



School	Gilberdyke Primary	Date of Assessment	10 th July 2020
The no of chdn on the premises	221 Jan: 227	Shared Setting	N/A
Assessor	Melissa Shirley	Review Date	September 2020 Weds 2nd Sept - 1st review Fri 11th sept – 2nd review Friday 2nd October – 3rd review Tuesday 17th November – 4th review Sunday 3rd January 2021 – 5th review
Task/Activity	COVID 19 Educational Setting	Persons at Risk (Delete as appropriate) All School Staff, pupils, visitors	

Hazard Identified P=Probability I =Impact Area of Risk	Before Control Measure			Academy Trust Control Measures	School Specific Measures	After Control Measure		
	P	I	Risk Rating P x I			P	I	Risk Rating P x I
1. Infection Risk of contracting COVID 19 from shared resources	3	4	12	<u>System of controls - Point 5 measure</u> Each year group bubble within school will have allocated resources that are not shared with other bubbles within school.	<u>Inside the school building</u> <ul style="list-style-type: none"> Bubbles are as follows: Wrens & Robins Starlings & Finches Kestrels & Falcons Ospreys & Eagles Staff allocated to a bubble (except PPA cover and sports coaches, phonics provision, some maths classes) 	2	4	8

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				<p>CNTD: Each year group bubble within school will have allocated resources that are not shared with other bubbles within school.</p>	<ul style="list-style-type: none"> • Reading books changed by adult, not child • Each bubble has shared toilets for use during lessons and at lunchtime • Interventions carried out by staff allocated to each bubble • Resources not shared across bubbles except when thorough cleaning has taken place (Ipads, art, PE). Shared resources timetabled. Shared PE resources placed in designated location for cleaning or left for 72 hours before next use. • Stationary allocated to individuals and stored in each child's pencil case on his/her desk. Tidy Friday: each class to clean shared resources on desk and those in pencil case every Friday. • Trim trail cordoned off and out of bounds • Break times staggered for each bubble. Playground/field cordoned off for separate bubbles when lunch breaks overlap • Lunch break reduced to 45 mins for each bubble • Each bubble has own cloakroom/ locker area (Falcons coat racks in PE store) and packed lunch storage • Each bubble to have own outdoor resources • EYFS to use own outdoor area for lunchbreak 			

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				<p><u>System of controls - Point 4 measure</u> Any unnecessary resources to be cleaned and stored.</p> <p>All hard surfaces to be wiped prior and after use, such as telephones, computer keypads and touch screens.</p> <p><u>System of controls - Point 4 measure</u> Access to hand cleaning facilities</p>	<ul style="list-style-type: none"> Classroom furniture limited and surfaces as free of objects as possible Shared equipment cleaned as per timetable Measures in place to reduce contacts with hard surfaces: internal doors propped open Staff to use own laptops and sanitising wipes provided Each class has own cleaning basket: sanitiser, wipes, gloves Shared equipment cleaned as per timetable Staff advised to sanitise hands before and after marking pupil's books/work Soap and paper towels available at all sinks Wipes and sanitiser provided and stored next to all key equipment used by staff: admin entrance, office, staff room, staff toilets, phones Children and staff sanitise hands before entering the building Hand sanitiser gel available at all entrances 			

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				<u>System of controls - Point 5 measure</u> Limit the number of staff who use equipment such as the photocopier and laminator etc.	<ul style="list-style-type: none"> Staff not permitted to enter office, communicate from the door Social distancing around shared equipment (photo copiers) 			
Infection Risk of contracting COVID 19 from travelling to and from school	3	4	12	<u>System of controls - Point 5 measure</u> Staggered start and end times for each Year group within school, if needed. Signage and social distance measures in place for drop off and pick up of pupils. No parents to enter the school building without an appointment	Arrival window: <ul style="list-style-type: none"> Y1-6 = 8.45 – 9.00am EYFS = 8.55 – 9.10am Collections window: <ul style="list-style-type: none"> EYFS – Y6 = 3.15 – 3.30pm F1 collection <ul style="list-style-type: none"> 11.45am One-way drop-off and pick-up route Eagles & Ospreys encouraged to walk into school independently All entrances/exits/waiting zones signposted Each class has own entrance/exit & drop-off/pick-up point Jan: Parents reminded to pass messages by phoning office, not talking to staff on doors Any child wearing a face mask on arrival will place in a zip-lock bag and place in drawer for the day until home time	1	4	4

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					Jan: Parents/adult family members and secondary school siblings asked to wear a face covering at arrival and drop off times (except those who are exempt)			
Infection Risk of contracting Covid 19 from moving around the school building	2	4	8	<p><u>System of controls - Point 5 measure</u></p> <p>Staggered lunch and playtimes for each year group bubble, if possible.</p> <p>Limit the numbers of staff using shared areas such as staffrooms and offices.</p>	<ul style="list-style-type: none"> Class teachers supervise break times for 15 minutes morning and afternoon – staggered as per timetable Lunch time period reduced to 45 minutes <p>Staggered lunch periods:</p> <ul style="list-style-type: none"> Robins – 11.45 – 12.30pm Starlings & Finches – 12.00-12.45pm Kestrels & Falcons – 12.15 – 1.00pm Ospreys & Eagles – 12.30 – 1.15pm (timings are approximate) <p>Outdoor lunch play:</p> <ul style="list-style-type: none"> Staggered for all bubbles <p>Jan: Pupils will sit at tables with pupils from their class only (not mixing on dining tables with other class in bubble)</p> <p>-----</p> <ul style="list-style-type: none"> Use of staff room limited to 3 sitting and one using counter <p>Nov: Offices and small break out rooms not to be used by more than one adult at once</p>	1	4	4

