

RISK PROFILE FORM A

LIST OF ALL TASKS OR WORK OPERATIONS

Service: Service: Henry Fawcett Primary School	Persons affected: Staff Pupils Parents Delivery drivers/visitors:
Area Assessed: Henry Fawcett Primary School	Location: Bowling Green Street London SE11 5BZ
Assessment Team Members: Dawn Persad	Signatures:

RISK PROFILE FORM A (CONTINUATION)

LIST OF ALL TASKS OR WORK OPERATIONS

Task or Work Operation	Do significant hazards exist? If you are unsure, please seek advice from your designated Health & Safety Adviser, extension 64700	
	Yes Transfer to Form 2	No (all risks trivial) No Further Action

1	Controlling the spread of infection through social interactions	√
2	Drop off of pupils/ entry to the school.	√
3	Collection of pupils / leaving the school.	√
4	Classroom use / activities.	√
5	Dining, transitioning, playtimes and lunchtimes	√
6	Handwashing and hygiene	√
7	Cleaning the school	√
8	School employee interactions in the school day	√
9	Administering first aid	√
10	Managing external visitors to the school	√
11	Using the toilets	√
12	Supervision of pupils	√
	Managing the school premises	√

13		
14	Substance management/ COSHH management	✓
15	Emergency evacuation of school	✓
16	Risks to the BAME (Black, Asian, and minority ethnic) community	
17	Staff Well Being	



RISK ASSESSMENT FORM B (CONTINUATION)						
(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Drop off at school	Pupils Staff Parents	Risk of contracting COVID 19	<p>Drop off (primary):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. The playground and external brick wall on Bowling Green Street has been demarcated to enable parents to remain 2m away from other parents during drop off of pupils; Parents are asked to not congregate in the playground for longer than 5 minutes before the designated school start time for their child (if more than one child is to be dropped off, parents will be able to remain in the playground keeping 2m away from others); Start times have been staggered for each class in order to prevent large numbers of parents in the playground/on school grounds; Exit and entrance gates defined to create a one way system Start times are designed to enable one group of parents to leave the site before the next group arrive; Parents are reminded to leave the site once their children have entered the building; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. Additional siblings who are waiting for their allocated time for the start of the school day should remain in the holding area which will be signposted in the playground. They are not to be allowed to run around the playground or interact with other families. Any person (staff or pupils) who has travelled to school in PPE will be required to dispose of it safely in a lidded bin in the playground before entering the school. Reusable masks to be put in a bag before entering the school. Children arriving late will remain in the playground and be collected by an adult from their group (alerted by office staff) using walkie talkie or phone, whichever is available for that class <p>Entry to the school:</p>	2: Harmful	1: Highly Unlikely	2: Tolerable

			<ul style="list-style-type: none"> Pupils will be collected in the playground by their Teacher; 2m spaced markers on the playground floor for lining up OR Pupils will be met at the designated classroom door / entrance by their Teacher; Parents/Guardians are NOT permitted to enter the school buildings; Entrance doors are held open, reducing the number of occupants touching the doors; Hands will be sanitized in the playground and then hand-wash stations will be visited before entry to the classroom.) (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct pupils how to do this effectively is displayed; Help is available for children and young people who have trouble cleaning their hands independently; Hand washing demonstrations have been provided to pupils on how to adequately wash their hands. Updated Covid-19 symptoms poster displayed around school 			
Pick up from school	Pupils Staff Parents	Risk of contracting COVID 19	<p>Pick up (primary):</p> <ul style="list-style-type: none"> Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. The playground has been demarcated to enable parents to remain 2m away from other parents during drop off of pupils; Parents are asked to not congregate in the playground for longer than 5minutes before the designated school finish time for their child (if more than one child is to be picked up parents will be able to remain in the playground/pick-up point keeping 2m away from others); Finish times have been staggered for each year group in order to prevent large numbers of parents in the playground/on school grounds; Finish times are designed to enable one group of parents and pupils to leave the site before the next group arrive; Parents are reminded to leave the site once their children have been collected; Only one parent/guardian per child is permitted on site; If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families. Late collections remain in the playground with an adult until collected. <p>Leaving the school:</p> <ul style="list-style-type: none"> Pupils will be collected in the playground by their parent; 2m spaced markers for lining up Parents/Guardians are NOT permitted to enter the school buildings; Exit doors are held open, reducing the number of occupants touching the doors; Pupils are reminded to wash hands as they leave the school building; 	2: Harmful	1: Highly Unlikely	2: Tolerable

