

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (GENERAL)

Hazard - What can cause harm	Level of Risk	Required control measures	Control measures in place?	Comments
Coronavirus - Keeping pupils safe at school	1	Establish the number of staff available for a return to school	Yes	All staff available under present government guidelines.
Coronavirus – COVID-19 infection spread on the school premises	2	Provide staff and pupils with suitable training, instruction, and guidance	Yes	Provision of risk assessment to all staff. INSET day training.
Coronavirus – COVID-19 infection spread on the school premises	1	Increased system of work in relation to cleaning with particular attention to high contact areas: toilets, door handles, telephones, grab rails and resources intended to be shared.	Yes	Agreement that staff in school will clean as necessary through the day in addition to cleaners.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Observe social distancing requirements of 2 metres wherever possible.	Yes	Although not always achievable with young children this will remain the ambition.
Coronavirus – COVID-19 infection spread on the school premises	1	Purchase and maintain stocks of PPE and Chemicals for cleaning.	Yes	BS to order stock. Staff to alert her of low levels.
Coronavirus – COVID-19 infection spread on the school premises	1	Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply.	Yes	Premises Officer/cleaning team to complete.
Coronavirus – COVID-19 infection spread on the school premises	1	Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures.	Yes	All staff to instruct, remind and supervise pupils regularly.
Coronavirus – COVID-19 infection spread on the school premises	1	Suitable and sufficient signage on prevention and rules in all internal or external areas, such as classrooms, corridors, toilets, Reception areas, access gates etc.	Yes	Signage in place around school - especially in key areas such as toilets and corridors.
Coronavirus – COVID-19 infection spread on the school premises	1	Public Health Advice on Covid-19 handwashing – Catch it, Bin it, Kill it posters around school buildings. Bins available in all populated areas.	Yes	Lidded/labelled bins available in all classrooms and shared areas.
Coronavirus – COVID-19 infection spread on the school premises	1	Inform parents of hygiene expectations and for the need to communicate this message in the home environment.	Yes	Back to school letter sent home with expectations and links to training videos.
Coronavirus – COVID-19 infection brought onto school premises	1	Procedures reviewed and put in place to close the school at short notice if staffing levels fall or safety cannot be assured.	Yes	Communication to parents via StudyBugs.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (GENERAL)

Hazard - What can cause harm	Level of Risk	Required control measures	Control measures in place? Yes / No	Comments
Pupil safety due to shortage of Staff, Teacher, Classroom Assistants, Leadership.	1	Alert parents of any exceptional closures due to insufficient staff cover.	Yes	Communication systems in place. Remote learning set up.
Pupil safety due to shortage of support service staff such as: Premises Manager, Cleaning, Admin Staff, First Aiders, Learning Support	1	Identify staff skill set. Reassign support staff to key roles. Investigate external staff support from other schools or local authority. Reduce pupil numbers on site.	Yes	Agreement staffing will be used to best meet needs.
Coronavirus – COVID-19 infection spread on the school premises	2	Agree any flexible working arrangements needed to support any changes to usual patterns (for example, cleaning during and after normal operational hours.	Yes	This will be arranged as and when necessary.
Coronavirus – COVID-19 infection brought onto school premises	2	All contractors to provide a revised set of Risk Assessments and Method Statements specific to Covid-19 before work commences on site.	Yes	Office staff will ask to see method statements.
Coronavirus – COVID-19 infection brought onto school premises	1	Contractors and visitors not to be allowed access beyond reception areas without suitable handwashing and any relevant PPE.	Yes	Office staff to police visitors. These will be kept to minimum.
Coronavirus – COVID-19 infection brought onto school premises	2	Contractors to provide clear advice and rules when access is required that includes a signed declaration of instructions and or a handout to support the message.	Yes	Contractors to communicate any needs to office staff. Handout to be provided.
Coronavirus – COVID-19 infection brought onto school premises	2	Government advises against all domestic overnight and overseas education trips. Non-overnight trips may resume in line with protective measures. Government health and safety guidance to be consulted. Complete risk assessment.	Yes	https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits
Coronavirus - COVID-19 infection spreads on site as the school are not operating using the latest advice and guidance.	2	SLT to make daily checks on guidance. New information cascaded to all stakeholders via established communication channels such as WhatsApp and StudyBugs.	Yes	SLT to check guidance regularly and respond accordingly.