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				Schools should consider operating one- way systems, where possible, for shared areas such as corridors and stairs.	<p>Nov: Staff to refrain from entering parts of the school that are not contained to their bubble where possible, eg. school kitchen</p> <p>-----</p> <p>Children will not move around school unnecessarily (just toilet use)</p> <ul style="list-style-type: none"> • Reiterate toilet rules with pupils daily • Signage in toilets • External doors will be propped but only if safeguarding and fire procedures are not breached <p>Sept: From Monday 14th September: all staff to wear face a covering in public indoor spaces.</p> <p>Nov: Staff to wear masks when on door duty unless able to stand outside door completely</p> <p>Jan: staggered & timetabled movement to maths class for Y3, 4, 5 pupils</p>			
Infection Risk of contracting Covid 19 from direct contact with others.	3	5	15	<p><u>System of controls - Point 5 measure</u></p> <p>Consider social distancing within bubbles at lunchtime and playtime.</p>	<ul style="list-style-type: none"> • Class sizes of 30 – desks forward facing as far as possible • Dining hall seating facing same way as far as practicable (EYFS). Pupils seated 8 x table – risk mitigated through bubble organisation. 	1	5	5

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				Where possible, pupils to remain within their allocated year group bubbles	<p>Jan: Further segregation on dining tables – limited to pupils from their class on each table</p> <ul style="list-style-type: none"> PE lessons: skills based and non-contact in classes PE outdoors where possible Assemblies conducted via Zoom or in bubbles in hall (classes sit 2m apart) Classroom furniture placed with distancing in mind and keeping children apart as much as is reasonable given their age/stage and understanding Limit to one pupil leaving classroom to visit toilet at a time (as far as possible) Pupils reminded about distancing between bubbles Staff meetings – consideration given to best method, eg. Zoom rather than face to face when appropriate Classrooms well-ventilated with windows opened Staff have completed We Are Every Training on infection control Daily health and safety briefing for all staff available to attend (socially distant by 2m in hall) <p>Nov: Staff briefing through email/verbal or written comms not staff circle during second temporary period of lockdown to 2nd December. Jan: Staff comms to continue via email from Jan onwards.</p>			

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				<p><u>System of controls - Point 2 measure</u> Access to hand cleaning facilities and ensure frequent hand cleaning across the school day for pupils and staff.</p> <p><u>System of controls - Point 5 measure</u> Limit face to face meetings between staff, if essential, these should be conducted at distance or virtually.</p>	<p>-----</p> <ul style="list-style-type: none"> Regular hand washing/sanitising Hand cleaning before and after eating – sanitising stations available in/around dining hall <p>-----</p> <ul style="list-style-type: none"> No parents and visitors to access building unless by prior appointment Any permitted visitor should read and agree risk assessment (including sports coaches). From Monday 14th September – all visitors will be asked to wear a face covering inside the building. No singing assemblies/singing on mass – small groups forward facing in outdoor environment if singing occurs <p>Nov: Only one staff member to use small breakout rooms/offices.</p> <p>Nov: No staff to sit opposite each other at a distance of less than 2m.</p> <p>Nov: Staff maintain 2m between themselves and wear masks when speaking to each other inside the building</p>			

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					Jan: parents/adults/secondary school siblings wear face coverings when on site for drop off/pick up			
Infection Risk of contracting Covid 19 from surfaces.	3	5	15	<p><u>System of controls - Point 4 measure</u> Increased level of cleaning, including a cleaner onsite whilst buildings are occupied.</p> <p>All surfaces to be thoroughly cleaned at the end / beginning of each day, including door handles etc.</p> <p>Full deep clean of areas where confirmed COVID 19 has been identified.</p> <p><u>System of controls - Point 6 measure</u> Staff, where appropriate, to be provided with PPE if roles require constant</p>	<ul style="list-style-type: none"> • Cleaning team on site as per timetabled rota to provide regular cleaning of door handles, toilets, high touch areas. Classrooms surface cleaned whilst pupils are at lunch break. • In addition to cleaning regime, every c/room provided with box of anti-bac wipes • After use: staff responsibility to wipe surfaces used in staff room /communal areas – wipes in staff room • Cleaners will ensure cleaning of areas using normal cleaning products as well as deeper clean daily. • Pupils bring own water bottle • Paper towels provided in staff & pupil toilets, hand dryers disabled • Tables wiped before/after chdn eat lunch in c/rooms <p>Jan: EM classroom surfaces (tables and chairs) wiped before and after Y5 maths class</p> <p>-----</p> <ul style="list-style-type: none"> • Cleaning staff will be provided with: face masks, visor, gloves, aprons daily. • Staff member administering first aid at lunchtimes provided with full PPE. 	2	5	10

