



## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

<b>Service:</b> Education/School	<b>Location:</b> Eden Primary	<b>Assessment Completed by:</b> Jo Sassienie HT, and approved by FGB
<b>Description of Activity/Task Assessed:</b> Reception and Primary School Educational Provision (Covid-19 Assessment) : Sept 2021	<b>Date of Assessment:</b> August 26 <sup>th</sup> 2021	<b>Review Date:</b> Bi- weekly

### **Risk Assessment for September 1<sup>st</sup> 2021 - COVID 19 Pandemic**

The Department for Education and Public Health have issued revised guidance to schools following the further easing of Covid restrictions on July 19<sup>th</sup> 2021 and August 16<sup>th</sup> 2021. Education settings must be able to achieve controls as defined by the Department of Education. The government continues to advise people on how to protect themselves and others alongside targeted interventions to reduce risk. Eden Primary will follow this approach. The guidelines from the Department of Education (DfE) along with the Department for Health and Social Care (DHSC) and Public Health England (PHE) must be followed, and will aim to provide a safe and Covid secure environment for staff and pupils. The full guidance as well as guidance on contingency plans can be found using these links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

This Risk Assessment has been based on DfE guidance and templates from advising authorities that have been reviewed point by point by the Head Teacher/SLT/GB to show how controls have been applied to Eden Primary. Where points are not completed but will or may need to be addressed either immediately or following regular reviews, these are placed in the Further Measures Required column. This RA should be read in conjunction with the school's **outbreak management plan**.



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Following a careful review of Government, LA and Union guidelines, the Senior Leadership Team at Eden Primary has established and will continue to review, update and implement a comprehensive risk assessment to identify, assess, manage and monitor the potential risks during the current Pandemic. These include but are not restricted to the risks of contamination. The following requirements to reduce contamination have been considered:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- good ventilation
- regular cleaning of settings
- follow public health advice on testing, vaccinations, self-isolation and managing confirmed cases

The school has also considered other risks to the children and staff at Eden Primary and these are included in this RA. This includes risks such as workload, teaching and learning and the mental health and wellbeing of staff and children. The safety and wellbeing of our children and staff and their families are paramount and the school will therefore be putting in place a range of practical steps and safety measures and will be adhering to the measures deemed necessary. Despite the measures in place some risks may remain high because of the highly contagious nature of the COVID-19 virus, the Delta variant and the challenges of this difficult time. However, we will be monitoring these controls on a daily and weekly basis to respond and adapt to new challenges as they manifest. The SLT will monitor with information gathering from stakeholders and discussion whether the controls are effective and working as planned.

In completing this Risk Assessment, the school seeks to ensure that the guidance given by the DfE has been considered, implemented and/or improved. It is recognised that no risk assessment can remove risk altogether, but that if the range of measures recommended in their guidance is implemented, then the risk of transmission is reduced.

Jo Sassienie  
Head Teacher

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Hazard 1	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Illness of those more vulnerable to COVID19 including staff, children and family members through direct or indirect transmission of virus</b>	Severe illness, possible long term health effects of long Covid 19 and possible fatality for vulnerable children and adults	HIGH	<p><b>Self-isolation and shielding</b></p> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="#"><u>supporting pupils at school with medical conditions.</u></a></p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they have symptoms or have had a positive test result. Those pupils unable to attend school because they are following clinical or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p> <p><b>Staff who are clinically extremely vulnerable are now advised to attend the workplace.</b> The school will discuss any concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted</p>	LOW	Consider additional measures for individuals once risk assessed and hazards identified.



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		<p>where needed to determine if additional measures are required.</p> <p>In the case of an increased number of cases or increased risk the school will work with staff and families to resolve concerns and may introduce additional measures.</p> <p>Eden takes very seriously the risk to <u>BAME</u> adults and will work with staff members to agree when and how they work at school or at home and to secure safety if they are in school when there is concern.</p> <p>We recognize the greater risk to <u>those over 50</u> and will work with staff members to agree when and how they work at school or at home and to secure additional safety if they are in school, when there is concern.</p> <p>For everyone’s safety and health all adults and to some extent children are encouraged to maintain a safe distance from others, avoid close face to face contact and to respect the wishes of all around them in this respect.</p> <p>Everyone must adhere strictly to all control measures and staff should undertake twice weekly home tests whenever they are working on site. This can address asymptomatic illness which can infect others. The school will strongly encourage LFT testing for staff and their households and the households of all pupils. Rapid testing can restrict transmission and reassure members of the school community.</p> <p>The school encourages vaccine uptake as staff who are not vaccinated will be required to self-isolate should they have had close contact with someone</p>	
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		<p>who tests positive and recent guidelines suggest this group may be more susceptible to pass on the illness.</p> <p><b>Staff Leave:</b> The government has set a requirement for people returning from some countries to quarantine on their return.</p> <p>Staff will need to be available to work in school at all times that the school is open. The HT will discuss any leave arrangements as necessary with staff.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>For reasons of staff well-being the HT will consider those who are in need of travel to family homes during breaks with individuals, taking into account government guidance and quarantine restrictions at the time.</p>		
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			<p>Staff with underlying health conditions should make their condition known to the school. Staff have a duty to inform the school if their health circumstances change and this puts them at risk.</p> <p>Parents travelling abroad with their children should bear in mind the impact that this may have on their child's education if they are required to quarantine or self-isolate on their return.</p>		
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Hazard 2	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Infection by contact with people who are unwell with Covid 19 symptoms or Covid 19</b>	<p>Possible transmission of the virus between staff and children, and into the wider community.</p> <p>People can catch the virus from others who are infected in the</p>	HIGH	<p><b>The school will minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.</b></p> <p>Pupils, staff, and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms (cough, temperature, loss of taste and smell)</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul>	MED	Staff cover arrangements activated when necessary.

