coronavirus in school and the control measures in place to reduce the risk. The control measures identified, provided they are implemented are intended to reduce the residual risk to an acceptable level. The nature of the coronavirus pandemic is such that it is impossible to completely eliminate the risk.

From Sept 1st 2021 we are operating from the assessment on Page 2 only
All other pages relate to operation before this date and may need to be reimplemented should there be an outbreak or change in guidance.

Risks/hazards addressed in this risk assessment:-

airborne transmission of virus between people
virus being transmitted via surfaces (it is known to remain 'live' for at least 72 hours on some surfaces)
enclosed spaces increases the risk of transmission

Broad control measures in place include:-

minimising contact with individuals who are unwell
frequent handwashing
promoting good respiratory hygiene
enhanced cleaning regime
minimising contact and mixing of children and staff
wearing PPE when appropriate
engaging with the NHS Test & Trace process
managing confirmed cases in the school community
containing outbreaks

On subsequent pages of this document, detailed control measures are listed in relation to

1. Hygiene
2. Use of the building
3. School day
4. Curriculum & learning
5. People

This document is under continual review, additional control measures may be added, or amended, or removed as necessary to reflect the changing nature of the pandemic and will support the decision making processes in relation to safety at school.

Version 4 includes updates relating to return to school on 8th March 2021.
All other measures remain in place.

All employees have a responsibility for implementing the control measures.

The headteacher is responsible for communicating this risk assessment with staff and parents, as well as being responsible that adequate training is provided to enable staff to implement the control measures.

The following documents have been used:-

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

as well as feedback from staff and parent surveys and advice from the relevant unions represented in school.

version 1	version 2	version 3	version 4	version 5
19/05/2020	13/08/2020	09/01/2021	08/03/2021	01/09/2021

Location/Activity/Issue	Relevant for	Control measures
Handwashing & hygiene	children staff visitors	all visitors and staff to handwash or sanitise on arrival
		regular handwashing for children at key points in the day
		soap readily available at every sink and replaced daily
		children taught good hygiene including coughing/sneezing in to tissue or elbow, washing hands afterwards
		all bins in all rooms including offices and toilets have lids
		doors to remain open where safe to do so, window/s open in all rooms
		children to be provided with a named school water bottle in addition to water fountains
Cleaning	staff	deep clean during holidays
		daily contract cleaning to pay particular attention to all surfaces including door handles, bannisters, toilet buttons/handles, taps
		disinfectant wipes & spray, soap (where there is a sink), hand sanitiser and paper towels available
Suspected case of coronavirus	parents children staff	if at home, a child or adult displaying any symptoms should remain at home
		child displaying any symptoms in school will be isolated in meeting room, parents called immediately and child to go home
		aim to have separate toilet facility while child is waiting
		adult caring for child must wear PPE (surgical mask, gloves and apron) which must be disposed of in correct bin
		adult displaying any symptoms in school will be sent home immediately
		only non-contact thermometers to be used and cleaned afterwards
		all areas used by child/adult thoroughly cleaned
children and adults showing symptoms must be tested		
Actual case of coronavirus	parents children staff	if test is positive then follow guidance in relation to self-isolation
		if child or adult tests positive then NHS Test & Trace will manage close contacts
		parents/staff must contact school if test is positive
		school will contact DfE and Southwark Public Health if necessary
		children and double-vaccinated adults no longer self isolate if close contact
Wearing of PPE	parents staff	There is no requirement for staff or visitors to wear masks in school
		Aproprate PPE (surgical mask, apron, gloves) for first aid and intimate care will be provided by school, must be disposed of in correct bin immediately after use
		gloves will be provided for staff who are using disinfectant as part of regular cleaning
Lateral flow testing	staff	senior first aider responsible for the administration of staff testing
		staff to be encouraged to take part in voluntary testing twice a week
		staff provided with guidance on how to carry out testing
		staff testing twice a week and recording results on Office365 form
		if LFT positive then PCR test to be taken, staff to follow self isolation guidance if PCR positive