Coronavirus – COVID-19 infection brought onto school premises	1	Restrict community use of school premises. No external clubs initially except Forest School as based outside.	Yes	Reviewed regularly. Initially school use restricted to pupils, staff, specialists (e.g. councillor) and peripatetic music.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (CASE OF VIRUS IN SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place? Yes / No	Comments
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	Staff report any suspected case immediately to the Head or SLT member.	Yes	Procedures below to be followed.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	Parents informed immediately and asked to collect immediately and to follow: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance inc. 10 days self isolation and test.	Yes	Up-to-date parental contacts to be held at school.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	Child to be taken to designated area (medical room or any available room where a child/student can be isolated until further notice) Close door. Open windows. PPE worn by supervising adult.	Yes	If medical room is not available - use another smaller room which has a door that can be closed e.g. milk/photocopy room.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	In case where family cannot be contacted and child collected - keep child in isolation room. PPE to be worn by staff member (non vulnerable) tending to child. All guidance to be followed.	Yes	PPE stocks to be monitored. These will be stored in medical room.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	2	Advice on cleaning spaces will be given by PHE – await advice. PHE contact information - https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19	Yes	Ensure most up-to-date advice used.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	The area around the person with symptoms must be cleaned using normal household bleach to reduce the risk of passing the infection on to others.	Yes	Room can still be used as long as cleaning takes place.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	1	Contaminated rubbish – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available.	Yes	This rubbish can be stored in outside bin-store area.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	2	If the test results are negative, rubbish to be put with normal waste. If positive, to follow the advice of PHE.	Yes	Ensure PHE advised followed is up to date.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	2	Household members connected to the individual displaying signs to self-isolate for a period of 14 days in line with Government guidance.	Yes	Share guidance with parents as necessary.
CORONAVIRUS - Spread of the COVID-19 virus due to suspected or confirmed case of COVID-19 on the school premises.	3	Staff and groups in contact remain at school unless they themselves develop symptoms.	Yes	Remain alert to symptom development.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (VIRUS IDENTIFIED WITHIN SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place? Yes / No	Comments
Coronavirus – COVID-19 infection brought onto school premises	2	Anyone with symptoms must be tested. Test results must be shared with the school as soon as available.	Yes	Remind parents to share results with school. Office to chase results if not forthcoming.
Coronavirus – COVID-19 infection brought onto school premises	2	If test results are positive, details must be provided to the NHS test and trace of anyone they have been in close contact with.	Yes	Remind parents of responsibility to inform NHS test and trace.
Coronavirus – COVID-19 infection spread school premises	1	The school must contact the local health protection team of positive test results. They will carry out a risk assessment.	Yes	Email: PHE.sshpu@nhs.net Tel: 03442253861
Coronavirus – COVID-19 infection brought onto school premises	1	Those who test positive must stay at home and self-isolate following stay at home guidance for at least 10 days from the onset of their symptoms.	Yes	Office to keep a record of days away from school and ensure guidance time frames are followed.
Coronavirus – COVID-19 infection brought onto school premises	1	After ten days if symptoms other than cough or loss of taste/smell have gone they may return to school (cough and loss of taste/smell can remain after infection has gone).	Yes	Temperature taken on return to school to ensure it has returned to normal.
Coronavirus – COVID-19 infection spread on school premises	1	The health protection team will advise school actions if there is a positive test result. Based on advice school must send home people who have been in close contact with the positive individual: direct close contact, face to face conversation, skin-to-skin contact, proximity contact (within 1-2m) for more than 15 minutes. Being in a small enclosed space with infected individual e.g. car.	Yes	Ensure staff keep any records of close contact with pupils if necessary.
Coronavirus – COVID-19 infection brought onto school premises	1	2 or more confirmed cases in 14 days may indicate an outbreak. The local health protection team will advise. This may include larger scale isolation of year groups or the whole school.	Yes	Ensure remote learning platforms are set up.
Coronavirus – COVID-19 infection brought onto school premises	3	Those who have negative test results may return to school if they feel well enough and no longer have symptoms similar to COVID-19.	Yes	Pupils to reintegrate following standard safety guidance.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (ENTERING SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection brought onto school premises	1	Staff: to enter premises from top car park. Swipe entry key and push gate open with feet. Reception office door propped open. Sanitise hands.	Yes	Ensure sanitiser is situated appropriately and kept topped up.
Coronavirus – COVID-19 infection brought onto school premises	1	Inventry swipe only with badge. If without badge ask office staff to record from their computer. Inner door propped open.	Yes	Premise officer to prop doors open.
Coronavirus – COVID-19 infection brought onto school premises	2	Pupils: Twitten and main entrance only - St James entrance to remain closed. 2 metre markings on twitten path to entrance.	Yes	Markings in place on Twitten.
Coronavirus – COVID-19 infection brought onto school premises	1	Staggered start times for each Year group (5 minute intervals across 2 entrances) - Siblings to arrive at youngest start time.	Yes	Inform parents of start times and arrival areas.
Coronavirus – COVID-19 infection brought onto school premises	2	Only one parent per pupil/family entering school. No push chairs or prams.	Yes	Inform parents of entry procedures.
Coronavirus – COVID-19 infection brought onto school premises	1	Hand sanitiser for every child on entry to school.	Yes	TA's of relevant year groups to give hand santiser on gate.
