

Risk Assessment adjusted to reflect removal of national COVID-19 restrictions April 2022

Site / school name:	Wisborough Green Primary School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Students ▪ Staff ▪ Parents ▪ Contractors (including catering, cleaning staff and deliveries) ▪ Visitors including providers of extra-curricular activities 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Prevention measures and public health advice ▪ School operations, curriculum, behaviour and pastoral support ▪ Cleaning, hygiene and sanitisation ▪ Food provision ▪ Facilitating a learning environment ▪ Remote learning 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Sports and PE equipment ▪ Cleaning materials and equipment ▪ Normal on-site catering equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	Caroline Bennett; SLT	Date of completion or review:	May 2020 Update July 2020; August 2020; Nov 2020; January 2021; February 2021; March 2021; April 2021; September 2021; December 2021; January 2022 (various); February 2022, April 2022
Risk assessment approved by:	Governing Body/Chair of Governors	Date of approval:	2 nd September 2020 4.2 30 th September 2020 4.3 15 th December 2020 4.4 16 th March 2021 6.2 14 th September 2021 7.0 6 th January 2022 7.1

			26 th February 2022 8.0
Date risk assessment to be reviewed:	As may be required by WSCC/DfE Guidelines	Risk assessment no:	9.0
Abbreviations	PM Premises Manager HT Headteacher DHT Deputy Headteacher SBM School Business Manager SLT Senior Leadership Team CV Clinically vulnerable CEV Clinically extremely vulnerable CofG Chair of Governors	Overarching documents	DfE Schools coronavirus (COVID-19) operational guidance, August 2021 and all preceding DfE guidelines. New public health guidance from 24 February 2022 onwards Also see WGPS Management Outbreak Plan 2021-22
Record of risk assessment reviews			
Date of review:	29th April 2022	Reviewed by:	HT; Agreed by SLT and CofG
		Comments / date of next review:	Adjustments in response to new public health guidance from April 2022

What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?
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Potential for spread of COVID-19 between Persons at school	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. Potential for spread to other family members / persons. Essential Visitors and contractors. 	Reducing the possibility of further transmission	2	4	8	<p>Whole school gatherings are permitted and are risk assessed as required. Indoor PE and usual break and lunchtime arrangements have been reinstated. All staff move across classes as required.</p>	Staff
						<p>Although no longer a legal requirement, adults and children who test positive continue to be advised to stay at home and avoid contact with other people. After 3 days (children)/5 days (adults), if they are well and they do not have a temperature, they can safely return to school. Those who test positive should avoid contact with anyone in an at-risk group, including if they live in the same household. See https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19/covid-19-response-living-with-covid-19</p> <p>Parents informed in the weekly newsletter 29/04/22.</p>	SLT
						<p><i>From 1 April, the Government no longer provide free universal symptomatic and asymptomatic testing for the general public in England.</i></p> <p><i>From 1 April, the Government have removed the health and safety requirement for every employer to explicitly consider COVID-19 in their risk assessments. As cases continue to fluctuate in school, with impact on staffing, our risk assessment remains in place.</i></p>	Staff/pupils
		Maintaining good hygiene				<p><u>Hand hygiene</u></p> <p>Frequent and thorough hand cleaning is now regular practice. Staff will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p><u>Respiratory hygiene</u></p> <p>The 'catch it, bin it, kill it' approach will continue to be highlighted and strongly encouraged.</p>	SBM/PM Staff PM/SBM

		Maintaining appropriate cleaning regimes				<p>An appropriate cleaning schedule is already in place. This includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces, using standard products such as detergents, as advised by PHE.</p> <p><u>Ventilation</u> Staff will continue to ensure that rooms are ventilated by opening external windows and internal doors as required to assist with creating a throughput of air. It is important to ensure that, although teaching spaces are well ventilated, a comfortable teaching environment is also maintained. Staff will continue to balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>The government has removed the requirement to wear face coverings in law. These remain optional in school, with paper facemasks available to all staff and visitors.</p> <p>If there is a COVID-19 outbreak in school, a director of public health might advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt). This possibility is included in our outbreak management plan.</p>	<p>Teachers</p> <p>HT</p>
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		Encouraging vaccine take up	2	4	8	School will continue to encourage vaccine and booster take up and enable staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time.	SLT
		Providing hygiene guidance for visitors to school	2	4	8	Supply teachers, peripatetic teachers and other temporary staff can move between schools. Guidance for visitors will include hygiene, which all visitors will need to confirm that they have read and understood on arrival.	Office staff
		Giving full risk consideration to educational visits	2	4	8	Any new bookings must have adequate financial protection in place. The DfE recommend that schools can go on international visits that have previously been deferred or postponed and organise new international visits for the future. However, the travel lists may change during a visit and we must comply with international travel legislation and should have contingency plans in place to account for these changes. Schools must speak to either the visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Under these conditions, school is currently not planning any international trips. Any such decisions will be made in consultation with the governing body. School 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 that risk assessment as appropriate. All information, including risks assessments and insurance documents, will be uploaded to EVOLVE.	SLT SLT/GB