Location/Activity/Issue	Relevant for	Control measures
Handwashing & hygiene	children staff	all visitors and staff to handwash or sanitise on arrival
		timetabled handwashing at key points in the day
		soap readily available at every sink and replaced daily
		children taught good hygiene including coughing/sneezing in to tissue or elbow, washing hands afterwards
		increased handwashing facilities through purchasing portable units
		all bins in all rooms including offices and toilets have lids and emptied at lunchtime and end of day
		doors to remain open where safe to do so, window/s open in all rooms
		surfaces cleaned throughout the day
Cleaning	staff	classes to make use of outdoor learning as much as possible but without mixing with other classes
		no access to water fountains - children to be provided with a named school water bottle
		deep clean during holidays
		daily contract cleaning to pay particular attention to all surfaces including door handles, bannisters, toilet buttons/handles, taps
		additional cleaning hours during day - regular cleaning of toilets and complete a classroom clean at lunchtime (tables, taps, door handles)
		surfaces cleaned throughout the day by classroom staff
		disinfectant wipes & spray, soap (where there is a sink), hand sanitiser and paper towels available
		First aid & medical needs
all minor first aid (eg cold compress on a cut) will be managed by the children whenever possible with staff supervising from 2m distance		
where First Aider required, then PPE (mask, apron, gloves) must be worn - these will be provided by school		
all waste, including PPE to be disposed of in correct bin		
comfy First Aid chairs replaced with plastic chair		
surfaces, including chair to be wiped down afterwards		
wherever possible children requiring cream to be applied should have it done at home; any reapplication will be done by the child under supervision; if adult needs to apply cream to child then gloves, mask and apron will be worn		
asthma pumps to be kept in child's classroom (and taken to the playground)		
Intimate care	parents staff children	sun cream can only be applied at home
		Senior First Aider to contact parents where asthma pumps or other medication has expired - parent to bring in-date medication before child can return
		PPE (surgical mask, apron, gloves) must be worn - these will be provided by school
Toilets	children staff	surfaces to be wiped down afterwards
		all waste, including PPE to be disposed of in correct bin
		toilets to be cleaned at least twice during the school day in addition to normal daily cleaning
Suspected case of coronavirus	parents children staff	staggered breaktimes to reduce number of children using toilets in same time period
		only one child sent to the toilet from class at a time, as children from different classes may be sent to the toilet at the same time, it must be made clear to children they should not enter the toilets if another child is in there
		disinfectant wipes available in adult toilets to wipe seat and toilet button/handle - must be thrown in bin not flushed away
		if at home, a child or adult displaying any symptoms should remain at home as should all family members
		child displaying any symptoms in school will be isolated in meeting room, parents called immediately and child to go home
		aim to have separate toilet facility while child is waiting
		adult caring for child must wear PPE (surgical mask, gloves and apron) which must be disposed of in correct bin
		adult displaying any symptoms in school will be sent home immediately
only non-contact thermometers to be used and cleaned afterwards		
Actual case of coronavirus	parents children staff	all areas used by child/adult thoroughly cleaned
		children and adults showing symptoms must be tested
		evidence of negative test must be produced prior to child/adult returning
		if test is positive then follow the 'stay at home:guidance for households with possible or confirmed coronavirus (COVID-19) infection' including self isolating for 10 days or until no high temperature for person tested, rest of family for 10 days
Wearing of PPE	parents staff	if child or adult tests positive then details of anyone they have been in close contact with must be provided to NHS Test & Trace
		parents/staff must contact school if test is positive
		school must contact DfE and Southwark Public Health who will support process of identifying close contacts and any action (eg who must be sent home) school must take
		if two or more cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, school must continue to work with Southwark Public Health with regard to additional action to be taken
		Government guidance only recommends use of PPE for staff who have physical contact with children
		PPE (surgical mask, apron, gloves) for first aid and intimate care will be provided by school, must be disposed of in correct bin immediately after use
		gloves will be provided for staff who are using disinfectant as part of regular cleaning
		staff to only wear PPE if it is regularly changed and self-supplied
staff must wear face covering on public transport		
face visors available for staff if wanted - face visors are worn in preference to masks to aid communication with children		
apart from first aid and intimate care, the wearing of PPE in school is optional		
training in correct use of PPE will happen on INSET days		
parents may choose for their child to wear face masks in school; school staff are not responsible if the child removes it		

