

RISK ASSESSMENT FORM

Workplace	Chailey	Likelihood (L)	X	Severity (S)
Department	Other - O2	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Janine Slade	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the COVID-19 pandemic	Likely	4	Major (death or serious injury)
Date	30 th November 2021 (updated from 20 th August 2021)	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Well-being of staff, students, visitors and contractors on site	Low = 1-8		Medium = 9-14 High = 15-25

COVID-19

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

Confirmed case:

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team. Opening hours Monday to Friday 8am-6pm , Saturday and Sunday 10am-6pm
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk

2 or more Confirmed cases in same group/class:

- Contact PHE SE HPT on 03442253861

N.B model guidance updated 13th May 2021

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What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R
<p>Summary:</p> <p>COVID-19 is a new illness that can affect the lungs and airway. It's caused by a type of virus called Coronavirus. Coronavirus spreads when an infected person coughs small droplets – packed with the virus – into the air. These can be breathed in, or cause an infection if you touch a surface they have landed on and then touch your eyes, nose or mouth.</p> <ul style="list-style-type: none"> The safety of our staff, students and community is our utmost priority and the following measures are being taken to help prevent the spread of the coronavirus and ensure staff and students feel safe in school. The school has used government guidance to inform this risk assessment : implementing protective measures in education and childcare settings as well as the latest DfE guidance for full opening from September <p>This risk assessment also seeks to address the Priorities from Government Guidance as follows:</p> <ul style="list-style-type: none"> Minimise risks to all within school – minimising contacts and maximising distancing Importance of social distancing staff to staff, staff to students and then student to student Maintain broad and balanced curriculum for vast majority of students 									
1	<p>Lack of Social Distancing - General resulting in direct transmission of virus</p> <p>Pupils Staff Visitors Contractors</p>	<ul style="list-style-type: none"> Students, Staff and pupils (except those exempt) must wear face coverings in all communal areas including corridors, during assemblies and in the canteen when queuing for food. Students do not have to wear face coverings in classrooms. <p>See guidance on face coverings Section 4 in below document: DfE Schools COVID-19 operational guidance November 2021</p> <ul style="list-style-type: none"> Pupils, parents/carers and visitors, such as suppliers, must not enter the school if they are displaying any symptoms of the coronavirus following the: 	3	2	6				

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			<p>COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none">• Behaviour Policy updated to include sanctions around Social distancing, ratified by Governing Body and parents and students informed.• Parents/visitors discouraged from attending site – all meetings by phone or virtual where possible• Trips continue to be under review dependent on ability to adhere to guidance• For International residential trips follow guidance in : DfE Schools COVID-19 operational guidance November 2021• Extracurricular provision – after school clubs are now operating following current guidance to minimise mixing students and keeping in consistent groups.• Staff to ensure social distancing in school and in work areas and staffrooms• Encouragement of meetings using “Teams” within school• All staff to take responsibility for their own Health & Safety and that of students in their care• All staff to report any concerns around systems in place as a matter of urgency to a member of SLT• All student work in school will be either self-marked or submitted electronically with encouragement of the use of visualisers in each room• Guidance for essential visitors/contractors displayed at main entrance							
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		<ul style="list-style-type: none"> • Visitors signed in by school receptionist staff and must wear their own identification or clothing with company brand • All visitors/contractors to follow current government guidance on the wearing of face coverings and where possible socially distance • Contractors to wear disposable gloves and arrange safe disposal of all PPE • Visitors encouraged to sign in using the NHS COVID-19 app QR code displayed and available to scan at reception. See the guidance here • Evacuation procedures updated to ensure social distancing in place and issued/available to all staff • First Aid kits available in practical classrooms for students to self-administer plasters (to reduce close contact) 							
2	Lack of Social Distancing - School Transport resulting in direct transmission of virus	<ul style="list-style-type: none"> • Parents/Students encouraged not to use Public transport if possible • Ensure parents/carers are aware of guidance around public transport : See Coronavirus (COVID-19): safer travel guidance for passengers • East Sussex Transport to liaise directly with the transport companies on social distancing requirements and check that they are fully aware of the health and safety procedure • East Sussex transport responsible for issuing social distancing guidance and risk assessments for buses 	3	2	6				