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	<p>following ways:</p> <ul style="list-style-type: none"> <li>•virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>•the virus can survive for up to 72 hours on plastic 48 hours on other surfaces out of the body on surfaces which people have coughed on, etc.</li> </ul> <p>People can pick up the virus by breathing in the</p>		<p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>• the start of their symptoms</li> <li>• the test date if they did not have any symptoms but have had a positive test (Whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction(PCR) test)</li> </ul> <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test ie if anyone in the school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the school:</p> <ul style="list-style-type: none"> <li>• must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>• advise them to follow the <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></li> <li>• advise them to arrange to have a PCR test as soon as possible to see if they have Covid 19</li> </ul> <p>From 16 August 2021 and therefore the start of the new school year you are not required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:</p>		
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	<p>droplets or by touching contaminated surfaces and then touching their eyes or mouth.</p> <p>Virus results in ill health, possible long term health effects such a long covid and possible fatality</p>	<ul style="list-style-type: none"> <li>• you are fully vaccinated (and at least two weeks have passed since your final dose)</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul> <p>Instead of self-isolating, those who are fully vaccinated and under 18 identified as close contacts of positive coronavirus cases are advised to get a free PCR test as soon as possible. Children aged under five years old are not required to take a test unless the positive case is within their household.</p> <p>Fully vaccinated means that you have received your final dose of an MHRA- approved COVID-19 vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case.</p> <p>If staff or pupils have a positive LFD test they will need to self-isolate and get a confirmatory PCR test. They need to self-isolate whilst waiting the result of this test. If the PCR test is taken within 2 days of the LFD and is negative it overrides the self-test and the pupil or staff member can return to school as long as they do not have Covid symptoms.</p> <p>Anyone who tests positive following the PCR test will still be legally required to self-isolate, irrespective of their vaccination status or age in order to break onward chains of transmission. Further advice on this is available.</p>		
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		<p>Anyone who develops COVID-19 symptoms should self-isolate and get a PCR test and remain in isolation until the result comes back.</p> <p>Parents at Eden are strongly encouraged to keep children at home and get a test if possible if they have cold symptoms, sore throats, headache, upset stomach, etc. These are known symptoms of the new variant.</p> <p>Parents are made aware of this guidance and of symptoms and regular reminders will be given</p> <p>No individuals with covid symptoms should be present on the site: persistent cough, high temperature, loss of smell or taste, etc.</p> <p>Administrative staff will keep records of symptomatic staff and pupils and work with HT to ensure that they do not return to school prematurely or before a negative test result is obtained.</p> <p>All staff, including visiting staff, agencies and contractors, must be aware of these requirements.</p> <p>SLT will be made aware of possible cases.</p> <p><b>When a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school the following will be taken into account:</b></p>		
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		<p>Staff are all asked to be vigilant and to act quickly if a child in their care appears unwell.</p> <p>Contractors and visitors will be asked not to attend the site if they are in poor health in any way and are advised to take an LFD test.</p> <p>If a child is awaiting collection, they will be moved to the medical room or safe space where they will be isolated, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. They should be behind a closed door or at least 2meters from anyone.</p> <p>If children who are unwell need to go to the bathroom while waiting to be collected, they will use the bathroom for the disabled on the ground floor. This bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Personal protective equipment (PPE) must be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very the young child or a child with complex needs) – more information on PPE use can be found in the <u><a href="#">safe working in education, childcare and children’s social care settings guidance</a></u>.</p> <p>As usual in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>		
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		<p>A clear message will go to parents that they must collect children immediately and must have their child tested, and follow all current guidance for their family. Parents will be asked to collect their child from the side door closest to SBM office.</p> <p>The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate, schools should follow advice on transport arrangements in the <u>safe working in education, childcare and children’s social care settings guidance</u>.</p> <p>Staff and pupils who are tested must inform the school of the result and test date.</p> <p><b>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</b></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)</li> </ul>		
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		<ul style="list-style-type: none"> <li>• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)</li> <li>• they have tested positive from an LFD test as part of a community or worker programme</li> </ul> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <p>If an individual is contacted by NHS Test and Trace or the school local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.</p> <p>All identified close contacts are now required to take a PCR test and inform the setting of the result.</p> <p>Close contacts are defined as....</p> <p><b>Direct contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as a case</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to</li> <li>• Anyone who has been within 1 metre of a case for one minute or longer</li> </ul> <p><b>Proximity contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who has been within two meters of a case for more than 15 minutes</li> <li>• Anyone who has travelled in a small vehicle with a case</li> </ul> <p>Contacts of contacts do not need to self-isolate. This means that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.</p> <p>Staff who become unwell in school must inform SLT and then leave the school premises as quickly as possible avoiding contact with others and possible spread of virus.</p> <p>If an individual is contacted by NHS Test and Trace or the school local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.</p>		
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Hazard 3	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Infection by contact with people who are unwell with Covid 19 or close contacts: not supporting NHS Test and Trace.</b>	As above	HIGH	<p><b>The school will promote and engage with the NHS Test and Trace process</b></p> <p>Close contacts will now be identified by NHS Test and Trace and not by the school. The school may be contacted to help with identifying close contacts.</p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> <li>• book a test if they or their child has symptoms. The main symptoms are:               <ul style="list-style-type: none"> <li>○ a high temperature</li> <li>○ a new continuous cough</li> <li>○ a loss or change to your sense of smell or taste</li> </ul> </li> <li>• self-isolate immediately and not come to school if:               <ul style="list-style-type: none"> <li>○ they develop symptoms</li> <li>○ they are required to do so having recently travelled from certain other countries</li> <li>○ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation</li> </ul> </li> </ul> <p>and provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p>	MED	

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Hazard 4	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<p><b>Positive Case in School and risk of further infection</b></p>	<p>As above</p>	<p>HIGH</p>	<p><b>The school will proactively manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p> <p>The school must take swift action when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. The school can access support on the action it should take to respond to a positive case, by contacting the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice. Alternatively the school can contact Haringey Public Health <a href="mailto:publichealth@haringey.gov.uk">publichealth@haringey.gov.uk</a>.</p> <p>The advice service (or PHE local health protection team if escalated) will work with the school to guide them through the actions needed to be taken. Based on their advice, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p>	<p>MED</p>	