Coronavirus – COVID-19 infection spread on the school premises	1	Pupils who arrive with a face mask should remove it safely avoiding touching the front at all times. Disposable masks should be placed in the lidded bins. Reusable masks should be placed in a plastic bag to be taken home. Hands must be washed straight after.	Yes	Staff to remind pupils how to safely remove masks and either dispose of or store them.
Coronavirus – COVID-19 infection brought onto school premises	2	Limit all items brought onto premises. Allow: waterbottles, lunchbox, snack, books and coat.	Yes	Parents asked to take anything unnecessary home.
Coronavirus – COVID-19 infection brought onto school premises	1	All children left by parent on the gate. Parents follow one way to exit grounds at goods gate. NO congregating allowed.	Yes	Parents to make an appointment to see staff.
Coronavirus – COVID-19 infection brought onto school premises	2	Pupils to enter directly into the classroom and sit at allocated desk (yr 2-6)/carpet space (R/Year 1).	Yes	Classrooms set out appropriately to fulfil this.
Coronavirus – COVID-19 infection brought onto school premises	1	All pupil belongings placed on/under table. Coat on chair back. No cloakroom use- avoids congregation.	Yes	Reception and Year 1 to allow cloakroom access in groups only
Coronavirus – COVID-19 infection transmitting through lack of social distancing	2	Pupils who are late for their allocate arrival time to enter school ensuring to distance from other year groups.	Yes	Pupils arriving after 9.05am to enter via main office (Browning Road) for hand gel.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (EXITING SCHOOL)

Hazard - What can cause harm	Level of Risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Parents to arrive at goods entrance (R-3) /Browning Road (4-6) only, ensuring social distancing of 2 metres is maintained at all times.	Yes	Inform parents prior to starting of arrangements. Support staff on gates to help as necessary.
Coronavirus – COVID-19 infection spread on the school premises	3	Goods gate and Twitten gate to be opened five minutes before first pick up and left open until last child leaves.	Yes	Dids to open gates at 2.30pm
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Staggered collection times of Year groups (5 minute intervals). Siblings will leave with their year group not younger siblings.	Yes	Parents to be reminded of timings.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Only one parent per pupil/family entering school. No push chairs or prams. Year 4-6 Children may leave with another adult (with prior agreement) if from same year group bubble.	Yes	Parents to be made clear of arrangements.
Coronavirus – COVID-19 infection brought home to families	1	Hand washing or sanitiser for every child leaving school.	Yes	Staff to ensure all pupils wash hands before leaving to go home
Coronavirus – COVID-19 infection brought home to families	1	Limit all items taken home from the premises - only waterbottles, lunchboxes, reading books and coats.	Yes	Staff remind pupils of what can be taken home.
Coronavirus – COVID-19 infection brought home to families	2	Pupils wearing facemasks should place a new/clean mask on once outside after having washed hands.	Yes	Remind pupils of procedures.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Everybody to follow one way to exit down the Twitten/right hand side of Browning Avenue. NO congregating allowed. Cones at end of road.	Yes	Staff on hand to direct parents as necessary.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	2	Late collection children to wait spaced with staff or spaced in upper palyground if not walking home independently (Year 4-6).	Yes	Monitor safe departure by class teacher.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	3	Pupils walking home alone (Year 3 upwards) to leave at same time as class. Staff to monitor road crossing.	Yes	Dismissed from correct leaving area by class teacher.
Coronavirus – COVID-19 infection spread on the school premises	1	Staff to leave via reception office. Doors propped open. Hand sanitiser to be used before leaving.	Yes	Ensure sanitiser is situated appropriately and kept topped up.
Coronavirus – COVID-19 infection spread on the school premises	1	Last staff member: place hand sanitiser in hand. Alarm the building. Close the door. Sanitise.	Yes	Wash hands when arriving home.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (CLASSROOM SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Children to remain year group bubbles to include staggered start/end times, separate break and lunch times and spaces to play.	Yes	Staff to ensure that bubbles do not mix at any time.
Coronavirus – COVID-19 infection spread on the school premises	1	Pupils reminded of good hand hygiene. Hands washed on entering school, after break, after PE and before/after eating as a minimum.	Yes	Staff to remind pupils to wash hands regularly.
Coronavirus – COVID-19 infection spread on the school premises	1	Teach the importance of the government advice on catch it, bin it, kill it. Tissues to be put in lidded bins.	Yes	Lidded bins to be provided in each room.
Coronavirus – COVID-19 infection spread on the school premises	1	Desks to be set up to ensure pupils face forward (Year 2 - upwards). Year R/1 tables set to eat facing forward at lunchtime. Surplus furniture should be removed to allow for most distancing between desks.	Yes	Desks to face forward and where possible staff to remain at the front 2m away.