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			<ul style="list-style-type: none"> School working with East Sussex Transport to minimise risks 						
3	Lack of social distancing at start and end of school day resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Bus duties at start and end of the day – staff to ensure distancing and minimise staff contact Supervising of staggered disembarkment from buses At end of day KS4 to access buses 5 minutes before KS3 Parents dropping off/collecting students must not leave their vehicles All students and staff to wear face coverings in communal areas (unless there is a medical reason not to do so) following guidance on face coverings Section 4 in below document: DfE Schools COVID-19 operational guidance November 2021 All appointments to school must be arranged in advance Social distancing rules for students displayed and explained and shared with staff and parents 	3	2	6			
4	Lack of social distancing in corridors resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Students, Staff and pupils (except those exempt) must wear face coverings in all communal areas including corridors, during assemblies and in the canteen when queuing for food. Students do not have to wear face coverings in classrooms. It is recommended that face coverings continue to be worn by staff and visitors in situations outside classrooms where social distancing is not possible following guidance on face coverings Section 4 in below document: DfE Schools COVID-19 operational guidance November 2021 All staff and students to keep a distance from each other 	3	2	6			

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			<ul style="list-style-type: none"> • Support staff requested not to access corridors during lesson change overs • TA's to leave lessons 5 minutes before student to avoid corridor space with students • Students to move between lessons and staff to stay in their classrooms where possible • Directional signage by way of arrows on to highlight directions of travel and distancing. • One-way system around school where possible • Where possible doors to remain open to classrooms and communal rooms to prevent unnecessary touching of surfaces. In the event of an emergency evacuation staff in these areas to take responsibility to close doors. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied • Students not used as messengers 						
5	Lack of social distancing in classrooms resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Where possible doors to remain open to classrooms and communal rooms to prevent unnecessary touching of surfaces. In the event of an emergency evacuation staff in these areas to take responsibility to close doors. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied <p>Ventilation – CO2 monitors available for staff use in classrooms</p> <ul style="list-style-type: none"> • Social distancing rules for students displayed and explained and shared with staff and parents • Desks facing forwards in classrooms where possible 	3	2	6			

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			<ul style="list-style-type: none">• Students with SEND - Teaching Assistant allocated to Year groups/Specific students where possible. Seating plans to be used to ensure TA can support while socially distancing. Plan puts students who need TA support near the side where there is space for a TA to support at a distance• TA to leave classroom 5 minutes before students to avoid corridor space with students• Teachers areas marked out to provide a 2-metre social distancing away from students. Students not to cross the line• All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser and a paper towels/cloth to clean hands and surfaces if they feel it is needed including before leaving the site• Wipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc• Contract Cleaners to carry out daily, thorough cleaning that follows national guidance• Separate risk assessments in place for PE, Art & Technology and Science• Identical seating plan across lessons shared with all staff• Teachers/TA's provided with face visors on request• Contract cleaners to wear face masks between 4-6pm when staff are on site and not to access occupied classrooms• Students must face forward at all times where possible							
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			<ul style="list-style-type: none"> Students, Staff and pupils (except those exempt) must wear face coverings in all communal areas including corridors, during assemblies and in the canteen when queuing for food. Students do not have to wear face coverings in classrooms following guidance on face coverings Section 4 in below document: DfE Schools COVID-19 operational guidance November 2021 						
6	Lack of social distancing during break resulting in direct transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Students encouraged to wash hands before break as well as following hygiene guidelines for washing hands and at more regular intervals if necessary During break staff allocated to supervise toilet areas Students, Staff and pupils (except those exempt) must wear face coverings in all communal areas including corridors, during assemblies and in the canteen when queuing for food. Students do not have to wear face coverings in classroom. following guidance on face coverings Section 4 in below document: DfE Schools COVID-19 operational guidance November 2021 Canteen staff following Government guidance re social distancing/hygiene Recommended that there is no sharing of food Students use nearest toilet facilities Students assigned outside area for break and seating inside canteen in year groups, staggered Year groups assigned own areas for breaks 	3	2	6			

