



CHAFYN GROVE SCHOOL

Risk Assessment – COVID-19 Autumn 2020

Chafyn Grove School aims to comply with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 by ensuring that suitable and sufficient risk assessments are undertaken. In order to ensure that the greatest risk is redressed first it is necessary to be able to rank those risks. To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that risk is established. If this risk value is deemed too high, further control measures will need to be implemented, which will be documented at the end of this document.

Risk assessments must be reviewed regularly, commonly annually. Risk assessments must be reviewed immediately if there is any reason to suspect the assessment is no longer valid, such as if there has been a significant change to the work or to the risks of the work, legislation changes, enforcement from the HSE and following accidents or near misses. When reviewing the risk assessment the effectiveness of the preventative or control measures should be carefully re-examined. If review of the risk assessment concludes that changes are required, then those changes must be made in the appropriate time scale.

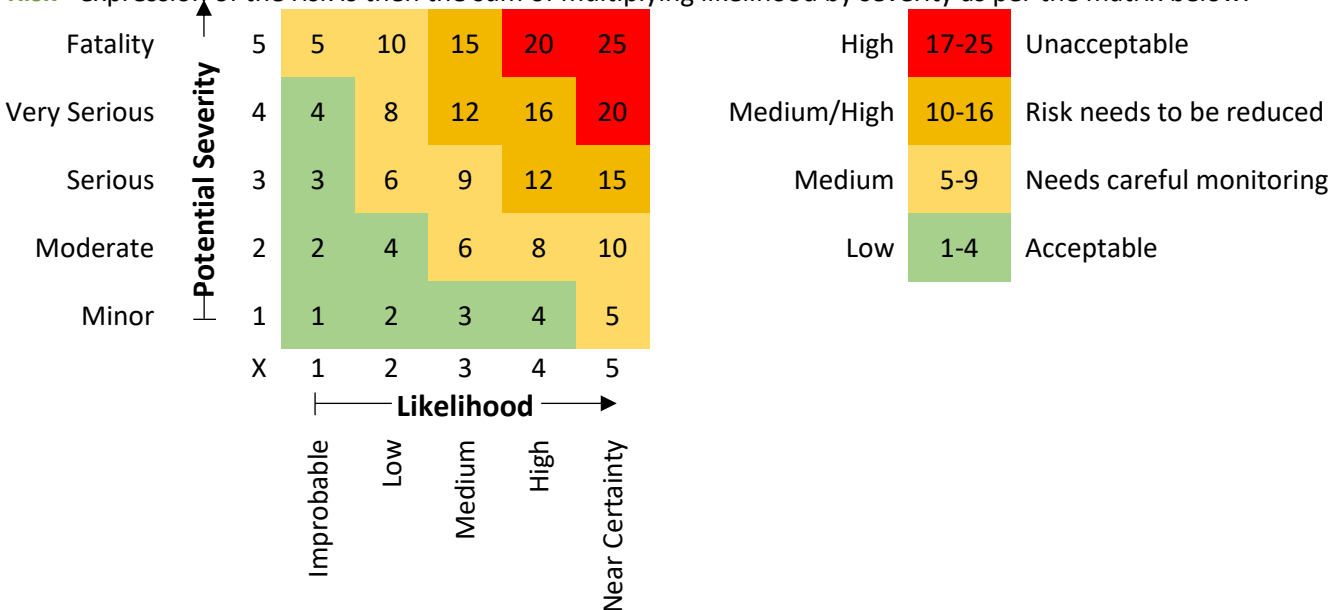
Likelihood - probable frequency (taking into account whatever precautions are currently being taken):

1	Improbable Occurrence	1:1,000,000
2	Low Occurrence	1:10,000
3	Medium Occurrence	1:1,000
4	High Occurrence	1:100
5	Near Certainty	1:10

Severity of the hazard:

1	Minor	Causing injuries such as cuts, bruising, etc
2	Moderate	Causing injuries like lacerations, strains, sprains
3	Serious	Temporary disability, fractures, etc
4	Very Serious	Permanent disability
5	Fatality	Death

Risk - expression of the risk is then the sum of multiplying likelihood by severity as per the matrix below.





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Policy Reviewer:	Toby White	Approved by The Headmaster:	Simon Head
Reviewed On:	19 August 2020	Chair of Governors Signature:	<i>Simon Head</i>
Circulation:	All Staff	Approval Date:	19 August 2020

Activity: School Remaining Open During Coronavirus (COVID-19) Pandemic

- Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19
- Lack of staff available to operate safe staff to pupil ratios and/or operate site
- Various potential injuries as a result of lack of supervision, and/or lack of site staff
- Potential spread of COVID-19 to other staff, pupils and others on site
- Travelling against FCO advice
- Not adhering to latest social distancing guidance
- Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation
- Various injuries/illness as a result of delayed access to first aid/administration of medication
- Various injuries arising from teaching activities