Coronavirus – COVID-19 infection spread on the school premises	1	Students are allocated seats. Desks and seats are named. Pupils should not use other desks unless cleaned.	Yes	Name all seats and desks.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Students must remain in their seat at all times unless directed otherwise.	Yes	Staff to remind pupils.
Coronavirus – COVID-19 infection spread on the school premises	1	Classrooms should be well ventilated - doors and windows should be left open when at all possible.	Yes	All doors/windows opened first thing and left open until end.
Coronavirus – COVID-19 infection spread on the school premises	1	Pupils will be provided with their own stationery. This must remain at school and must not be shared.	Yes	Stationery sets labelled and distributed. Spare sets kept.
Coronavirus – COVID-19 infection spread on the school premises	1	Movement of groups to be limited as much as possible. Where movement is required, rooms will be cleaned in between sessions.	Yes	Lessons such as music will take place in classroom.
Coronavirus – COVID-19 infection spread on the school premises	1	Teachers must only use allocated rooms	Yes	Rota rooms as necessary.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Pupils encouraged to socially distance wherever possible (Year 2 - 6). In addition they must be taught not to touch others or their belongings.	Yes	Staff to teach children how to socially distance.
Coronavirus – COVID-19 infection spread on the school premises	1	Surfaces must be left clear to allow for cleaning. Hard to clean will be removed from circulation.	Yes	All surfaces must be clear at the end of the day.
Coronavirus – COVID-19 infection spread on the school premises	1	Electronic devices are to be allocated per pupil and cleaning must take place between groups.	Yes	Register of devices to be kept if necessary.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (CLASSROOM SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection spread on the school premises	1	Teachers and teaching assistants monitor the visible health of pupils. Follow procedure for COVID-19 in school if symptoms shown by anybody within the group.	Yes	Staff to stay alert to changes in pupil health and react accordingly.
Coronavirus – COVID-19 infection spread on the school premises	1	Events which require a larger gathering of pupils will not take place. A Zoom assembly will be held each Friday. There will be no Christmas performances.	Yes	Staff will ensure larger gatherings do not take place.
Coronavirus – COVID-19 infection spread on the school premises	1	Feedback should be oral where possible to avoid shared contact of resources. Check marking may take place but books should not be transported home for marking.	Yes	Books may be marked at school but should not go home. Hands must be washed after marking.
Coronavirus – COVID-19 infection spread on the school premises	1	The curriculum will be adapted to allow safer teaching wherever possible. If lessons can be taught outside they should be.	Yes	Lessons planned outside if possible.
Coronavirus – COVID-19 infection spread on the school premises	1	PE will take place outside. If equipment is used - this must be cleaned before the next group. Pupils will wear trainers to school. No changing.	Yes	Ensure any equipment is cleaned before another group uses it.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Time spent within 1 metre of anyone should be minimised unless supporting pupils with high needs in which case contact with other pupils should be minimised.	Yes	High needs support staff should minimise contact with pupils other than their support child.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Queuing in corridors should be avoided.	Yes	Staff to avoid queuing.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Water bottles, reading books and lunchboxes should remain at pupils desks. Coats on chairs. Reading books to be selected/distributed by staff. Books returned to the quarantine box for a week after use.	Yes	Remind pupils where equipment should be stored and where to return books. Reading books to be selected by teachers.
Coronavirus – COVID-19 infection spread on the school premises	1	Teachers who usually operate across different classes may do so but should try and keep their distance from pupils and other staff as much as they can.	Yes	If singing in music - this should be outside where children can socially distance. No sharing of instruments unless cleaned.
Coronavirus – COVID-19 infection spread on the school premises	1	Disinfecting of toys and other play equipment which pupils are in regular contact with at the end of each day or between groups. If equipment cannot be cleaned - it should be left 72 hours before use by another group.	Yes	Follow guidelines as stated. Rotas for equipment employed as necessary.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (BREAK TIME)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Break times will be staggered with a maximum of three groups out at any one time.	Yes	Pupils to be supervised by support staff (with floating teacher). See rota.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Playtime duration will be reduced. Classes will be supervised by their respective TA (who will have a break afterwards). Teaching staff/lunchtime staff will alternate supervision of classes without a TA.	Yes	Playtime durations may vary slightly to ensure bubbles do not mix.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Each year group will have a separate place to play: top playground, top of lower playground, lower playground, top field, lower field.	Yes	Ensure pupils play in their designated bubbles and do not mix.
Coronavirus – COVID-19 infection transmitting among premises users	1	Equipment used at playtime should be restricted to the year group or cleaned thoroughly with disinfectant between groups. Football is to be avoided.	Yes	Equipment to be provided for each year group to use at playtime.
Coronavirus – COVID-19 infection transmitting among premises users	1	Use of adventure playground, climbing wall, log roll, etc should be on a rota so that 48 hours can be left between year groups.	Yes	Rota for equipment use to be established. To be in staffroom.
Coronavirus – COVID-19 infection transmitting among premises users	1	Hand washing per government guidelines on return into school.	Yes	Staff to reinforce this.