Location/Activity/Issue	Relevant for	Control measures
Classroom	children staff	tables all facing the front, no carpet sessions
		sufficient circulation space created as possible
		space for the adults - aim for 2m
		minimise unnecessary movement - children to ask before moving
		surface cleaning throughout the day
		adults can choose to wear PPE if more comfortable and used correctly (see section 5)
		disinfectant wipes & spray, soap, hand sanitiser and paper towels available
Circulation around school	children staff	corridors marked with walking lanes and signage so that distance is kept
		in Bellwood, year groups to only use certain staircases
		adult to follow children upstairs
		door handles and bannisters cleaned after children go upstairs by classroom adult
		clear signage to indicate flow
		as many doors to be wedged open (only where compliant with fire regulations)
		adult supervision required for all pupil movement around the building
Toilets	children staff	toilets to be cleaned at least twice during the school day in addition to normal daily cleaning
		staggered breaktimes
		only one child sent to the toilet at a time, as children from different classes may be sent to the toilet at the same time, it must be made clear to children they should not enter the toilets if another child is in there
		disinfectant wipes available in adult toilets to wipe seat and toilet button/handle - must be thrown in bin not flushed away
Staffroom/PPA room	staff	signage on display to remind staff about social distancing and handwashing
		tables set up with 2m between them and 1 chair at each
		floor in kitchen area marked at 2m
		disinfectant wipes & spray, soap, hand sanitiser and paper towels available
		limited number in staffroom at any one time/additional space will be made available if too many
		PPA to be taken at home where possible
		staggered break and lunchtimes
used cutlery and crockery must go in dishwasher, nothing washed by hand		
Offices	staff parents visitors	disinfectant wipes & spray, soap, hand sanitiser and paper towels available
		perspex screens across both reception desks
		1m marker in place in reception
		only 1 non office staff to enter either office at a time, and only for a particular purpose eg ice pack
Hall for PE	children staff	any equipment used must be meticulously cleaned or left for 48 hours (72 hours for plastic) before another group uses it
		no use of wall apparatus as too difficult to clean
		Bellwood hall floors to be marked with walking zone to allow access between double doors
Hall for lunch	children staff AIP	staggered sittings for lunch - EYF5 at 11.30, Y1&2Y2 at 12, 1Y2&Y3 at 12.45, Y4 at 12, Y5&6 at 12.45
		each class to have identified tables with sufficient circulation space
		children to enter and exit through different doors
		tables and stools to be wiped between sittings
		refer to AIP risk assessment re service and food offer
Outdoor space	children staff	allocate outdoor areas and equipment for different classes, classes must not mix, weekly rotation in place
		stagger break & lunch times to avoid mixing but maximise size of play spaces for each class
		playground space to be physically sectioned off for clarity
		no access to water fountains - children to be provided with a named school water bottle

Location/Activity/Issue	Relevant for	Control measures
Arrival/departure of children	parents children staff	staggered start times/end times to reduce numbers arriving at the same time
		identified entrances for different groups; parents to socially distance from each other
		clear demarcation and notices for parents, no parents on site
		parents to leave as soon as child/ren are in playground
		parents requested to wear a fask covering at the gate
		SLT/pastoral team at each entrance to control entrance/exit
		class staff to focus on children and have minimal face to face contact with parents
		children dropped at the gate and go straight to their line
		lining up will be demarcated by a series of dots on the playground
		school street closure on Lanbury Rd and Inverton Rd at start and end of day, extended pavement on Bellwood Rd
Lunchtime	staff children	staggered sittings for lunch - EYFS at 11.30, Y1&2Y2 at 12, 1Y2&Y3 at 12.45, Y4 at 12, Y5&6 at 12.45
		each class to have identified tables with sufficient circulation space
		children to enter and exit through different doors
		tables and stools to be wiped between sittings
		refer to AIP risk assessment re service and food offer
		mid morning fruit will be served by classroom adult wearing gloves (gloves then thrown away)
		updated medical/allergy info given to staff and highlighted on INSET day
Wraparound care	parents staff	BC and ASC will operate from 3 locations, children organised in phases and within their location, organised by class
		BC will offer toast and cereal only
		ASC children to bring healthy snack in place of tuck