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		<p>All identified close contacts are now required to take a PCR test and inform the setting of the result.</p> <p>Close contacts are defined as...</p> <p><b>Direct contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as a case</li> <li>• Anyone who has had face to face contact with a case, for any length of time, including being coughed on or talked to</li> <li>• Anyone who has been within 1 metre of a case for one minute or longer</li> </ul> <p><b>Proximity contact:</b></p> <ul style="list-style-type: none"> <li>• Anyone who has been within two meters of a case for more than 15 minutes</li> <li>• Anyone who has travelled in a small vehicle with a case</li> </ul> <p>Contacts of contacts do not need to self-isolate. This means that household members of students or staff that are self-isolating because they are contacts of a case do not need to self-isolate themselves.</p> <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, it is recommended the school will keep a record of pupils and staff in each</p>		
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		<p>group, and any close contact that takes places between pupils and staff in different groups. This should be a proportionate recording process. The school does not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>Where individuals are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p><b><u>From 16 August, you will not be required to self-isolate if you are a close contact of someone with COVID-19 and any of the following apply:</u></b></p> <ul style="list-style-type: none"> <li>• you are fully vaccinated</li> <li>• you are below the age of 18 years 6 months</li> <li>• you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• you are not able to get vaccinated for medical reasons</li> </ul>		
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		<p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p><b>The school will contain any outbreak by following PHE local health protection team advice</b></p> <p>If the school have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak.</p> <p>The school should call the dedicated advice service who will escalate the issue to the school local health protection team where necessary and advise if any additional action is required. The school can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p><b>DfE guidance (AUG 2021) presents thresholds that should trigger the setting to undertake an additional assessment and seek advice as necessary.</b></p>		
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		<p>Thresholds are described as:</p> <ul style="list-style-type: none"> <li>• 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID19 (either PCR testing or LFD Ag testing with follow-up PCR) within 10 days, among students or staff clustered in a <b>consistent group or cohort</b>. Dates should be calculated based on illness onset, or test date if asymptomatic</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID–19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.</li> </ul> <p>If risk assessment by a public health professional indicates transmission is occurring in the setting further control measures may be advised, including the following:</p> <ul style="list-style-type: none"> <li>• Reintroduction of face coverings.</li> <li>• Additional asymptomatic LFD testing, including reinstating onsite testing.</li> <li>• Advice to anyone (staff or pupil) who is known be at increased risk of severe infection.</li> <li>• Other proportionate measures as necessary, seeking to maintain face to face education if is safe to do so. For example, reducing crowding through</li> </ul>		
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			<p>temporarily suspending assemblies or other events that bring larger groups together.</p> <p>If the school are implementing the system of controls, addressing any issues the school have identified and therefore reducing transmission risks, whole site closure will not generally, be necessary. The school should not close except on the advice of health protection teams.</p> <p>In certain instances, where there is concern about case numbers and the risk on further infection the school will implement its contingency plan or outbreak management plan. The school will then take extra measures to break the chains of transmission.</p>		
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Hazard 5	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Spread of the virus: Appropriate and safe use face coverings</b>	Spread of Covid	HIGH	<p><b>Face Coverings are no longer required for pupils, staff, and visitors either in classrooms or in communal areas</b></p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	LOW	

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		<p>If there is an outbreak at Eden, a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt). The school's outbreak management plans covers this possibility.</p> <p>At Eden, staff and parents are strongly encouraged to continue wearing face coverings in communal areas which are enclosed and may be crowded. This is fully supported by Haringey Public Health.</p> <p>It is very unlikely that primary school children will need to wear a face covering.</p> <p>Some adults and children may want to wear face coverings and this will not be refused as long as they are used safely and can communicate effectively. See below.</p> <p>If there is a rise in infections locally or local lockdowns or restrictions are in place, the Head Teacher may ask for face coverings to be worn. This will be communicated quickly and clearly.</p> <p>Parents and staff are encouraged to wear face coverings at arrival and dismissal when it is busy or crowded.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should</p>		
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		<p>only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p><b>Exemptions</b></p> <p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will have a small contingency supply available to meet such needs.</p> <p><b>Safe wearing and removal of face coverings</b></p> <p>The school has a process for when face coverings are worn within the school and how they should be removed. The school communicates this process clearly to pupils, staff and visitors and allows for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.</p>		
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			<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> <li>• cleaning of hands before and after touching – including to remove or put them on</li> <li>• safe storage of them in individual, sealable plastic bags between use</li> </ul> <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>The school must instruct pupils to:</p> <ul style="list-style-type: none"> <li>• not touch the front of their face covering during use or when removing it</li> <li>• dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin)</li> <li>• place reusable face coverings in a plastic bag they can take home with them</li> <li>• wash their hands again before heading to their classroom.</li> </ul>		
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Hazard 6	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Ineffective Hand Hygiene</b>	Spread of Covid 19	HIGH	<b>Everyone is advised to clean their hands thoroughly and more often than usual</b>	MED	Additional handwashing