Coronavirus – COVID-19 infection transmitting among premises users	1	Should a child require first aid for an injury, as much of the guidance should be followed including handwashing, non touching of face etc. PPE should be used if unsure.	Yes	PPE equipment available to use by medical team as necessary.
Coronavirus – COVID-19 infection transmitting among premises users	1	If cases of wet weather - pupils should still be taken outside to play.	Yes	Remind parents that coats must be at school at all times.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (TOILETS)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	1	Where feasible each year group will be allocated their own toilet block. Toilets will therefore be mixed in lower school.	Yes	Year 4-6 allocated own sink and cubicle in studio toilets. Year 2/3 allocated own cubicle and sink. Year R/1 - own toilets.
Coronavirus – COVID-19 infection transmitting among premises users	1	Upper school will be allocated the studio block toilets as works to the upper school toilets will not be complete until the 23rd October. A toilet per year group will be allocated (one male and one female per year group).	Yes	Staff to limit the number of children going to the toilet at any one time.
Coronavirus – COVID-19 infection transmitting among premises users	1	The studio block toilets will be accessible to upper school pupils at break/lunch as they will be situated on the field.	Yes	Staff to limit the number of children going to the toilet at any one time.
Coronavirus – COVID-19 infection transmitting among premises users	1	Entrance doors into toilets will be propped open. Cubicles can be open and closed but hand washing must take place before leaving the toilet area.	Yes	Remind pupils of hand washing procedures.
Coronavirus – COVID-19 infection transmitting among premises users	1	Where possible, only one student should enter the room at a time.	Yes	Pupils to wait outside toilet block (socially distant) if allocated cubicle engaged.
Coronavirus – COVID-19 infection transmitting among premises users	1	Pupils should only use their allocated toilet unless in an emergency. If another toilet is used - staff should be informed so it can be cleaned.	Yes	Pupils reminded to inform staff if they have used a toilet allocated to another group.
Coronavirus – COVID-19 infection transmitting among premises users	1	Signs will be in place regarding hand washing and use of paper towels.	Yes	These are in place.
Coronavirus – COVID-19 infection transmitting among premises users	1	Soap and hand sanitizer will be checked regularly and replenished as necessary.	Yes	Premises officer/cleaning team to complete.
Coronavirus – COVID-19 infection transmitting among premises users	1	Pupil breaks and lunch will be staggered to allow for staff to also have staggered breaks.	Yes	See rotas.
Coronavirus – COVID-19 infection transmitting among premises users	1	Staff- staff should use all available toilets (including nurture toilet) to ensure that social distancing can be maintained. Staff should be mindful of the width of the corridor by the toilets and in the staffroom and avoid queuing here.	Yes	Break rota to help with congestion.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (LUNCH)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	2	Hot meals will be encouraged wherever possible to reduce food brought onto the premises from home.	Yes	Parents notified that children must be able to open all of their own food.
Coronavirus – COVID-19 infection transmitting among premises users	1	Planning with catering staff as to how best to serve meals to take place.	Yes	See rota planned with Chartwells.
Coronavirus – COVID-19 infection transmitting among premises users	1	All pupils to wash hands as per government guidelines before eating.	Yes	Staff to remind pupils.
Coronavirus – COVID-19 infection transmitting among premises users	1	Pupils to eat meals in their allocated learning rooms in their allocated places or outside if practical. The hall will be used for upper school hotmeals - named places will be left out.	Yes	Pupils will remain in bubbles in hall. Food served to children.
Coronavirus – COVID-19 infection transmitting among premises users	1	Shorten lunch break to allow for staggered start and finish and minimal bubble contamination.	Yes	See rota in place.
Coronavirus – COVID-19 infection transmitting among premises users	1	All hot food served to children and collected to avoid pupil movement.	Yes	Lunch staff/Allocated TA to serve food.
Limited food on premises for pupils due to supply chain for hot meals disruption	3	Alter menu for supply available	Yes	Warn pupils/parents that menu may alter.
No food on premises for pupils due to failure of supply chain for hot meals	3	System to notify parents if a packed lunch is required	Yes	Use StudyBugs and give as much notice as possible.
Coronavirus – COVID-19 infection transmitting among premises users	1	If cases of wet weather - pupils should still be taken outside to play.	Yes	Remind parents that all children must have a coat in school.
Coronavirus – COVID-19 infection transmitting through lack of social distancing	1	Each group to have a separate place to play: top playground, top of lower playground, lower playground, top field, lower field.	Yes	See rota.
Coronavirus – COVID-19 infection transmitting among premises users	1	Equipment used at playtime should be restricted to the year group or cleaned thoroughly with disinfectant between groups. Football is to be avoided.	Yes	Equipment to be provided for each year group to use at playtime.