- What are the Hazards:**
- Various injuries, damage to property and/or theft of property as a result of trespasser(s) gaining access
 - Lack of insurance cover for unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers
 - Various injuries arising from a lack of direct supervision
 - Exposure to legionella bacteria leading to serious illness or death
 - Aches and pains from adopting poor posture whilst using DSE
 - Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction
 - Lack of insurance cover for school-owned equipment used in the home
 - Various potential safeguarding issues
 - Lack of suitable safeguarding staff leading to issues with recording and reporting
 - Failure to adhere to Government advice/guidance resulting in increased risk of infection

Who is at Risk: Staff, Pupils, Contractors and Members of the Public

[Guidance for Full Opening: Schools](#)

Government Guidance: [Coronavirus \(COVID-19\): Implementing Protective Measures in Education](#)
[COVID-19: Cleaning in Non-Healthcare Settings Outside the Home](#)





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What are the Risks?	Control Measures in Place	Risk	Further Actions?
Contracting and Spreading COVID-19	<ul style="list-style-type: none"> • Full school COVID Risk assessment in place and regularly reviewed. • Clear set of control measures in place and regularly reviewed, including: <ul style="list-style-type: none"> ◦ A requirement that people who are ill stay at home. ◦ Robust hand and respiratory hygiene. ◦ Enhanced cleaning arrangements. ◦ Active engagement with NHS Test and Trace. ◦ Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. • Contacts are reduced as much as possible and include: <ul style="list-style-type: none"> ◦ grouping children together ◦ avoiding contact between groups ◦ arranging classrooms with forward facing desks ◦ staff maintaining distance from pupils and other staff as much as possible • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	2 x 2 Low	*See COVID-19 Risk Assessment Matrix
Classroom sizes, layout and resources will not allow adequate social distancing	<ul style="list-style-type: none"> • In line with government guidance, social distancing within Year Group (YG) bubbles is not required for students. • Classrooms re-modelled, with chairs and desks forward facing to prevent children breathing on each other face to face. • Clear signage displayed promoting social distancing. • Rooms will be cleaned periodically during the day. • High touch areas across the school cleaned throughout the day. 	2 x 2 Low	*
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is available. • Full use is made of government testing to allow staff to get back to work as soon as safely possible. 	2 x 2 Low	*
The start and end of the school day create risks of breaching social distancing guidelines	<ul style="list-style-type: none"> • Start and departure times are staggered (Pre-Prep and Prep). • The number of entrances and exits to be used is maximised and specific to YG. • Different entrances/exits are used for different groups. • Parents to remain outside the school buildings when dropping off. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	2 x 2 Low	*





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Movement around the school risks breaching social distancing guidelines	<ul style="list-style-type: none"> • Appropriate signage used to reinforce social distancing. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around school is minimised as much as possible. • Lesson change overs are staggered to avoid bottle necks (such as lunch time). • Students are regularly briefed regarding observing YG bubble procedures and designated areas. • Appropriate duty rota and levels of supervision are in place. 	2 x 2 Low	*
Staffrooms and offices do not allow for observation of social distancing guidelines	<ul style="list-style-type: none"> • Staffrooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Appropriate signage used to reinforce social distancing. 	2 x 2 Low	*
Existing policies on safeguarding, H&S, fire evacuation, and other policies are no longer fit for purpose in the current circumstances	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of current government guidance on social distancing and COVID-19 and its implications for the school. • Staff, students, parents and governors been briefed accordingly. • Medical policy and procedures updated. • Additional PPE available. 	2 x 2 Low	*
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> ◦ Staff ◦ Students ◦ Parents ◦ Governors • Ongoing communications with all stakeholders to continue through the current methods: email, MS Teams, phone calls, school newsletters and updates on the school website to maintain established good communication. 	2 x 2 Low	*
Staff are not trained in new procedures, leading to risks to health	<ul style="list-style-type: none"> • Regular staff briefings. • Regular H&S communication. • Changes in procedures communicated as required. 	2 x 2 Low	*
New staff are not aware of policies and procedures	<ul style="list-style-type: none"> • Induction programs are in place for all new staff – either online or in-school – prior to them starting. 	2 x 2 Low	*
Risks are not assessed, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff. 	2 x 2 Low	*
Changes to bus schedules as a result of COVID-19	<ul style="list-style-type: none"> • The details of how students will travel to and from school are known prior to opening. • School bus service assessed for pupils needs and space available, with social distancing. 	2 x 2 Low	*