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

	As above	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. The school must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> <li>• before and after being in a space other than their classroom</li> </ul> <p>Staff must consider how often pupils and staff will need to wash their hands and incorporate for this in timetables or lesson plans.</p> <p>Staff working with pupils who spit or suck their fingers uncontrollably may want more opportunities to wash their hands than other staff.</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.</p> <p>Continue to help pupils with complex needs to clean their hands properly.</p> <p>Frequent and thorough hand cleaning should be regular practice. The school has ensured that it has:</p>	<p>basins may need to be installed: to be reviewed in first week of school.</p>
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<ul style="list-style-type: none"> <li>• enough hand washing and hand sanitiser stations and opportunities available so that all pupils and staff can clean their hands regularly</li> <li>• built these routines into school culture, supported by behaviour expectations and helped ensure younger pupils and those with complex needs understand the need to follow them</li> </ul> <p>Staff working in close proximity with pupils with SEND may want more opportunities to wash their hands than other staff especially when help is required with personal hygiene routines.</p> <p>Schedule for handwashing to be established in each class and followed rigorously. These routines are built into school culture and support with teaching and behaviour expectations. We will also encourage parents and children to read and use education resources such as e-bug and PHE schools resources.</p> <p>Staff to repeatedly teach adequate 20 second handwashing, soaping and drying and supervise carefully. Hands to be washed with warm water and soap that lathers for at least 20 secs. Handwashing technique to follow NHS guidance and posters to be available in all handwashing areas.</p> <p>Children and adults to sanitize on arrival at gate. Hand sanitiser stations to be available at entries to classrooms and in other locations throughout the school. We will ensure the school has sufficient hand washing or hand sanitising stations, soap and paper towels to fulfil the requirements for our school population.</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			<p>Ensure suitable supervision of hand sanitiser use, given risks around ingestion. Small children and pupils with complex needs must be supervised and helped to clean their hands properly.</p> <p>Hand washing areas to be regularly cleaned, and consumables checked at the start of and throughout the day.</p>		
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Hazard 7	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Inadequate Respiratory Hygiene</b>	Spread of Covid 19 as above	HIGH	<p><b>Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</b></p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important. Tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, ensure the younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the setting operates.</p> <p><u>The e-Bug coronavirus (COVID-19) website</u> contains free resources for schools which should be used in class, including materials to encourage good hand and respiratory hygiene.</p>	MED	

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education.</p> <p>Catch it, Bin it, Kill it is taught and reinforced with posters and through reminder lessons. We will also encourage parents and children to read and use education resources such as e-bug and PHE schools resources.</p> <p>Staff and students to use tissues when coughing or sneezing and discard used tissue in bin with lid, before washing hands thoroughly. Children and adults do not touch eyes, mouth or nose unless they are certain their hands are clean.</p> <p>Ensure younger children and those with complex needs are helped with respiratory hygiene.</p> <p>Ensure children who spit uncontrollably or use saliva as a sensory stimulant are supported and methods of managing behaviour are in place. Risk assessment completed if necessary.</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

Hazard 8	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Inadequate Cleaning</b>	Spread of COVID 19 as above	HIGH	<p><b>Eden will maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</b></p> <p>In line with the risk assessment and timetabling of the day, the school has put in place and maintains an enhanced cleaning schedule. This includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> <li>• if the school site allows it, allocating different groups their own toilet blocks</li> </ul> <p>PHE has published <u><a href="#">guidance on the cleaning of non-healthcare settings</a></u>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p> <p>Enhanced and detailed cleaning schedule documented and, in place including regular cleaning of frequently touched surfaces using standard</p>	LOW	Weekly audit of cleaning materials and purchasing

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>products such as detergents and bleach. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Office areas and devices throughout the school to be thoroughly cleaned with appropriate wipes/spray including phones, key boards, etc.</p> <p>Rooms and areas that are shared are cleaned thoroughly and frequently in between groups. Clean all contact surfaces between each use by different groups.</p> <p>Frequently touched surfaces (handrails, door handles, switches, flushes, tables and desk tops, bannisters, telephones, keyboards,) are cleaned and disinfected regularly throughout the school day.</p> <p>Toilets cleaned regularly throughout the school day. Classes to have their own allocated toilets. Table tops cleaned before and after eating if eating in classroom.</p> <p>Cleaning materials (e.g. disinfectant spray / wipes) available to staff in all areas. Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants will be followed. Only cleaning products supplied by the school and contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on safety measures and their schedule / methods for cleaning the school site.</p>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>All control measures and instructions for safe cleaning to be made clear to cleaners by PM and SBM and supervision of cleaners of adherence to measures and cleaning by PM and SBM to be robust.</p> <p>Whenever possible equipment shared by classes should be sprayed or wiped between classes.</p> <p>Rooms will be thoroughly cleaned at the end of each day.</p> <p><b>In the event of a suspected case / confirmed positive case on site:</b></p> <ul style="list-style-type: none"> <li>• For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</li> </ul> <p>PHE has published <a href="#"><u>guidance on the cleaning of non-healthcare settings</u></a>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p> <p><b>When cleaning a contaminated area:</b></p> <p>Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Wear a fluid resistant surgical mask (Type IIR) if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> </ul> <p>All cleaning staff to wear face coverings at all times</p> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p>		
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Hazard 9	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
Inadequate ventilation leading to increased risk of infection	As above	HIGH	<p><b>All occupied spaces are kept well ventilated</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area.</p>	MED	

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>Classroom CO2 monitors will be checked regularly and windows opened should the levels be unsafe.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct draughts</li> <li>• SLT will carefully monitor room temperatures and do all they can to ensure a balance between good ventilation and comfortable working environments are achieved.</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>The Health and Safety Executive have provided guidance for assessing the adequacy of ventilation in your work environment <a href="#">Link</a>          If the school has concerns regarding ventilation systems or specific areas in their buildings, they can contact the Corporate Landlord. The Corporate Landlord employs M&amp;E specialists who will be able to give them advice and support regarding ventilation.</p> <p>If necessary the HT will communicate with staff and parents about additional layers of clothing as required.</p>		
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Hazard 10	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Transmission of virus due to unnecessary crowding and close contact between individuals</b>	Spread of virus  As above	HIGH	<p>Eden will continue to have some measures in place to limit contact and ensure that children are in groups and have adequate safe space to work, play and eat in whilst delivering a broad and balanced curriculum.</p> <p>Unless the school needs to move to its 'outbreak management plan' which has been prepared in case of increased case numbers in the school or locally the classes will no longer function as bubbles. It may become necessary to reintroduce bubbles for a temporary period to reduce infection.</p> <p>Eden will continue to keep careful records of people in groups where they may have close contact.</p> <p>Eden will continue to limit the amount of contact there is between groups and individuals in the following ways:</p> <ul style="list-style-type: none"> <li>• Slightly staggered start and dismissal times with one-way system</li> <li>• Staggered playtimes with children in Year 1-3 and 4-6 remaining separate and Reception using their own playground</li> <li>• Staggered lunch in three groups in Café Eden: Reception, Year 1-3, Years 4-6</li> </ul>	MED	Portaloos and portobasins to be considered if toilet use is too time consuming or seems over crowded