Coronavirus – COVID-19 infection transmitting among premises users	1	No use of adventure playground, climbing wall, log roll, table tennis, basketball or big apple.	Yes	These are not to be used a playtime to allow for curriculum use (following rota).
Coronavirus – COVID-19 infection transmitting among premises users	1	Hand washing per government guidelines on return into school.	Yes	Staff to remind pupils.
Coronavirus – COVID-19 infection transmitting among premises users	1	Should a child require first aid for an injury, as much of the guidance should be followed including handwashing, non touching of face etc. PPE should be used if unsure.	Yes	PPE equipment available in medical room.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (MOVEMENT AROUND SCHOOL)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	2	Limit movement around the school. Work outside wherever possible.	Yes	Rota of outside space of necessary.
Coronavirus – COVID-19 infection transmitting among premises users	2	Introduce a one way system to move around the school. Use signage and floor markings to help indicate this to pupils and staff.	Yes	One way markings in place.
Coronavirus – COVID-19 infection transmitting among premises users	2	Teach pupils and ensure they adhere to one-way systems and rules for communal areas.	Yes	Explain use to pupils.
Coronavirus – COVID-19 infection transmitting among premises users	1	Introduce a plan for internal movements e.g. to the staffroom, toilets.	Yes	Discuss plan with staff.
Coronavirus – COVID-19 infection transmitting among premises users	2	Senior staff and teachers of groups to supervise and ensure pupils follow movement guidance.	Yes	Staff to give reminders to pupils as and when required.
Coronavirus – COVID-19 infection transmitting among premises users	2	Unnecessary furniture and obstacles removed from walkways to allow for easier social distancing.	Yes	Unused furniture to be stored in maths room.
Coronavirus – COVID-19 infection transmitting among premises users	1	FIRST AID - where possible staff to check pupils. Serious first aid to be sent. Pupils to wait outside first aid room if another pupil in attendance.	Yes	Marking on floor outside first aid to aid social distancing.
Coronavirus – COVID-19 infection transmitting among premises users	2	Introduce a plan with pupils for when they move around their classroom setting.	Yes	Teaching staff to discuss plan and expectations with class.
Coronavirus – COVID-19 infection transmitting among premises users	2	Monitor use of toilets to ensure only one pupil per bubble attends.	Yes	Staff to introduce system to monitor toilet visits.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (USE OF RESOURCES)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	1	Unnecessary and hard to clean resources are removed from classrooms and working spaces or when required for learning should be cleaned or left for 72 hours afterwards.	Yes	Staff should ensure hard to clean but necessary equipment is isolated for 72 hours after use.
Coronavirus – COVID-19 infection transmitting among premises users	1	Pupils are assigned individual named resources where possible e.g. stationery.	Yes	All pupils given stationery. All classrooms given Milton bucket for resource cleaning.
Coronavirus – COVID-19 infection transmitting among premises users	1	Resources likely to be used by another group must be cleaned first.	Yes	As above.
Coronavirus – COVID-19 infection transmitting among premises users	1	Electronic resources, such as an Ipad or laptop, will be assigned to individual children and cleaned between groups.	Yes	Teacher to ensure pupils always use same Ipad or laptop.
Coronavirus – COVID-19 infection transmitting among premises users	1	Children will be limited to one or two books for all subjects. These will be kept on the pupil's assigned desk.	Yes	Books kept on or under student desks. Put on chair at end of day to allow for desk/carpet cleaning.
Coronavirus – COVID-19 infection transmitting among premises users	1	Feedback will be oral or limited to a stamp. Pupils will leave books open on the page to be stamped. Stamps will be given at the end of the day when pupils have left.	Yes	Marking to be reviewed regularly. Teachers should avoid taking marking home.
Coronavirus – COVID-19 infection transmitting among premises users	1	Other reward and feedback systems which don't break social distancing maybe employed e.g. visualiser/class chart completed by the teacher.	Yes	Teachers to have a visualiser each.
Coronavirus – COVID-19 infection transmitting among premises users	1	Each space used for teaching will have access to tissues, a lidded bin, soap and water/and or hand sanitiser.	Yes	Staff to ensure cleaning resources are plentiful and topped up as necessary.
Coronavirus – COVID-19 infection transmitting among premises users	1	Each teaching space will be provided with disinfectant spray and gloves in cases where a pupil sneezes or coughs on equipment.	Yes	Staff to request more as needed.
Coronavirus – COVID-19 infection transmitting among premises users	1	All resources will be cleaned nightly with particular focus on surfaces that are touched by multiple people such as photocopiers, light switches, telephones etc.	Yes	Cleaning staff provided with schedule for cleaning.
Coronavirus – COVID-19 infection transmitting among premises users	1	Reading books: these will be selected by staff for pupils (2 books each). These may go home but must reside on pupils own desks when in school.	Yes	Books will be changed weekly and placed in book quarantine for a week.