			<ul style="list-style-type: none"> • Hand-wash stations are located at the exits from the school (classroom or other); • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to pupils on how to adequately wash their hands; • Good hand washing signage to instruct pupils how to do this effectively is displayed. 			
Teaching in classrooms	Pupils Staff	Risk of contracting COVID 19	<p>There will be no assembly of more than 15 pupils.</p> <p>Early years staff to student ratio:</p> <ul style="list-style-type: none"> • In accordance with the early year's framework class sizes for early years will adhere to the following: • Children three or over – one adult for every 13 children • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school; • All other classroom controls are the same as primary below. <p>Primary:</p> <ul style="list-style-type: none"> • Classroom sizes are restricted to 15 maximum pupils, 1 teacher and TA if required (specific needs of class); • Pupils are kept in small groups as they cannot socially distance themselves at all times; • The class group will not interact with other groups within the school; • Hand washing is completed on entrance to the class and between specific activities; • Pupils are allocated resources and are not encouraged to share; • Pupils are regularly reminded not to touch their or other pupils faces; • Pupils are allocated an individual desk area, or carpet circle as appropriate. • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Where possible classes/activities will be completed outside; • Play equipment will be used in rotation. Equipment is cleaned before use by each designated class group; • The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days; • The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around the school. • Work books will not be marked by teachers • If a child or member of staff show symptoms of Covid-19, the child and all members of the bubble will need to self-isolate for 14 days or until the test result comes back as negative. 	2: Harmful	1: Highly Unlikely	2: Tolerable



Dining, transitioning, breaktimes and lunchtimes	Pupils Staff	Risk of contracting COVID 19	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Pupils have packed lunches or are delivered school lunches to designated classrooms; • Tables are wiped clean with appropriate disinfectant before and after lunch; • Pupils are advised to clean hands before and after eating lunch in the classroom. <p>Moving around the school:</p> <ul style="list-style-type: none"> • Movement to different areas within the schools is reduced as much as possible; • Suitable external doors are used to move pupils from one area to another. Effectively creating external corridors in the open air; • Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; • Additional furniture, coats, bags are not permitted in the school corridor; • Corridors are sterile environments and kept as clear as possible; • Corridors and staircases that cannot provide 2m separation (although passing in the corridor is deemed low risk) are divided and timetables minimise traffic; • Corridor floors are demarcated to show direction and safe distance signage; • Times are allocated for each class to reduce the need to pass one another in open spaces. <p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate times or areas (at a safe distance using government guidance) are issued for each separate class group. <p>Primary (early years):</p> <ul style="list-style-type: none"> • Pupils are only permitted to complete suitable activities with their class group; • Each group (bubble) will have their playground box of toys (these can be rotated once sanitised): • Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented; 	2: Harmful	1: Highly Unlikely	2: Tolerable