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

			<ul style="list-style-type: none"> <li>• Allocated toilets for a two classes sharing: staff to only send one child at a time to the toilet</li> <li>• Alternative staff refreshment area for those who wish</li> <li>• Staffroom furniture configured to minimise closeness</li> <li>• Use of external classroom doors for arrival and dismissal</li> <li>• Reorganisation of office spaces to create additional space and to prevent crowding</li> <li>• Parents will not be invited to come into classrooms at arrival or dismissal unless an appointment has been made but may bring children to the classroom doors in certain year groups.</li> <li>• Parents are asked not to come into reception area or office spaces unless they have an appointment but to use email and the phone to address queries</li> <li>• Parents encouraged to wear face coverings in crowded situations including arrival and dismissal: one parent encouraged to come rather than two</li> <li>• Encourage children to keep their distance and not be close face to face</li> <li>• Staff encouraged to wear face coverings in crowded enclosed spaces and to maintain distance</li> <li>• Pinch points and bottle necks are identified and movement of groups is staggered wherever possible.</li> <li>• Classes and staff including club providers and visitors encouraged to use the outside spaces for travel around the school</li> <li>• The school will carefully consider whether meetings should be in person or virtual.</li> </ul>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<ul style="list-style-type: none"> <li>• Then school will attempt to limit visitors weighing up risks against benefits in each case.</li> </ul> <p>The school will provide opportunities for children to work in well ventilated larger spaces in the following ways:</p> <ul style="list-style-type: none"> <li>• Additional hall and playground sessions</li> <li>• Outside learning in the woods once a week</li> <li>• Use of additional land</li> </ul> <p>Where children move across rooms for interventions, music tuition, Hebrew, SEND support, etc. hands will be washed / sanitised before and after.</p> <p><b>All visitors / building users</b> will be made aware of school's expectations before or on arrival. They must follow hand washing / use of sanitiser on entry and adhere to any restrictions stipulated by the school. Volunteers, temporary / supply staff and other providers will be briefed on our arrangements for managing and minimising risk, including the advice to wear face covering's and maintain distance from other staff and pupils. All guests and visitors to the school will be asked to sanitise and advised to wear face coverings in busy spaces.</p> <p>Visitors will be asked to do rapid flow tests before visiting the school.</p>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>Parents will only come onto the premises by appointment or in event of an emergency. Parents will meet with staff on the phone or by video conferencing until further notice. Parents should call the school to speak to relevant people.</p> <p>A record will be kept of all visitors or the lead member for a group e.g. a hiring (records maintained for 21 days) to aid NHS contact tracing if the school is approached. (Name, contact phone number, date of visit arrival / departure time).</p> <p>The SBM and PM will manage visitors to the site, such as contractors, explaining carefully control measures, site guidance on hygiene on or before arrival. Where visits can happen outside of school hours, they should. A detailed record will be kept of all visitors.</p> <p>A safe system for signing in will be in place for staff and visitors.</p> <p>SLT and other designated staff will supervise communal areas, stairs and outside areas when children and parents are arriving, leaving or moving around the school to ensure safety is maintained wherever possible.</p> <p>On arrival at school, pupils and parents will enter through the fire gates and at dismissal leave through the pedestrian gate. Parents collecting children in the playground will be encouraged to take safety measures and to leave promptly when they have collected their child to help maintain the stagger.</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

		<p>A procedure for hand sanitising and removing face coverings worn by children and staff arriving at school will be in place at the entrance. Disposable coverings will be put into a bin or reusable face coverings placed in a plastic bag to be taken home at the end of the day.</p> <p>Children will sanitise hands at the gate and then wash their hands upon arrival at the classroom for at least 20 seconds.</p> <p>Children will use cloakrooms: any use of cloakrooms will be carefully staggered and class teachers will supervise carefully. Children will be taught how to use cloakrooms carefully.</p> <p><b>Staff Refreshment and Work Areas:</b> staff room and work room are now available for use by all but staff are encouraged to use it safely. Areas used by individuals should be cleaned and staff should sanitise before use. Staff should sanitise and clean equipment used before and after such as computer, sprinters, photo copiers, laminator.</p> <p>Refreshments and facilities will be available to staff in the kid's kitchen if they would prefer not to use a crowded staff room. Staff may eat and drink wherever they chose as long as it is not in the classrooms with children. Staff should sanitise and clean areas used.</p> <p>Cleaning equipment will be available in all areas of the school.</p>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>All meetings between staff should be in a large well ventilated area or outside or carried out remotely.</p> <p>All staff areas must be well-ventilated with doors and windows open when necessary.</p> <p>Administrative Areas and Office: Shared desks, keyboards and phones to be cleaned regularly and between users.</p> <p><b>Before and After School Provision</b></p> <p>The school will limit numbers of children attending Breakfast Club and After School Club to ensure staff and children can be well spaced and separated by class if possible within the space available.</p> <p>Outside providers of clubs be provided with information about our risk assessment and safety measures, asked not to attend if unwell, to self-test and wear masks in enclosed or crowded spaces. They should share their Risk Assessment with the school. Clubs will be class based for the time being.</p> <p>Eden will consult all guidance produced for out of school providers. More information on planning extra-curricular provision can be found in the guidance for <u>providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</u></p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			<b>Reception staggered start:</b> Parents may enter the Garinim playground in small groups and may not enter the classroom.	
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Hazard 11	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Risk of insufficient staffing due to Covid 19 illness and self-isolation</b>	Lack of safety and impact on education for children.	MED	<p>All staff to follow guidance and advice carefully and to take responsibility for their actions.</p> <p>Staff to take precautions where needed.</p> <p>Staff advised to wear face coverings and maintain distance outside of classrooms when in enclosed spaces or near others to prevent spread of virus.</p> <p>SLT to continuously analyse availability of all staff and deploy appropriately to maintain education and safety of all children. Redeploy staff as needed.</p> <p>Remote learning always available. Blended learning to be used when there is insufficient staffing with a clear rationale for decisions made.</p> <p>Ensure there are sufficient staff to support children with SEND.</p>	MED	

## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			Minimise the number of different supply teachers in school to avoid risk of infection.		
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Hazard 12	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Ineffective classroom and school organisation</b>	Spread of virus	HIGH	<p><b>Classroom and Resource Set Up</b></p> <p>Each class will still have their own set of outside play and sports equipment that should be labelled and regularly cleaned.</p> <p>Pupils will wash / sanitise their hands before and after they use the climbing equipment, monkey bars or any outside play equipment.</p> <p>Classrooms should be organised so that there is space to work and move safely and should be kept meticulously clean and uncluttered.</p> <p>Class staff will build tidying up and cleaning into end of lesson activity routine.</p> <p>Equipment out and being used should be kept to what is required and should be used safely.</p>	MED	

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>Children should have their own set of tools or tools shared by one table whenever possible.</p> <p>Staff and children should sanitise and wash hands when handling materials that are being shared,</p> <p>All children to be supported to maintain sensible spacing for younger children from other children and staff.</p> <p>Children should have designated seats.</p> <p>Class staff will contribute to regular cleaning of spaces in classrooms and common contact surfaces during the day particularly when children are sharing areas or of anyone moves areas. This applies to chairs, desktops and devices.</p> <p>Classroom resources which are shared within bubbles will be cleaned at the end of the day. Those resources and spaces shared across groups or classes (some sports, art, science, computing devices, etc.) must be cleaned between use.</p> <p>Staff should have their own personal toolkit with all items named, in a named toolbox.</p> <p>Staff should wash hands before and after handling children's books and work.</p>		
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>Cleaning materials and anti-bacterial wipes will available in all rooms and teachers will ensure children wipe down all computing devices after use. If children are too young or cannot manage this task effectively, then staff will do this.</p> <p>Each class and all communal areas will have suitable and sufficient rubbish and recycling bins with regular removal and disposal. We will ensure sufficient foot pedal operated, lidded bins to comply with 'catch it, bin it, kill it.' guidance.</p> <p>Families will be told to limit the amount of equipment children bring into school each day to essentials such as hats, coats, books and mobile phones.</p> <p>Children may not be sent alone to any office or other classes for any reason unless agreed in advance.</p> <p><b>Outside Learning and PE</b></p> <p>Staff must maximise opportunities for outside learning to maintain health.</p> <p>Class teachers should plan for as much outside learning as possible and must use outside learning space attached to classrooms, playground, additional land, hall and Coldfall Woods. Timetables have made plenty of time available in each space to each class.</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

		<p>Shared sports equipment will be thoroughly cleaned between each use by different children and groups, and contact sports avoided.</p> <p>Time will be built in for handwashing /sanitising before / after PE lessons and going outside and coming inside.</p> <p>Each class is to go to Coldfall Woods for learning for two hours or more at least once a week. Parent volunteers for offsite activity should be consistent and well briefed on all control measures.</p> <p>Singing: as far as possible children should be socially distanced when singing and ventilation should be excellent. Outside and large spaces can be used when possible. Raucous singing is not permitted.</p> <p><b>Assemblies:</b> whole school assemblies will not take place in person for the time being. To be reviewed. Assembly schedules to be shared with staff either in smaller groups or on zoom.</p> <p>Educational visits and residential: these may be planned but if considering booking a new visit or residential staff must ensure that any new bookings have adequate financial protection in place.</p> <p>Full and thorough risk assessments in relation to all educational visits must be carried out to ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <u>General guidance</u> about educational visits is available and is</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			supported by specialist advice from the <u>Outdoor Education Advisory Panel (OEAP)</u> .		
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Hazard 13	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Poor attendance resulting in low achievement</b>	Mental Health and wellbeing of children and academic achievement	MED	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <u>school attendance guidance</u>.</p>	LOW	

## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>It is important for all children to be in school to minimise, as far as possible, the longer-term impact of the pandemic on their education, wellbeing and wider development.</p> <p>Normal arrangements apply:</p> <ul style="list-style-type: none"> <li>• parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age</li> <li>• schools’ responsibilities to record attendance and follow up absence</li> <li>• the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct</li> </ul> <p>Where a pupil is unable to attend school because they are complying with clinical or public health advice, we will immediately offer them access to remote education and monitor engagement with this activity. Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.</p> <p>Eden will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious and put the right support in place to address this. This may include pupils or families who have previously been shielding or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black,</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			<p>Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>Eden will discuss concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Eden will be sensitive and at the same time be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies. Fining will only be looked at as a very last resort in extreme circumstances.</p> <p>The school will monitor absence robustly and discuss monthly at SLT meetings to secure follow up action.</p>		
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Hazard 14	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Hazards caused by hiring and letting</b>	Spread of Covid 19  AS above	MED	<p>Risk assessments will be required from providers and their controls must be as robust as the school's risk assessments. Hirers must be made aware of and adhere to the school's protocols.</p> <p>We will review any hirer's activity against the relevant Government guidance and any existing restrictions.</p>	LOW	

## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			<p>Welfare facilities are cleaned before / after use by hirers and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>We will require hirers to open windows / doors where appropriate in order to maintain good ventilation.</p> <p>All areas used, particularly touch surfaces will be cleaned before and after use.</p> <p>School equipment will as far as possible not be used by hirers. Where this is agreed, it will be thoroughly cleaned after use -or left in 'quarantine' for 72 hours before being used by the school / other users.</p> <p>A clear and adequately detailed record will be kept of all visitors / lead booker (maintained for 21 days) to aid Track and Trace.</p> <p>In the event of a subsequent positive case returned by a hirer or a member of a 3<sup>rd</sup> party group, we will ensure there is a process in place to notify the school.</p>		
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Hazard 15	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Lack of care with regards</b>	Spread of Covid 19	HIGH	Staff will make time for a reinforce handwashing prior to eating any food.	LOW	