Location/Activity/Issue	Relevant for	Control measures
Curriculum & learning	parents children staff	PSHE/SEMH curriculum to work alongside other learning to create a bespoke curriculum for children returning to school
		increased focus on core skills (eg reading) across the curriculum
		curriculum leaders identifying gaps and adaptations needed to curriculum
		no singing to take place in classrooms - hall or outside to be used only where children can spread out further
		remote learning will be provided to any group/class have to close due to an outbreak or if an individual child has to remain at home to comply with clinical advice following policy
		mandarin to restart for all classes in Y3-6 - taught in classrooms not mandarin room
		curriculum music to be delivered in a COVID-19 secure way - no singing in classrooms, instruments to be disinfected between classes, taught in bigger spaces
		all assemblies to be delivered remotely
		as much use of outdoor space as possible when weather permits
		In EYFS staff will monitor numbers of children inside and outside, if the weather means all children are inside then they should be directed to specific areas to avoid congestion, and use a carousel approach to activities rather than free flow
		interventions to be class based only (no children to be grouped across classes)
		behaviour system to be amended to allow for timeout in a socially distanced way
		staff working with individual children should aim for side by side rather than face to face support
		staff to maintain 2m distance whenever possible and where not possible then limit to less than 15 minutes
trips involving public transport or visits to indoor attractions suspended until further notice, local trips where classes can walk are encouraged		
Resources	children staff	music/PE equipment to be cleaned meticulously between different classes' use or left for 48 hours (72 hours for plastics) between use
		Y1-6 children to have individual pencils cases (provided by school) on tables
		limited resources to be brought from home - book folder, water bottle, packed lunch, PE kit
		equipment, including books to be regularly wiped or disinfected
		no classroom equipment to be shared between classes
		child or adult handing out resources should wash hands before and after doing so
		shared materials and surfaces cleaned and disinfected regularly during the day
		no free choice of equipment or activities - in EYFS specific toys/resources will be selected and put out and cleaned afterwards
		lost property picked up while wearing gloves and returned to owner if possible. If not, then washed first before put in lost property storage
		Children with EHC plans or have particular needs
phased return in place for identified children		
refer to intimate care section (Part 1)		

Location/Activity/Issue	Relevant for	Control measures
Staff	staff	regular two way communication
		risk assessments for individual/groups of staff where appropriate
		general risk assessment shared with all staff and feedback welcomed
		training on health and safety, code of conduct on Tuesday 1st September
		PPA to be taken at home whenever possible
		staggered break and lunchtimes
		all staff to have own mug/lidded mug
		staff must avoid unnecessary movement between classrooms however guidance allows for adults to work in more than one class during the day
		plastic visors available for staff who want them
		staff meetings/briefing will happen remotely, by email or if in person then outside/in large enough spaces with appropriate social distancing
staff should wear face coverings in corridors/staircases and at the gates when social distancing isn't possible		
staff to avoid congregating in groups		
Wellbeing, in particular anxiety for both adults and children	parents children staff	regular PSHE sessions using provided guidance and resources
		emphasis on adults in school using positive language and explanations when reminding children of expectations
		normal safeguarding procedures in place
		staff to communicate with SLT or line manager of own worries or concerns, as well as suggestions for improving wellbeing
		staff access to individual psychotherapy via in-house service
Travel to school	parents children staff	encourage walking/cycling to school for staff
		families to follow guidance on traveling safely
		face covering must be worn by adults on public transport (individuals to provide own for this purpose)
		no storage in school for children's bikes, scooters, skateboards
		<i>School street closure in place on Lanbury Rd and Inverton Rd, extended pavement on Bellwood Rd</i>
Access to school premises by others	parents staff contractors other visitors external tutors	parents/carers to drop children at designated gates
		visitors and parents in the building limited to those with an appointment and will be further limited to essential only during periods of national lockdown (to be reviewed 29/3/21)
		all visitors expected to comply with risk assessment
		masks must be worn by all visitors at all times while in the building unless it impedes communication with child/ren
		location (physical or online) of meetings to be decided depending on number of attendees and available location, masks must be worn if 2m social distancing can't be adhered to and online isn't possible and cleaning to occur after meeting
		professionals (SALT, EPs etc) can work with individual children from different classes during a visit, any pairs/group must be from the same class
		essential maintenance work by external contractors only after children have left
		maintain clear communication with parents
		immediate safeguarding concerns must still be reported
		no individual, group instrument lessons, extra-curricular or enrichment activities suspended until after Easter at the earliest

Location/Activity/Issue	Relevant for	Control measures
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Lateral flow testing	staff	senior first aider responsible for the administration of staff testing
		staff to be encouraged to take part in voluntary testing
		staff provided with all guidance on how to carry out testing
		staff testing twice a week and recording results on Office365 form
		if LFT positive then PCR test to be taken, staff to follow self isolation guidance