			<ul style="list-style-type: none"> • Daily inspection and enhanced cleaning programs in place for external areas and equipment; • Outside play equipment and toys will be used in rotation; • Equipment is cleaned before use by each designated class group; • Outside play equipment and toys have been reduced; • This is designed to enable successful and effective cleaning of all outside toys / play equipment. 			
Handwashing and hygiene	Pupils Staff	Risk of contracting COVID 19	<p>Primary (early years):</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug • All those entering the school are required to wash/sanitise their hands; • Hand washing stations are located on each floor, within each classroom; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Pupils and staff have been shown how to wash hands properly; • Help is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <input type="checkbox"/> Entry and exit from the school; <input type="checkbox"/> After using the toilet; <input type="checkbox"/> On entry to the dining hall; <input type="checkbox"/> Before and after eating; <input type="checkbox"/> On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Pupils will bring their own, full, water bottle to school. Water fountains will be switched off. Jugs of water to be filled up for each bubble by an adult by from their bubble, children's bottles to be refilled. • Teachers will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and wash stations have single use paper towel and lidded bin for drying hands. 	2: Harmful	1: Highly Unlikely	2: Tolerable

Cleaning the school	Pupil Staff Cleaners Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> The school has implemented additional cleaning regimes. This includes the following: <ul style="list-style-type: none"> □ Frequent cleaning of classrooms, Toilets, common areas and dining halls; □ Frequent cleaning of all touched surfaces, such as door handles, handrails, table tops, play equipment and toys. Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; Classrooms will be cleaned at lunch breaks and after school; Toilets will be cleaned in the morning, during the school day, after lunch and at the end of the day; Common areas will be cleaned once a day; Equipment used by the pupils and staff within a bubble will suitably cleaned at the end of each day by the staff for that group or before it is used by another person; EYFS to have a steamer to clean plastic toys If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning un non-healthcare settings. All pupils and staff should wear clean clothes each day. Children will be permitted to wear plain white t-shirts instead of polo shirts. The school has booked a cleaner to clean the school during the day from 10:30am to 1:30pm starting from Friday 12th June 2020 to assist the Premises team. 	2: Harmful	1: Highly Unlikely	2: Tolerable
School employees interactions	Staff Pupils Visitors Parents	Risk of contracting COVID 19	<ul style="list-style-type: none"> Employees are required to conform with safe relating requirements at all times; Staff and pupils can choose to bring their own face mask to wear at school, but these must be clean on arrival at school. School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at safe distance from each other; Each staff area has been assessed, a maximum number of staff per room has been placed on the door; Staff are encouraged to bring a packed lunch and use the larger dining areas or outside space (garden?), keeping a suitable distance from other occupants; Pupils will practice safe relating from staff appropriate to their age and as described in additional points of this assessment; All parents will sign need to sign the new home school agreement contract. Employees will be provided with and wear PPE when required in accordance with government guidance. Pupils requiring intimate care, or whose SEN need makes them unable to adhere to safe-relating requirements will be risk-assessed on an individual basis. A staff audit was carried out for all staff taking into account our BAME community, the extremely vulnerable and the vulnerable members of staff, (more guidance is due to be published by Public Health England) 	2: Harmful	1: Highly Unlikely	2: Tolerable

			<ul style="list-style-type: none"> Staff to clean swipe cards and mobile phones with antibacterial wipes when they enter school. 			
Administering First Aid	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> The First Aid assessment takes into account numbers and ages of pupils, number and training of employees; This information forms the decision on what activities and groups can safely be managed within the school; This includes sufficient first aiders for the school to the number of pupils with a particular focus on early years provision; Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision (Note there is a three month additional time allowed for requalification due to current restrictions); <u>All first aid will be administered by first aider in full PPE.</u> The school has a specific room dedicated for suspected cases of COVID-19 (SENDCO Office); Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; The employee required to assist this person will wear full PPE including, apron, gloves, mask and visor. This person should someone from the same group or bubble as the person with symptoms; First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings The first aid areas will be cleaned frequently and after each use (when first aid care has been provided). Walkie Talkie or mobile phone to contact if child unwell. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> Put in a plastic rubbish bag and tied when full; The plastic bag is placed in a second bin bag and tied; 	2: Harmful	1: Highly Unlikely	2: Tolerable

