

School	Thoresby Primary School	Date of Assessment	9.7.20 to start 7.9.20 Review 4.9.20
The number of children on the premises	550 Pupils 55 Staff	Shared Setting	None
Assessor	Melissa Milner Catherine Corner	Review Date	Informally w/b 7.9.20 Formally w/b 14.9.20
Contributors	All Staff Pupils		
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate)	
		Pupils, All School Staff, Parents and Visitors	

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection Risk of contracting Covid 19 from shared resources	3	4	12	<p><u>System of controls - Point 5 measure</u></p> <p>Each year group within school will have their own allocated resources. Any shared resources across yeargroups will be cleaned before use.</p> <p><u>System of controls - Point 4 measure</u></p> <p>Any unnecessary resources to be cleaned and stored.</p> <p>All hard surfaces to be wiped prior and after use, such as telephones, computer key pads and touch screens.</p>	<p>INSIDE THE SCHOOL BUILDING</p> <ul style="list-style-type: none"> - Children predominantly remain in class rooms within the school building. Any mixing is limited across yeargroups (F1/2 classed as one year group) - Designated resources including stationary where possible is allocated to each child.(eg individual packs)/ class. - Range of equipment available limited to that necessary for normal school practice but not to hinder access to a broad and ambitious curriculum. - Cleaning of necessary equipment for lessons is included in the cleaning schedule. - Any equipment shared across yeargroups eg specific maths/ science equipment to be cleaned before use or left for 48 hours (72 hours for plastics). - PE/ music/ dance/drama sessions wherever possible outside, if inside ensure rooms are ventilated and maintain social distancing where possible <p>OUTSIDE THE SCHOOL BUILDING</p> <ul style="list-style-type: none"> - Maximum of 2 yeargroups accessing main school playground at any one time – designated areas for yeargroups. - Lunch playtimes reduced to 15 minutes 	2	4	8

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				<p><u>System of controls - Point 5 measure</u> Limit the number of staff who use equipment such as the photocopier and laminator etc..</p> <p><u>System of controls - Point 4 measure</u> Access to hand cleaning facilities</p>	<ul style="list-style-type: none"> - FS1/FS2 to access outdoor play area at different times - Children accessing limited outdoor equipment cleaned before use by another phase - Children and staff sanitise hands before entering the building - Measures put in place to reduce physical contact with hard surfaces eg prop internal doors open (not fire doors unless they have safety mechanism in place and working) - Limited resources can be brought by children from home including book bags, packed lunches and bottles. Staff to monitor and oversee. - Staff may take home children's books/ work for the purpose of marking and assessments. <p>ADULT SPECIFIC SHARING OF RESOURCES</p> <ul style="list-style-type: none"> - Staff numbers in school office/ staffroom reduced at any one time. Staff to maintain social distancing with eachother. - Social distancing around photocopiers. All 3 photocopiers to be maintained to minimise number of staff at photocopiers at any given time. - Sanitising equipment available next to all communal resources. Staff briefed to clean equipment before and after use. - Soap and paper towels / available at all sinks 			

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					<p>Hand sanitiser gels available in all classrooms, office, admin entrance, resource area and staff rooms.</p> <p>Hand sanitiser gel available at all entrances BEFORE entering the building.</p> <p>Pupils administer self with supervision</p> <ul style="list-style-type: none"> - Shared teaching resources minimised as much as possible and if necessary then cleaned thoroughly in between use. - Resources not available for use labelled with common 'no entry' symbol known by all pupils and staff. - Disinfectants/ hand gel available in every classroom 			
2. Infection Risk of contracting	3	4	12	<u>System of controls - Point 5 measure</u>	Staggered start and end times for all yeargroups; Y5/6 – 9.15am -3.15pm	1	4	4