Coronavirus – COVID-19 infection transmitting among premises users	1	Home-learning tasks will be provided and returned to school electronically through the chosen learning platform.	Yes	Staff to be prepared to use platform selected. Parents signed up.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (EMERGENCIES)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	1	Ensure there are sufficient fire marshals to operate the school safely.	Yes	Train additional staff and double up roles as necessary.
Fire - Risk of COVID-19 spreading through lack of social distancing.	1	Allocate new fire assembly appoints to take account of social distancing.	Yes	Share points with staff on INSET
Fire – Staff not knowing what to do in an emergency	1	Conduct a fire drill soon after re-occupation.	Yes	Set date for fire drill.
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff	1	Check the school has sufficient number of 1 st aid trained staff to operate safely. Update first aid training as necessary.	Yes	First Aider responsible for training to evaluate need and arrange training as necessary.
Lockdown - Staff not knowing what to do in an emergency	1	Conduct a lockdown drill soon after re-occupation.	Yes	Share details with staff on INSET.
General health, safety, welfare and fire safety - inspection / assessment of the premises fabric, layout, mechanical / electrical systems and other features not completed	1	Refer to both 'Schools closed in lockdown' or 'Schools part open in lockdown' tabs.	Yes	Ensure all checks are up to date for a full return to school.
Emergency evacuation - staff and pupils do not know what to do in an emergency	1	Review access and egress for emergency evacuation allowing for social distancing measures of 2m	Yes	Share details at INSET - conduct drill on return.
Facilities to ensure hygiene become unavailable	1	All hot and cold water sources are checked daily to ensure they are working correctly. Where they are not, repairs are undertaken or an alternative supply identified. In complete failure, the school will close.	Yes	Stand alone handwashing stations made available as part of toilet refurbishment.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (COMMUNICATION)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection brought onto school premises	1	All parental communication by telephone or electronically including issues during the day. Where possible these will be shared by office staff prior to pupil collection. No home-school books.	Yes	Ensure contact details are up to date. Communicate expectations to parents.
Coronavirus – COVID-19 infection brought onto school premises	1	Parents will not be allowed onto the school site without a prior appointment. This should be made at the school office. Appointments should be held outside where possible.	Yes	Communicate expectations to parents. Include ways to contact school details on the website.
Coronavirus – COVID-19 infection brought onto school premises	1	Parents are updated regularly on expectations, timings, changes, curriculum, marking etc.	Yes	Use StudyBugs and website wherever possible.
Coronavirus – COVID-19 infection brought onto school premises	1	Pupils may bring a mobile phone only if they walk home independently. These should be switched off before entering school grounds and placed in box on teacher desks. These will be locked in a cupboard.	Yes	Staff to ask pupils not to bring phones unless walking independently. Store safely. Parents told phones are brought at own risk.
Coronavirus – COVID-19 infection brought onto school premises	1	Staff communication will take place electronically via staff WhatsApp or virtual staff meetings.	Yes	Ensure all staff have access to 'Zoom'.
Coronavirus – COVID-19 infection brought onto school premises	1	Parents consultations will take place using 'Zoom'. Appointments for these will be sent out using a booking system.	Yes	Office staff to investigate a booking system.
Coronavirus – COVID-19 infection brought onto school premises	1	Home learning communication will become only weekly to avoid staff work overload. Parents to be made aware of this.	Yes	Home learning tasks will be set electronically. Explain process to parents.
Coronavirus – COVID-19 infection transmitting among premises users	1	Staff will keep on their person and use personal mobile phones to ensure a direct line of communication is always available. These should be used within the safeguarding guidelines - no photos/filming of children etc. See Policy.	Yes	Staff to have access to wireless network for their phones.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (STAFF WELL-BEING)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	All control measures complete?	Comments
Negative short and longer term effect on staff mental well being	1	Put in place measures to check on staff wellbeing (including for leaders) – continuation of Sarah Marx Wellbeing sessions (in a remote format).	Yes	Arrange session format with Sarah.
Negative short and longer term effect on staff mental well being	1	Staff wellbeing to be supported by keep in touch calls, and one to ones. Staff encouraged to share concerns with line managers.	Yes	Ensure time is allocated at staff meetings for well-being update.
Negative short and longer term effect on staff mental well being	1	Line Managers to offer general support and discussion opportunities to allay concerns and maintain moral.	Yes	Allow time for communications.
Coronavirus – COVID-19 infection seriously impacting on health of staff member	1	Any members of staff with under lying health issues or those within vulnerable groups should keep the head up-to-date with their position.	Yes	Ensure staff are aware of expectation to keep head up-to-date.
Coronavirus – COVID-19 infection seriously impacting on health of staff member	1	Vulnerable staff to consult with PHE for up-to-date information or if situation shanges within school. The individual should seek and act on the advice of their GP/Consultant/Midwife/PHA or current government advice.	Yes	Keep vulnerable staff aware of any situation changes at school.