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				touching of multiple surfaces outside of a bubble. Such as caretaking staff and cleaners etc.	<ul style="list-style-type: none"> PPE stored in a basket in every bubble room alongside basic first aid kit. Each classroom bubble and toilet area to have lidded, double-bagged bin for waste disposal Classrooms well-ventilated with windows opened 			
Risk of contracting Covid 19 from a pupil or adult displaying symptoms	4	5	20	<p><u>System of controls - Point 1 measures</u></p> <p>Allocation of a room/space within the building for isolation of individual displaying symptoms.</p> <p>All trust schools to follow flow charts in response to suspected cases.</p> <p>Supervision, until pupil/adult, leaves the building to be done at distance where possible and with appropriate PPE.</p> <p>Individuals to report any family members who are displaying signs of Covid 19.</p>	<ul style="list-style-type: none"> Emotional Well-being Room to be the base for pupils/staff displaying symptoms Leader on site to be informed immediately Room well ventilated, windows opened PPE and digital thermometer to be kept just outside room in lidded box. Parents informed immediately. Flow chart procedure displayed in all bubble rooms as aide memoir for staff. Parents advised of procedures and processes if their child/a family member presents with symptoms (weekly reminder via newsletter) – enquiries@gilberdyke. Email account used. Staff vigilance around signs and symptoms of virus: all staff complete We Are Every training on Corona Virus 	2	5	10

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			15	<p>Pupils and staff members to not enter the building if they display signs of Covid 19.</p> <p>Deep clean of areas used by individuals who display symptoms.</p> <p>Individuals bubble to not return to work if symptoms of individuals are confirmed as Covid 19.</p>	<ul style="list-style-type: none"> • EJ (admin) informed to enable adjustment of registers/tracking of isolation dates & informing families of return dates • Staff to inform SLT if displaying any symptoms • Staff must follow all govt guidance related to the new track and trace system if they receive an alert. Parents will be informed of the same via letter. • Seek and act upon advice from Public Health England, government and local health protection team. • Required actions communicated with staff and updated regularly as per national guidance. 			
Risk of contracting Covid 19 from a pupil who requires medical attention and or personal care.	3	5	15	<p><u>System of controls - Point 6 measure</u></p> <p>Staff to use appropriate PPE when attending to individuals who require care.</p>	<ul style="list-style-type: none"> • Face masks, visors, gloves, aprons stored in three locations: EYFS pupil toilet area, outside Emotional well-being Room and in medical area (outside staff toilets). • Changing in EYFS: PPE available in lidded storage in toilet area. PPE stored in Isolation Room (Emotional well-being room) • First aid kit and gloves, masks, visor and aprons available in each classroom in case of accident/changing needs/close proximity with a pupil • Staff know procedures for dealing with pupils (toilet accidents, medical accident etc) 	1	5	5

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					<ul style="list-style-type: none"> Individual risk assessments for pupils with additional needs related to physical contact 			
Risk of delayed evacuation of the building due to Covid 19 changes within school.	4	5	20	<p>Schools to reconsider and rewrite evacuation policy (if required)</p> <p>Within the first week of pupils returning schools, practice fire drills to take place.</p> <p>Pupils, where possible, to congregate at muster points observing social distance.</p>	<ul style="list-style-type: none"> Exit routes altered where necessary Muster points re-organised and staff informed – organised into bubbles as far as practicable Ensure fire wardens and all staff know of any changes to procedures and are updated daily through staff briefings Fire drill first week of opening in September – feedback to staff & pupils immediately <p>Sept: Staff will not be required to wear masks when exiting building in the event of the fire alarm sounding</p>	2	5	10
Risk of Health and Safety breach in areas or schools closed for periods of time due to C - 19.	3	5	15	<p>Check that all usual building checks have been completed and are up to date.</p>	<ul style="list-style-type: none"> Site facilities officer to be updated regularly with H/S guidance HT & SFO site meeting week prior to re-opening in September 	2	5	10
Risk of staff, children and any visitors not adhering to procedures	4	5	20	<p>Ensure all staff have seen and understood COVID risk assessment</p> <p>Place adequate signage is displayed around school for</p>	<ul style="list-style-type: none"> Procedures shared with staff, children and parents before re-opening in September (staff & parents) or first day back (chdn) Risk assessment published on website and parents signposted 	2	5	10

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				staff, parents and children to adhere to.	<ul style="list-style-type: none"> Staff on duty and visible at drop-off/pick up times 			

Identification of risks

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

Evaluation of risks

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

Score	Probability	Impact
1	Remote	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Serious
5	Certainty	Catastrophic

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

Risk appetite

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

Addressing risks

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

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

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

Catastrophic	5	10	15	20	25
Serious	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10
Insignificant	1	2	3	4	5
	Remote	Unlikely	Possible	Likely	Certainty