

SCHOOL NAME Perrymount Primary School			Risk Assessment No	002	
Topic:	SCHOOL JANUARY REOPENING – DURING PANDEMIC / LOCKDOWN		People at Risk:	Staff, Pupils, Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	C Keen	Date:	January 2021	Date of Review:	Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p><b>Contracting Corona Virus</b>  <b>How:</b>  Pupils and staff being exposed to the virus due to lack of social distancing from others / coming into contact with the virus from touching an infected surface.</p>	<p>See Social Distancing RA - 001</p> <p>Classroom cleaning in place – premises staff have rota  See <a href="#">Cleaning / Sanitising Guidance</a></p> <p>The school have a drop off pick up procedure in place.  Staggered times and one entrance exit in place.</p> <p>Reminders sent to parents / carers by the school about the new school arrangements and social distancing.  See <a href="#">Pupil / Parent Guidelines</a></p> <p>Office staff will take Bubble 1 to class. Bubble 2 and 3 on opposite side of school.  Staff will leave the pupils with the teacher and return and collect the next arriving group.</p>	H	<p>Cleaning form created.  Guidelines in place for parent one-way system and communicated to parents.  All guidance in place.  Poster created for parents advising where and when they may drop and pick up their children.  Poster in place reminding parents of symptoms and that they must self-isolate if any of the symptoms occur for any member of the household.</p> <p><b>Staff informed that if they are non-symptomatic they are now entitled to book a lateral flow test at Lewisham Civic Suite to test for the virus. This can be accessed weekly.</b>  <a href="https://lwssupportbusinessgrants.powerappsportals.com/Booking-Appointment/">https://lwssupportbusinessgrants.powerappsportals.com/Booking-Appointment/</a></p>	CK TF OS Before June 3 <sup>rd</sup> .	L

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	<p>Dedicated route(s) to the class hall and toilets has been implemented to reduce the risk of bubble groups coming into contact with each other.</p> <p><b>Staff protocol in place and issued to all staff members on site.</b></p> <p>Head Teacher to try and keep school staff and pupils consistent within the bubbles on a rota and not change where possible</p> <p>Bubble staff and pupils to avoid coming into contact with any other bubble during the school day. See <a href="#">Bubble Checklist</a></p> <p>Rota's in place for staggered breaks / lunch and outside play.</p> <p>Separate staff rest areas have been created for different bubbles</p> <p>Parents have COVID updates and told what to do if their child attends school and develops symptoms. (<b>REMIND THEM OF THE SYMPTOMS</b>) and the <b>need to social distance</b></p> <p>Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and encourage them to walk to the school / cycle where</p>				

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	<p>possible.</p> <p>No parent will be allowed in school unless by prior appointment -social distancing will be enforced at all times.</p> <p>School office space to be risk assessed in order to reduce the risk of office staff coming into contact with each other and reduce the risk of contracting the virus. <u>See Office / Reception RA</u></p>				
<p><b>Contracting Corona Virus</b> <b>How:</b> Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors and delivery persons (packages)</p>	<p>See <u>Contractors Guidance Checklist</u> – if a contractor needs to attend site to carry out essential works.</p> <p>Deliveries drivers not permitted to enter the school building and items should be dropped <b>ON FORECOURT AND BROUGHT INTO SCHOOL BY PREMISES STAFF.</b></p> <p>.</p> <p>Packages can be unopened for a minimum of 24 hours if possible. If needed urgently after touching outside packaging hand sanitising routines must be in adhered to.</p> <p><b>Staff issued with PPE to open the packages and empty the contents –</b></p>	M	<p>Ensure supplies of PPE in office area. Ensure delivery drivers understand new protocols.</p>	AS On going	L