Coronavirus – COVID-19 infection seriously impacting on health of staff member	1	Follow government advice to alter work expectations or provide additional protection for more vulnerable staff.	Yes	Monitor and act on any changes to the school environment.
Negative short and longer term effect on staff mental well being	1	Schedule regular team briefings	Yes	Virtual meetings to take place each Tuesday 3.30-4.30pm
Negative short and longer term effect on staff mental well being	1	Recognition of staff commitment and flexibility	Yes	Work with staff to navigate appointments etc if these have been affected.
Negative short and longer term effect on staff mental well being	1	Teachers to agree how electronic provision can be maintained and is sustainable when considering staff workload - agreed parent contact time.	Yes	Ensure electronic curriculum is ready in case of local lockdown.
Negative short and longer term effect on staff mental well being	1	Establish a rota of electronic provision for pupils not at school. Make expectations clear to parents.	Yes	Ensure parents are clear of expectations and contact timings.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (PUPILS WITH SEND/HIGH NEED)

Hazard - What can cause harm	Level of risk	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	1	Individual risk assessments to be carried out for each pupil	Yes	Head and SEND team to carry out individual assessments and include alterations to expectations as necessary.
Coronavirus – COVID-19 infection transmitting among premises users	1	Flexible timetabling with the potential for a shorter school day	Yes	Assess pupils on an individual basis and timetable accordingly.
Coronavirus – COVID-19 infection transmitting among premises users	1	Identify vulnerable children e.g. with underlying health conditions that may be affected by the current threat	Yes	Work with families to support these children.
Disadvantaged pupils become more disadvantaged	1	Ensure pupils eligible for free school meals that are not attending school receive meal vouchers.	Yes	See if this scheme is still available from the government.
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Risk Assessments are already in place for these children and should be adapted should the children return to school. This may mean a delay to starting.	Yes	SEND team to assess these.
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Individual behaviour plans/ provision maps to be updated	Yes	Behaviour plans to reflect expectations regarding COVID-19.
Negative short and longer term effect on pupil mental well being	1	Holistic approach to the provision for EHCP/SEND children, considering the appropriateness of 1:1 support, as well as supporting their emotional needs	Yes	1:1 provision where necessary
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Review of Behaviour Policy taking account of significant needs	Yes	Policy reviewed
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Review risk assessments and individual behaviour plans	Yes	SEND team to review
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Ensure that staff maximise use of de-escalation strategies	Yes	Training as necessary
Increased risk of COVID-19 spread for pupils with EHCP or SEND difficulties who struggle to adhere to safety advice.	1	Consider location of children in the building in order to provide a safe space where possible	Yes	Explore safe spaces in classroom or nearby.

NORTH LANCING PRIMARY - COVID-19 RISK ASSESSMENT (PARENTS)

Hazard - What can cause harm	Risk level	Control measure options to minimise risk	Control measures in place?	Comments
Coronavirus – COVID-19 infection transmitting among premises users	2	Ensure the school has up-to-date contact numbers	Yes	Send out parental contact forms at the beginning of term.
Coronavirus – COVID-19 infection transmitting among premises users	2	Regular communication to help parents understand timings, groups, curriculum etc.	Yes	Send instructions and details for parents on arrangements regularly and in a timely fashion.
Coronavirus – COVID-19 infection transmitting among premises users	1	Ensure children do not bring things from home to school.	Yes	Remind parents of expectations and let them know of any breaches.
Coronavirus – COVID-19 infection transmitting among premises users	1	Educate their child in handwashing and hygiene as advised by the government.	Yes	Direct parents to resources to help in teaching this.
Coronavirus – COVID-19 infection transmitting among premises users	1	Access information provided by the school re. curriculum, safety, agreements etc.	Yes	Ensure all documentation is accessible.
Coronavirus – COVID-19 infection transmitting among premises users	1	Adhere to all school guidance for entering and exiting school	Yes	Staff to remind parents of protocols as necessary.
Coronavirus – COVID-19 infection transmitting among premises users	1	Follow all agreed flexible arrangements of pupils with SEND or high needs	Yes	Work in collaboration to support these pupils.
Coronavirus – COVID-19 infection transmitting among premises users	3	Adhere to school contact arrangements and messaging office directly with key information.	Yes	Staff to remind of appropriate timings as necessary.
Coronavirus – COVID-19 infection transmitting among premises users	1	Make an appointment to enter the school premises and conduct meeting outside wherever possible.	Yes	Appointments to be logged with and shared by the office.
Coronavirus – COVID-19 infection transmitting among premises users	1	Ensure their child can open all packed lunch items independently.	Yes	School to let parents know of any difficulties.
Coronavirus – COVID-19 infection transmitting among premises users	2	Support their child by using appropriate technology for home-learning, parents evenings etc.	Yes	Learning platforms and advice given to parents.