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Covid 19 from travelling to and from school				<p>Staggered start and end times for each Year group.</p> <p>Signage and social distance measures in place for drop off and pick up of pupils.</p> <p>No parents to enter the school building without an appointment</p>	<p>Y3/4- 9.00 – 3.00pm Y1/2 – 8.55am – 3.00pm EYFS FS2- 8.55am – 3.00pm (different entrance) EYFS FS1- 8.30am -11.30am (am session) 12.30pm- 3.30pm (pm session)</p> <p>Each yeargroup has a staggered start and end. Parents to drop/ pick up on playground behind designated line. Children to line up.</p> <p>Staff to pick up class members from the playground and accompany into the building as one class.</p> <p>Entry/ Exit points varied to reduce number of adults/ children at any one time. FS2 one- way entry through main car park gate/ exit through pedestrian gate. Y1/2 through main school gate with one- way system Y3/4 through community area gates. One- way system. Y3 to enter the building via main office door to reduce congestion at KS2 door. Y5/6 through main school gate at later time. Drop off and pick up zones on playground and 'holding' space for different timings for siblings if necessary. EYFS to enter through external classroom doors.</p>			

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3. Infection Risk of contracting Covid 19 from moving around the school building	2	4	8	<p>System of controls - Point 5 measure Staggered lunch and playtimes for each year group.</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p> <p>Schools should consider operating one way systems, where possible, for shared areas such as corridors and stairs.</p>	<ul style="list-style-type: none"> - Yeargroup rota for playtimes throughout the day overseen by yeargroup staff. - Lunch time reduced to 45 min to reduce time outside classrooms/ 15 minute reduction to school day to compensate. <p>Staggered lunch times</p> <table border="1"> <thead> <tr> <th></th> <th>Eating</th> <th>Lunch play</th> </tr> </thead> <tbody> <tr> <td>F1/2</td> <td>11.30-12.00</td> <td>12.00-12.15</td> </tr> <tr> <td>Y1/2</td> <td>12.00-12.30</td> <td>12.30-12.45</td> </tr> <tr> <td>Y3/4</td> <td>12.30-1.00</td> <td>12.15-12.30</td> </tr> <tr> <td>Y5/6</td> <td>1.00-1.30</td> <td>12.45-1.00</td> </tr> </tbody> </table> <p>The following principles are applied;</p> <ul style="list-style-type: none"> - Children not to move around the school unnecessarily taking messages etc. - Outdoor play limited and in designated area of the grounds at designated staggered times. - Classes remain in class base as much as possible. - Staff carefully ensure social distancing in areas outside of class bases and observe limits in adult numbers in other rooms and corridors - One-way systems imposed where possible eg in resource area 		Eating	Lunch play	F1/2	11.30-12.00	12.00-12.15	Y1/2	12.00-12.30	12.30-12.45	Y3/4	12.30-1.00	12.15-12.30	Y5/6	1.00-1.30	12.45-1.00	1	4	4
	Eating	Lunch play																					
F1/2	11.30-12.00	12.00-12.15																					
Y1/2	12.00-12.30	12.30-12.45																					
Y3/4	12.30-1.00	12.15-12.30																					
Y5/6	1.00-1.30	12.45-1.00																					

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					<ul style="list-style-type: none"> - Clear rules established with children around when and how toilets should be used. Supervision whenever possible. - Signage in toilet areas - COVID behaviour policy reflects importance of adhering to health and safety measures. 			
4. Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 5 measure</u></p> <p>Consider social distancing within classes at lunchtime and playtime.</p> <p>Where possible, pupils to remain within their allocated year group</p> <p><u>System of controls - Point 4 measure</u></p> <p>Access to hand cleaning facilities, ensuring frequent hand cleaning across the school day for pupils and staff.</p> <p>Limit face to face meetings between staff,</p>	<ul style="list-style-type: none"> - Classroom furniture placed with social distancing in mind and keeping children apart as much as is reasonable given their age and understanding. - Regular handwashing/ sanitising and supervised toilet visits to maintain hygiene measures as much as possible. - Any meetings between staff to have consideration to best method eg through zoom rather than face to face - No parents or visitors on site without prior appointments - Pupils have own tray/ folder for personal equipment eg pencils - Induction for pupils and inclusion in Risk Assessments - Limits to staff numbers in shared areas such as staff room - Doors will only be propped open if safeguarding and fire procedures are not breached. 	1	5	5