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Local outbreak of COVID-19 cases		Reviewing visits to the classroom by other adults	2	4	8	Our priority is to deliver face-to-face, high-quality education to all pupils, whilst continuing to minimise transmission risks. Therefore, any additional visitors to classrooms, including internal learning walks, will take place in line with all recommended control measures if applicable: hand cleaning on entry and exit; minimal close contact with children and staff; limited time in any classroom. All visitors to be accompanied by a staff member at all times.	SLT/staff/visitors
		Maintaining contact with parents/carers	2	4	8	School will continue to keep parents/carers informed of any new information or changes to school procedures or provision: <ul style="list-style-type: none"> • Weekly newsletters • Letters • Twitter • Email • Phone calls (if required) 	SLT Office staff
		Non-admittance of children with potential symptoms	2	4	8	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 school, we will exercise the right to take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Our decision will be carefully considered in light of all the circumstances and current public health advice and will be communicated clearly to the parents/carers, with a follow-up email.	HT/Office Office staff SLT HT
Risks of spread of COVID-19 from	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact 	<u>First aid care provision</u> The school will maintain suitable	3	4	1 2	A first aider will be on site during normal school hours. HT/DHT to monitor availability of First Aiders with regard to safe opening. If a pupil becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home, the supervising adult	First Aider Lead to brief all team

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providing first aid or care	<p>with carriers by close contact for first aid or care provision.</p> <ul style="list-style-type: none"> Potential for spread to other family members / persons. 	<p>first aid and, where needed, paediatric first aid cover</p> <p>All first aid equipment will always be accessible</p> <p>All incidents must be recorded as per the school's normal arrangements</p> <p>First aid kits to be available in all classrooms</p> <ul style="list-style-type: none"> Personal first aid e.g., inhalers to be in rooms where needed <p>All first aiders to use gloves when carrying out first aid</p>				<p>should wear a facemask if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then the supervising adult should wear gloves, an apron and a facemask. If a risk assessment determines that, there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p>	
Potential for spread of COVID-19 between persons at	<ul style="list-style-type: none"> Staff and other occupants may catch COVID-19 via direct or 	Immediate isolation until can be sent home	3	4	1 2	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19.</p>	First Aid Staff

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school showing symptoms of coronavirus, or those who are confirmed to have coronavirus	indirect contact with carriers.					If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	
Contamination of food products and packaging from supply chain or from food preparation on site	<ul style="list-style-type: none"> Staff and occupants infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<u>Catering provision</u> Confirm with catering provider that all relevant safety procedures are in place and that they are adhering to government guidelines Ensure that catering providers are aware of any changes to lunch times and operating practices	3	4	1 2	The school kitchen is fully open. Chartwell's staff have been notified of the serving times to cater for staggered lunch breaks (met with HT April 2022). There is a separate entry area for the catering team to use to avoid initial contact if preferred. Chartwell's own Risk Assessment in place to identify, manage and reduce any risks, and detail the controls and measure required to do so, e.g., use of PPE.	HT/SBM Chartwells /Office Lunchtime staff/SLT

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Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use	<ul style="list-style-type: none"> All persons on site maybe at risk from such causes as: - legionella, electrical safety, fire, security, loose surface (slips trips and falls) etc. 	<u>Maintenance and inspection</u> Business as usual Regular routines and inspections performed daily/weekly/monthly/termly as per schedules Health & Safety walk & review termly	2	2	4	No additional actions to manage risk, other than due diligence and vigilance in performing tasks in a way that minimises contact with any other person on site. Fire safety management plans to be reviewed and checked in line with any operational changes. All fire doors to be operational at all times. Fire alarm system and emergency lights to be tested and fully operational. Fire emergency drills to take place as usual.	PM PM HT
Potential risk to children who are clinically extremely vulnerable	<ul style="list-style-type: none"> Extremely clinically vulnerable children. 	Following PHE advice	3	4	2	All clinically extremely vulnerable (CEV) children should attend school unless they are one of the very small number of children and young people under paediatric or another specialist care who have been advised by their clinician or other specialist not to attend. In this case, parents/carers to provide written evidence as note of non-attendance.	Families/Office