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<p><b>food, refreshments and catering</b></p>	<p>AS ABOVE</p>	<p>Children will sit at class tables during lunch and will stay seated to avoid mixing.</p> <p>Tables and chairs will be regularly cleaned.</p> <p>Windows and doors in Café Eden will be opened to ensure maximum ventilation.</p> <p>No water fountains will be used and children will continue to bring their own water bottle to school freshly cleaned and filled each day. Parents to ensure children have their own water bottles in school each day that are taken home, cleaned and refilled each day.</p> <p>Snacks for Years R-2 will continue to be provided by DfE. Children in Years 3-6 to bring own fruit and vegetable snacks to school. These will be kept in children’s individual trays along with their water bottles. Any packaging, and the water bottle, will be taken home for cleaning daily.</p> <p>Snacks will be eaten at playtimes. Children must be seated and must wash hands before eating.</p> <p>Class staff must maintain cleanliness in sink areas and areas where water or food is kept.</p> <p>Hand sanitiser will be available in any room where people eat or prepare food and should be used by all persons when entering and leaving the area.</p>		
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## RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021

			<p>Food operators continue to follow Food Standard Agency’s (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>All areas used for eating must be thoroughly cleaned before and after eating, including table tops and anything that has been touched.</p>		
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Hazard 16	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Careless use and organisation of First Aid and PPE</b>	Spread of Covid 19	HIGH	<p>The majority of staff in education settings will not require PPE beyond the requirement they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>Staff and children all wash hands before / after any first aid or medical treatment.</p>	MED	

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		<p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury is significant and requires close care for an extended period then it would be reasonable to wear PPE.</p> <p>The medical room for all issues will now be an area outside the disabled toilet that can be curtained off. This has been done to achieve additional space and safety in the office area.</p> <p>Children must not be sent to the reception office or any other office for minor first aid treatment. This should be dealt with by whoever is responsible for the child at the time using the class first aid resources.</p> <p>If a child is unwell with Covid symptoms or with any other illness the class team will manage this and bring the child downstairs and wait for them to be picked up either in the medical area or in another area where they are socially distanced from other people.</p> <p>PPE will be available in the medical space.</p> <p>PPE is available for intimate care where needed. Individual ongoing cases should be risk assessed and based on nature of task and level of contact PPE arrangements should be agreed if necessary (e.g. use of disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection should be worn.) (See above)</p>		
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Hazard 17	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Hazards caused by deliveries and waste disposal</b>	Spread of Covid 19 as above	MED	<p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>See notes on infected waste above.</p>	LOW	

Hazard 18	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Premises risk</b>	Various including fire, legionella, electrocution etc.	HIGH	<p>Follow normal practices for re-opening after summer holiday period. i.e. where weekly flushing of outlets has not taken place then chlorination / flushing of whole system should take place.</p> <p>PM to ensure key fire doors are not being compromised / wedged open (those protecting stairwells, cross-corridor, on single directional routes etc.)</p>	LOW	

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Hazard 19	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Lack of awareness</b>	Spread of COVID-19	HIGH	<p>Excellent communication will be needed with staff, parents and children before and after opening to ensure that everyone is clear about new arrangements and security measures.</p> <p>All adult members of the school community must read all communications thoroughly.</p> <p>All staff have been consulted and informed of plans and all risk assessments in risk assessment, INSET, and weekly (and daily if necessary) briefings.</p> <p>Parents/carers and pupils are informed of measures in place to protect them and the support that is needed.</p> <p>A clear briefing will be provided for all personnel coming on site so that they are aware of our arrangements and expectations.</p> <p>Volunteers, peripatetic, temporary / supply staff and other providers are briefed on school's arrangements.</p>	LOW	Regular reminders for parents

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Hazard 20	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Mental health and wellbeing of staff</b>	The school will not be able to run without healthy and positive staff and their mental health and well-being is therefore a priority.	HIGH	<p>The full RA is presented to staff for feedback, comment and understanding.</p> <p>Staff therefore have input into hazard identification and control measures.</p> <p>Staff will commit to reading fully and understanding the RA.</p> <p>Staff will also read all other relevant documents to ensure they receive the best possible guidance and support.</p> <p>Staff are strongly encouraged to urgently alert school leaders to any shortcomings or concerns and when systems are not working as they should be.</p> <p>All whole staff meetings and CPD will be run remotely or in large open spaces until further notice. Staff should consider safety in meetings at all times.</p> <p>There will be opportunities in all meeting to discuss issues of well-being.</p> <p>Staff have the opportunity to talk to supervisors and to access any support the school insurance provider (SAS) and we as a school can provide.</p>	MED	

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			<p>We encourage all staff to liaise with SLT to discuss concerns regarding workload, anxieties or personal concerns.</p> <p>Risk assessments will be reviewed after day one, week one and fortnightly after that – this is flexible.</p> <p>PPA should now be taken in school and staff may choose to do this in a variety of areas. This can be discussed with the HT if an alternative is desired.</p> <p>Workload will be monitored carefully by SLT and staff who may be struggling should always raise concerns early to allow SLT to give proper support.</p> <p>The SLT will continuously assess whether the school can operate well with the staffing levels available and will also determine the risk to teaching and learning at home if necessary.</p> <p>The FGB will support and continually assess the mental health and wellbeing of the Head Teacher.</p>		
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Hazard 21	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
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<p><b>Inadequate Teaching and learning leading to under-achievement-Monitoring and planning for children’s progress and remote learning</b></p>	<p>Risk to achievement for some children Loss of learning and lack of readiness to support children and families who are at home.</p>	<p>HIGH</p>	<p>Children have generally made good progress in 20-21 but there are areas where accelerated progress and attention to detail is necessary in the school year 21-22. Careful monitoring and analysis has taken place and will continue to be reviewed.</p> <p>Careful assessment and planning is required to ensure that every child can reach their full potential for growth during the new school year, and for this we need to continue to assess where each child is in all areas of their development and mental health and wellbeing.</p> <p>Eden will carefully consider the position, requirements and needs of each child based on assessment and observation. The care and education required will be identified and gaps will be filled with careful precision teaching and focus on differentiation which will be looked at in INSET Sept 21. In most cases this will mean that teachers will plan the curriculum paying particular attention to initial assessment when starting each unit of work, filling gaps before moving on either as a whole class, individually or in small groups if required. We will use a best practice formative assessment for learning approach with a normal cycle of plan, teach, assess, plan.</p> <p>We may adjust the curriculum to make time for work in greater depth and to allow for precision teaching to occur where gaps are identified. The breadth and depth of our rich and creative curriculum will remain.</p> <p>We will continue to develop and use our online platforms in line with our Remote Learning Policy. This is now considered best practice with huge</p>	<p>LOW</p>	
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## **RISK ASSESSMENT Covid 19 Updated for Sept 1<sup>st</sup> 2021**