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				if essential, these should be conducted at distance or virtually.	<ul style="list-style-type: none"> - COVID behaviour policy reflects importance of adhering to health and safety measures. 			
5.Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p>Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end and beginning of each day, including door handles etc..</p> <p>Full deep clean of areas where confirmed Covid 19 has been identified.</p> <p>System of controls - Point 6 measure Staff, where appropriate, to be provided with PPE if roles require constant touching of multiple surfaces. Such as caretaking staff and cleaners etc..</p>	<ul style="list-style-type: none"> - Cleaners employed by BCU prompted to additional guidance for cleaning during COVID - Additional cleaner (with training) employed when site is open to staff and children to provide continuous cleaning of eg door handles, toilets, high touch areas - PPE available for staff where appropriate eg in classrooms for personal care/ behaviour issues, first aiders and office admin staff dealing with post etc. - On site cleaner to include regular cleaning of stair hand rails in duties. - Shared toilets to be cleaned regularly throughout the day - Personal water bottles - Cashless system introduced across the school. 	2	5	10

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6.Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	4	16	<p>System of controls - Point 1 measure Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Pupils and staff members to not enter the building if they display symptoms of Covid 19 and arrange for testing.</p> <p>Confirmed COVID 19 cases confirmed by individuals and Local Public Health Team informed/ follow advice</p>	<ul style="list-style-type: none"> - Bistro designated as area to socially isolate any children displaying symptoms until parent arrives. PPE to be kept available in the Bistro- leader on site to be informed immediately - Disabled toilet in school entrance to be designated for any child displaying symptoms. Must be cleaned before any further use. - Staff briefed of procedure if they become unwell whilst at school – must inform designated leader immediately. - Handover to parents to maintain social distancing / not in building - Government Guidance followed Local Health Team informed of any confirmed case. - Follow Local Health team advice and engage with track and trace 	2	5	10

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7.Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	3	4	12	Staff to use appropriate PPE when attending to individuals who require care.	<ul style="list-style-type: none"> - PPE is readily available - Staff know procedures for dealing with pupils who require medical attention/ personal care - Clarify use of first aid 'bum bags' by staff on playground duty - Pupils with additional needs that include close physical support have individual risk assessments and PPE for staff if deemed necessary 	2	5	10
8.Risk of delayed evacuation of the building due to Covid 19 changes within school.	3	5	15	<p>Schools to reconsider and rewrite evacuation policy (if required)</p> <p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Pupils, where possible, to congregate at muster points observing social distance.</p>	<ul style="list-style-type: none"> - Exit routes altered where necessary (Y3 to use main entrance, Y6 to muster in car park, FS2B to muster outside own classroom) - All other muster points to remain the same - Ensure Fire Warden and all staff know any change to procedures <p>Undertake fire drill within first week of reopening in September.</p>	2	5	10
10. Risk of staff, children and any visitors not	2	4	8	Ensure all staff have seen and understood COVID risk assessment	Procedures shared with staff, children and parents before the start of term (staff and parents) and within the first day in school (children)	1	4	4

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adhering to procedures				Place adequate signage is displayed around school for staff, parents and children to adhere to.				
11. Risk of vulnerable staff/ children contracting COVID	3	4	12	Individual RA in place for vulnerable staff/ children in line with latest government guidance.		1	5	5

Identification of risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks. The Trust uses a 5 x 5 Matrix to assess impact and probability as high to low, as illustrated in the diagram below: With 5 x 5 having High Impact and High Probability (see appendix section 2 and 3)

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate

4	Likely	Serious
5	Certainty	Catastrophic

For example - A hazard such as an insecure school entrance would be judged as Likely (4) this would result in undesirable visitors entering the site with potentially Catastrophic consequence (5) thus resulting in a score before measures have been introduced of $4 \times 5 = 20$. Following measures being implemented this is reduced to Remote (1) probability. The impact however still remains Catastrophic (5) and so the overall score reduces to $1 \times 5 = 5$.

Risk appetite

The term risk appetite describes the Trust's readiness to accept risks and those risks it would seek to reduce. The Trust's risk threshold is the boundary delineated by the red shaded area (represented by scores of 5 and above with scores 15 and above requiring immediate attention) in the risk matrix in paragraph 3.3. Above this threshold, the Trust will actively seek to manage risks and will prioritise time and resources to reducing, avoiding or mitigating these risks.

Addressing risks

When responding to risks, the Trust will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

The Trust will adopt one of the 3 risk responses outlined below:

- Assume Treated (or Mitigate) Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business Or the response actions either reduce the likelihood of a risk developing, or limit the impact on the Trust to acceptable levels.
- Treat (Transfer) The risk is transferred to a third party, for example through an insurance policy.
- Tolerate We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Remote	3	6	9	12	15