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	<p><b>contents should be wiped and cleansed with sanitisers if not in secure packaging.</b></p>				
<p><b>Contracting Corona Virus</b>  <b>How:</b>  Staff being exposed to the virus due to lack of social distancing from children and coming into contact with the virus after an infected pupil has touched a surface or showing symptoms of the virus</p>	<p>Bubble group sizes will be determined individually by Head Teacher taking factors such as room size, age of the pupils, SEN pupils etc.</p> <p>Staff to encourage pupils to wash their hands regularly – particularly before and after breaks.  Staff supervise pupils washing their hands to ensure it is effective.</p> <p>Staff to ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands.</p> <p>School staff have access to handwashing facilities and antibacterial hand wash.</p> <p>Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets.  See <u>Cleaning / Sanitising Checklist</u></p> <p>If pupil displays symptoms of the virus, they are taken by a staff member immediately to <b>CONFERENCE ROOM</b> where the agreed procedure will be followed.</p>	<p><b>M</b></p>	<p><b>PREMISES STAFF WILL EMPTY BINS MORE REGULARY – AT LEAST 2 TIMES A DAY – break - lunchtime</b></p>	<p>CK TF On going</p>	<p><b>L</b></p>

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	<p>See <a href="#">Pupil with suspected Corona Virus Procedure</a></p> <p>Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side.</p> <p>Staff instructed to wash their hands immediately after sharing resources with pupils.</p>				
<p><b>Contracting Corona Virus</b> <b>How:</b> Children being exposed to the virus due to lack of social distancing from other children or touching a surface/resource where the virus is present</p>	<p>Staggered breaks and lunch arranged by Head Teacher.</p> <p><b>Outside play time rota in place And playground divided.</b></p> <p>Pupils encouraged by staff not to touch their faces by school staff and awareness sessions (age appropriate)</p> <p>Staff to supervise children when handwashing and drying of hands to ensure they are doing it correctly. Paper towels available for pupils and a bin to dispose of after use.</p> <p>Staff to only allow one child at a time to go to the toilet.</p> <p>Premises staff to increase the cleaning regime – particularly surfaces, door</p>	<b>H</b>	<p>Premises staff to introduce markings on the floors in corridors and halls to ensure safe distancing.</p> <p><b>Staff to be given time to ensure classrooms are devoid of soft furnishings etc before their bubble opens.</b></p> <p><b>Rota in place by Head Teacher - to be constantly reviewed to ensure it's working is as smooth as possible and avoids different bubbles meeting.</b></p> <p><b>The school hall will not be used during this time except for pre-booked PE if raining.</b></p> <p><b>Designated staff will be on toilet patrol to ensure only one pupil in toilets at a time.</b></p>	AS Before Bubbles open	<b>L</b>

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	<p>handles and toilets / taps</p> <p>All soft furnishings and toys removed from the classroom.</p> <p>Pupils to be given their own stationery sets and instructed not to share – age appropriate</p> <p>Seating within the class to be distanced as far as is practicable</p> <p>Staff to place desks / play and activity areas as far away from each other as is possible.</p> <p>Supervising staff to ensure pupils do not share drinking / eating utensils Parents/ Carers instructed to provide individual drinking bottles for their child.</p> <p><b>Bubbles have own play equipment which they can use for both PE and playtime.</b></p>				
<p><b>Communication How:</b> Parents / carers not aware of any new advice from the Government about schools / virus. Parents / carers not aware of</p>	<p>School to inform parents / carers about the measures that you are taking and how they can help. See <a href="#">Parent / Carer Guideline</a></p>	L	<p>School to update parents / carers regularly on any new advice / guidance from Lewisham / PHE / Government (as soon as is possible)</p>	HT On going	L

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any reported cases in the school.					
<b>First Aid / Intimate Care</b> <b>How:</b> Unable to maintain social distancing whilst undertaking first aid and elements of intimate care. No correct PPE available	<b>See First Aid RA – 004</b> <b>See Infectious Diseases RA - 003</b> <b>See Intimate Care RA - 007</b>				
<b>Fire</b> <b>How:</b> Staff and pupils unaware of the fire evacuation procedure. Persons from bubbles coming into contact with each other during an evacuation. Insufficient fire marshalls on site.	<b>See Fire Evacuation RA - 006</b>				
<b>Medications / Medical Conditions</b> <b>How:</b> No medications on site, out of date medications, medication not available, no authorisation to administer medication	<b>See Medications Risk Assessment No 5</b>				

**Signed:** Rosamund Clarke  
Christine Keen

**Role:** Chair of Governors  
Headteacher

**Date:** 9<sup>th</sup> January 2021