		<p>potential for improved outcomes and builds on what we have learned about teaching and learning and our learners since March 2020.</p> <p>Teachers will regularly integrate this into school and homework and ensure there is a seamless transition to remote learning immediately should there be a need for it for any individual or group due to lockdown or self-isolation as required by our contingency plans.</p> <p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, Eden will have the capacity to offer immediate remote education. Our existing offer will be built on and improved and we will have a strong contingency plan in place for remote education provision.</p> <p>Remote Learning Policy is available on school website.</p> <p>Online learning platforms to be integrated into weekly teaching in school and for homework to ensure all children and staff are comfortable and confident and to build on benefits of what was learned during lockdown for better teaching and learning: Google classroom, Purple Mash, Zoom, investigating Seesaw for younger children.</p> <p>Support provided to parents through parent teacher consultations, online class meetings, email communication, individual phone calls to children and parents according to agreed schedule.</p>		
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		<p>In developing our contingency plans, we have taken account of the following:</p> <ul style="list-style-type: none"> <li>• the use of a curriculum sequence and planning that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations</li> <li>• giving access to high quality remote education resources</li> <li>• the use of carefully researched and selected online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and staff are trained in their use</li> <li>• the possible need to provide some printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access – although our survey shows that all pupils at Eden have suitable remote access</li> <li>• younger pupils and some pupils with SEND who may not be able to access remote education without adult support, and we will therefore work closely with families to deliver a broad and ambitious curriculum.</li> </ul> <p>When teaching pupils remotely, we expect teachers to:</p> <ul style="list-style-type: none"> <li>• set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</li> <li>• teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</li> </ul>		
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			<ul style="list-style-type: none"> <li>• provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos</li> <li>• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks with a clear expectation on how regularly teachers will check and give feedback on work</li> <li>• enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</li> <li>• plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</li> </ul> <p>Eden will consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place significant demands on parents' help or support. We expect teachers to avoid an over-reliance on long-term projects or internet research activities.</p>		
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Hazard 22	Potential Injury or Damage/Persons at Risk	Risk Level	Control Measures Required for Opening	Residual Risk Level	Further measures Needed
<b>Mental health, wellbeing and</b>	Children may have been adversely	HIGH	Effective and timely communication with families is key to being able to provide support for children.	MED	

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<p><b>behaviour of pupils</b></p>	<p>affected by the pandemic in a number of ways</p> <p>(see also Curriculum section above)</p>	<p>We will contact families before the return to school to provide all the necessary information and to encourage them to tell us of anything we need to know in order to be able to meet all the children’s needs from the first day back at school.</p> <p>Eden will work with school and local services to ensure the services and support are in place for all pupils.</p> <p>Training and resources will be provided for staff on supporting mental health and wellbeing of children. The school will make excellent use of the PHSE curriculum and resources, Heads up programmes, etc.</p> <p>Trauma support for pupils will be sought where appropriate from internal counsellors, Grief Encounter or other agencies. Staff will receive guidance on dealing with bereavement.</p> <p>Children with social emotional and behavioural needs in an inclusive school may find it difficult to follow new rules as well as cope with the effects of the pandemic and they will need to be supported effectively, taught thoroughly and reminded each day.</p> <p>Special mentions, recognition boards, communication with parents, other class and whole school rewards will provide positive feedback and opportunities for children to receive praise.</p>		
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			<p>Eden will carefully consider the provision of pastoral, extra-curricular and PSHE activities to all pupils designed to:</p> <ul style="list-style-type: none"> <li>• support the building of friendships and social engagement</li> <li>• address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>• support pupils with approaches to improving their physical and mental wellbeing</li> </ul> <p>Eden will provide more focused pastoral support where issues are identified that individual pupils or groups may need help with, drawing on external support where necessary and possible.</p> <p>Where there is a concern a child is in need or suffering or likely to suffer from harm, Eden led by the DSL and DDSL will follow the child protection policy and part 1 of the statutory safeguarding guidance <u>keeping children safe in education</u> and consider any referral to statutory services (and the police) as appropriate.</p> <p>The school will work closely with nursing services to support the health and wellbeing of pupils.</p>		
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### **Risk Assessment Method**

In order to assess a risk associated to a hazard, two factors need to be considered:-

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i - the possible severity of the outcome

Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability Major injury or long-term absence 3-day injury or temporary disability Minor injury
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ii - the likelihood of the outcome to occur

How likely is it that the severe outcome will occur? Five categories are defined:-

<b>Likely</b>	A repetitive occurrence should be expected
<b>Probable</b>	Foreseeable
<b>Possible</b>	Could occur sometime
<b>Remote</b>	Unlikely, though conceivable
<b>Improbable</b>	Almost negligible

Once those two factors are assessed, the matrix on the next page can be used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

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Risk Assessment Method (continuing).

**Matrix**

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long-term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3-day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

**Action Level**

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	<u>Medium risk - action required so far as is reasonably practicable</u>
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required



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