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Cleaning is reduced so that an initial deep-clean and ongoing cleaning are not undertaken to the standards required	<ul style="list-style-type: none"> A plan for cleaning (including any deep cleans) is agreed prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased, if necessary. Spaces used by more than one YG to be cleaned between use. 	2 x 2 Low	*
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Cleaning and consumables reviewed and orders placed prior to re-opening of the school. Stock levels monitored and replenished as required. 	2 x 2 Low	*
Students forget to wash their hands or use sanitiser regularly and frequently	<ul style="list-style-type: none"> Staff briefing includes reminding students of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. Teachers will model/supervise students using hand sanitiser on entry and exit to the classroom. Staff to remind students of expectations at the start of each day. 	2 x 2 Low	*
School uniform and staff dress	<ul style="list-style-type: none"> Follow government guidance, which states that normal uniform is safe and appropriate for return to school. Expectations and guidance are communicated to parents. Professional staff dress expectations. 	2 x 2 Low	*
Testing is not used effectively to help Manage staffing levels and support staff wellbeing	<ul style="list-style-type: none"> Guidance on getting tested has been published to all staff. The guidance has been explained to staff. Post-testing support is available for staff through TW. 	2 x 2 Low	*
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	<ul style="list-style-type: none"> System in place for the collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any student or staff displaying symptoms at school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. A record of any COVID-19 symptoms in staff or students is reported, as guidance stipulates. 	2 x 2 Low	*
Staff, students and parents are not aware of the school's procedures (including on self- isolation and testing) should anyone display symptoms of COVID-19	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Information will be given on guidance to coming to school in letter sent to parents. 	2 x 2 Low	*





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Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders 	2 x 2 Low	*
Medical rooms are not adequately equipped or configured to maintain infection control	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	2 x 2 Low	*
Parents are not fully informed of the health and safety requirements for the reopening of the school	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. 	2 x 2 Low	*
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	2 x 2 Low	*
Provision of PPE for staff where required is not in line with government guidelines	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	2 x 2 Low	*
Students' behaviour on return to school does not comply with government guidance and school protocols	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for remaining in YG bubbles and designated areas is reinforced throughout the school day by staff and through posters. The movement of students around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to ensure YG bubbles do not mix. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of maintaining YG bubbles. 	2 x 2 Low	*
The size and configuration of classrooms and teaching spaces does not support compliance with government guidance	<ul style="list-style-type: none"> Classroom configuration supports students not facing each other. Group work to be limited in line with government guidance. Arrangements are reviewed regularly. 	2 x 2 Low	*
Social distancing guidance is breached when students circulate in corridors	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. Designated entrances and exits for YG bubbles. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of students around school is minimised as much as possible. Where possible, students stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. 	2 x 2 Low	*





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	<ul style="list-style-type: none"> Students are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 		
Students may not observe YG bubbles at break times	<ul style="list-style-type: none"> External areas are designated for different groups. Students are reminded about designated areas as break times begin. Social distancing signage is in place around the school and in key areas. 	2 x 2 Low	*
Students may not observe designated areas at break and lunch times	<ul style="list-style-type: none"> Students are reminded about designated areas as break and lunch begin. Students sanitise their hands before and after eating. Dining area layouts have been configured to ensure YG bubbles do not mix. Additional arrangements are in place, such as staggering lunch times. Eating areas are cleaned after each sitting. Regular review efficacy of the current procedures. 	2 x 2 Low	*
Queues for toilets and handwashing risk non-compliance with social distancing measures	<ul style="list-style-type: none"> Students know that they can only use the toilet one at a time. Students are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Students are reminded regularly on how to wash hands and young children are supervised in doing so. Students reminded to hand sanitise as they enter and leave classrooms. 	2 x 2 Low	*
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	<ul style="list-style-type: none"> Social distancing points are clearly set out. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	2 x 2 Low	*
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage. Regular messages to parents stress the need for social distancing at arrival and departure times. 	2 x 2 Low	*
Students' mental health adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> Sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE. 	2 x 2 Low	*
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	2 x 2 Low	*





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The health of students and staff who are classified as clinically extremely vulnerable is compromised	<ul style="list-style-type: none"> The whole school risk assessment is in place. Individual risk assessments will be conducted on a case by case basis and appropriate measures put in place. Departmental specific risk assessments conducted, case by case basis. 	2 x 2 Low	*
In the event of localised lockdown, working from home can adversely affect mental health	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any students who need to stay at home. 	2 x 2 Low	*
Fire procedures are not appropriate to cover new arrangements	<ul style="list-style-type: none"> Fire evacuation procedures will revert to normal school system to ensure students and staff leave through the nearest exit. Following evacuation, students and staff gather in usual assembly point, with social distancing. Termly fire drills. 	2 x 2 Low	*
Statutory compliance has not been completed due to the availability of contractors during lockdown	<ul style="list-style-type: none"> All statutory compliance is up to date. All water systems have been maintained throughout lockdown. 	2 x 2 Low	*
Contractors on-site whilst school is in operation may pose a risk to infection control	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	2 x 2 Low	*
Offsite trips not including COVID-19 safety measures	<ul style="list-style-type: none"> EVC to make sure adequate COVID-19 control measures are included in the Offsite Risk Assessment. Offsite trips to follow government guidance, including FCO. https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits 	2 x 2 Low	*