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Some pupils or staff may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood	<ul style="list-style-type: none"> Staff or pupils. 	<p><u>Wellbeing staff & pupils</u></p> <p>PHSE lead to communicate with parent/carer of affected pupils</p> <p>DHT provides weekly monitor of wellbeing</p> <p>Employee Assistance Line available to all WSCC Staff</p>	2	3	6	<p>Each staff member to have a 'buddy' to check in regularly to make sure they are managing with the new arrangements. Any concerns to be reported to the HT.</p> <p>Wellbeing Lead – Arwenna Greenway to be there as a support for any staff who have any worries or concerns. Refer to ESWelfare service and Education Support Partnership through WSCC channels.</p> <p>Individual risk assessments to be carried out for individual children or staff who need additional support. Understanding of trauma will help in supporting children and assist them in feeling safe in school.</p> <p>Staff can access the free MindEdlearning platform (https://covid.minded.org.uk/) which includes a coronavirus staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p> <p>Governing boards and school leaders should have regard to staff (including the Headteacher) work-life balance and wellbeing. Chair of Governors to consult staff regularly and report to FGB.</p> <p>Staff informed by email of Test and Trace support payments for staff eligible due to loss of income due to self-isolating.</p>	<p>In place prior to school opening and reviewed weekly</p> <p>CofG/GB</p>

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Individual risk assessments for children with EHCPs, those at are deemed “vulnerable” and those receiving SEN support	<ul style="list-style-type: none"> Individual children as indicated. Staff directly supporting those children. 	Personalised risk assessments already in place	1	2	2	<p>Discuss changes in child’s wellbeing with parents if there is a concern on their return to school. Allow a personalised approach. Revisit assessment tools such as Boxall profiles, Strengths and Difficulties Questionnaire or with advice from specialist teams (ASCT, LBAT, EPS and others) to help identify pupils’ health and wellbeing needs which have changed due to experiences both at home or at school.</p> <p>School must continue to have appropriate support in place for pupils with SEND. Any redeployment of staff should not be made at the expense of supporting pupils with SEND.</p> <p>When a vulnerable child is required to self-isolate, we will notify their social worker (if applicable), check they have access to appropriate remote learning and regularly check that they are accessing remote education.</p>	<p>DHT</p> <p>HT/Office staff</p>
Pupils internalising anxieties	<ul style="list-style-type: none"> Individual children and adults. 	Interventions and support for individual children	1	1	1	<p>Set up reporting systems so that all staff and parents can share any form of concern quickly. Be alert to any changes in behaviour and smaller signs such as a change in eating or digestive habits, sleep, repetitive behaviours such as hair twiddling or picking of cuticles.</p> <p>Record all concerns on CPOMS and alert a member of SLT directly if any urgent concerns.</p>	DHT/Class teacher
Staff anxieties Anxieties escalate Bereavement support for	<ul style="list-style-type: none"> Staff members as applicable. 	<p>DfE changes communicated to staff regularly</p> <p>Spoken to all staff about whether they are fit to return to school and made</p>	1	1	2	<p>Staff informed of any changes to individual and whole school risk assessments.</p> <p>Maintain open communication with all staff and refer to EAP and Occupational Health if appropriate. Use ESWelfare box for specific and additional questions.</p> <p>Ensure all measures are regularly reviewed to confirm wellbeing of the school community is sustained, alert appropriate bodies of support and</p>	HT/SLT

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staff and pupils		necessary arrangements in school to support individual need				<p>guidance proactively rather than reactively. DHT to feedback to SLT any concerns raised, including via the Wellbeing Committee, in order to consider any actions.</p> <p>Any concerns about adequate staffing ratios may be discussed with WSCC Link Advisor.</p> <p>Refer to Child Bereavement UK website: Managing bereavement – A guide for schools; WS Cruse Bereavement Care; Winston's Wish.</p>	
Safeguarding children in education	Children in our care and their families	School safeguarding policy and revised CV19 document with revised procedure – shared with all staff and governors				<p>Ensure all staff and essential volunteers (where applicable) are aware of and following the latest safeguarding guidance (including concerning COVID-19).</p> <p>Continue to liaise with social workers and Early Help to ensure effective monitoring of children remotely.</p>	HT/DHT

Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review controls/make any improvements within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity, if necessary, maintain controls rigorously.
20-25	Stop	Stop activity and take immediate action.