			<ul style="list-style-type: none"> • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored safely and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment. 			
<p>External visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<p>Pupils Staff Visitors</p>	<p>Risk of contracting COVID 19</p>	<ul style="list-style-type: none"> • Parents are not permitted to enter the school; • Parents have been informed to call the school office or email if they have any questions or concerns; • If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect; • The SLT are able to zoom (or other) parents if face to face meetings are required; • For those who have to enter the school reception, screens/counter-top Perspex shields have been installed to reduce the risk to school staff; • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk; • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; • If not possible safe relating measures will be adhered to at all times; • Face to face meetings in small room or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; • Deliveries will be accepted at designated quiet times only; • Delivered items will be left outside of the school building for staff to collect. 	<p>2: Harmful</p>	<p>1: Highly Unlikely</p>	<p>2: Tolerable</p>

Using the toilets	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> • One in one out management of toilets is in place; • Toilet use protocols are managed by Teachers if located adjacent to classrooms; • Student use of toilets outside of early years' is managed by staff and communicated to pupils; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Supervision of pupils	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; • Children are suitably supervised at all times; • Arrangements for breaks will be managed by staff within bubbles. Where this isn't possible, SLT will cover breaktime arrangement. 	2: Harmful	1: Highly Unlikely	2: Tolerable
Management of school premises	Pupils Staff Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> • The school adheres to the government guidance on managing buildings that are partially open; • Premises staff levels are maintained and suitable for the use of the building; • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; 	2: Harmful	1: Highly Unlikely	2: Tolerable
Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	Pupils Staff Visitors	Risk of ill health or fire	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. • Cleaning materials such as antibacterial wipes and sprays to be out of reach from pupils, i.e. kept locked away or at adult height 	2: Harmful	1: Highly Unlikely	2: Tolerable



Evacuation or lockdown of school site	Pupils Staff Visitors	Risk associated with fire	<ul style="list-style-type: none">• Evacuation plans including the following have been reviewed:• Safe assembly of occupants;• Safe exit via the nearest final exit;• Training occupants of any changes to evacuation;• Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school;• Use of the school has been reduced to enable safe sweeping and evacuation;• Due to reduced numbers use of the school is kept to ground floors or specific areas where possible.• All other fire system testing and maintenance has continued as normal.	2: Harmful	1: Highly Unlikely	2: Tolerable
Risks to the BAME community	Pupils Staff Parents Visitors	Risks to health	<ul style="list-style-type: none">• To be updated when advice is received from London Borough of Lambeth			

<p>Spread/contraction of COVID-19 for all levels of clinically vulnerable groups including BAME (To be confirmed when Lambeth advice is received)</p>	<p>Pupils Staff Parents Victors</p>	<p>Risk of contracting COVID 19</p>	<p>Extremely vulnerable group (Clinically Extremely Vulnerable):</p> <ul style="list-style-type: none"> • Will not leave their house and will stay home • Will not attend any gatherings, including gatherings of friends and families in private spaces, for example, family homes, weddings and religious services. • Will strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). <p>The Government is currently advising people to shield until 30 June 2020 and is regularly monitoring this position.</p> <p>Vulnerable group (Clinically Vulnerable):</p> <ul style="list-style-type: none"> • if working from home is possible then staff will work from home • If staff come to school, they will work in secluded area with minimal contact with other staff and pupils • Staff will avoid public transport where possible and avoid peak times with PPE provided (gel, gloves and face covering) • Shielding and protecting vulnerable people in accordance with GOV COVID-19 guidance https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
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Wellbeing of staff	School staff	Mental Health	<p>Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none">• In relation to mental health and stress support organisation, details of the Health Assured Employee Assistance Programme are available to staff including confidential employee help lines and information that can be provided to students;• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;• Hazard reporting mechanism are in place and easily accessible;• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.• All staff complete the Inset on transitioning back into school as lockdown lifts 'Coming Back To Henry Fawcett Primary'
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