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7	<p>Lack of social distancing using toilets and poor hygiene and Health & Safety practice</p>	<p>Pupils Staff Visitors Contractors</p>	<ul style="list-style-type: none"> • All staff, students and visitors to follow NHS guidance on washing hands: guidance on hand cleaning • Hand sanitiser and soap supplied in toilet facilities • Follow Government guidance on washing hands with soap and water for at least 20 seconds • Students use nearest toilet facilities • During break staff allocated to supervise toilet areas • Site staff to clean toilets regularly during the day • Staff and students encouraged to keep good hygiene practice including coughing or sneezing into tissues, dispose of immediately into lidded bins and wash hands • Tissues available in all working classrooms and hall • Pedal bins in all rooms for disposal of all general waste including tissues and blue paper towels • Drinking Fountains in use – Students reminded to hand sanitise before/after use and all students/staff encouraged to bring in own water bottles • Posters displayed in toilets and throughout the school to remind students, staff and visitors to wash their hands • Hand Sanitisers at main reception areas and must be used before entry into school • Handrails and door handles on an increased programme of cleaning by site team • Parents to provide personal hand sanitiser for their child if possible 	3	2	6				

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			<ul style="list-style-type: none">• Students asked to wash hands before break as well as following hygiene guidelines for washing hands and at more regular intervals if necessary• Hand Sanitiser units installed inside classrooms where possible and pump action hand sanitisers provided as necessary• Premises staff to check and ensure all dispensers are stocked at the start of the school day• All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser and a paper towels/cloth to clean hands and surfaces as needed including before leaving the site• Antibac Wipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc• Contract Cleaners to carry out daily, thorough cleaning that follows national guidance• Contract Cleaners and school staff to follow the Government's: <u>COVID-19 cleaning of non-healthcare settings guidance</u>• All corridor doors to be opened by site team/staff member at the beginning of the school day when school is occupied to prevent unnecessary touching of surfaces. All doors to be closed at the end of the day to ensure fire safety when school is unoccupied• Maths block and main building lift used one at a time only – hand sanitiser used on entry and exit or wiped down before and after on touch points.• Windows recommended to be opened in the classrooms/areas that are in use• Alcohol rub hand sanitiser for staff personal use only available on request (students must not have access to this)							
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8	Contact of shared resources/areas resulting in indirect transmission of virus	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • All classrooms decluttered to minimise contact and where possible soft furnishing removed • Students laptops must be wiped down after use and put away in laptop trolley by student (supervised) • Students assigned own computer station in Computing Suites • All rooms supplied with Blue towel, sanitiser, tissues and gloves for cleaning • Students encouraged to wash hands with soap before and after lessons • Site team have regular programme during school day of wiping down common areas – stairs, door handles, hand sanitiser units etc • Staff to bring in their own cup/cutlery etc for personal use and take home at the end of the day. • Staff and students reminded to ensure social distancing in all communal areas • Staff to wipe down any areas they have been in contact with before leaving room • Staff to wash hands before and after handling tea, coffee, fridge doors etc to prevent cross contamination • Use of photocopiers limited to essential use only to minimise cross contamination and must be wiped down after each use with wipes supplied 	3	2	6				

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9	Risk of infection due to lack of cleaning	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> All staff members provided with a spray bottle containing Xtra Protect Hand and Touch Point Sanitiser, gloves and a paper towels/cloth to clean hands and surfaces as needed including before leaving the site AntibacWipes/ touch sanitiser provided to clean down phones. Laptops, computer keyboards etc Contract Cleaners to carry out daily, thorough cleaning that follows national guidance Contract Cleaners and school staff to follow the Government's: COVID-19 cleaning of non-healthcare settings guidance Contract Cleaners (Chruchill) own risk assessment available Site team have regular programme of wiping down common areas – stairs, door handles, hand sanitiser units etc Staff encouraged to wipe down their personal belongings before leaving site with touch sanitiser or antibac wipes e.g mobile phones, badges, keys. 	3	2	6				
10	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Lateral flow home testing for staff in place Staff do not need to self-isolate if they have been with an unwell child, unless they begin to show symptoms For any staff member or pupil who feels unwell, check their temperature and for other recognised symptoms of COVID-19. All First Aiders issued with own PPE First Aiders must wear PPE when dealing with students/staff requiring close contact treatment to include aprons, gloves, goggles and/or face shield 	2	3	6				

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			<ul style="list-style-type: none"> Any student or member of staff who display signs of being unwell with virus symptoms should be isolated immediately and sent home and Head Teacher advised Medical Room bin double bagged and system in place to hold for 72 hours prior to disposal if suspected case Meeting Room/Medical room deep cleaned by site team after student has been collected by Student must wait to be collected outside in fresh air if possible, or in a ventilated area And follow: <ul style="list-style-type: none"> COVID-19: guidance for households with possible coronavirus infection A COVID-19 test should be arranged by parent/member of staff showing symptoms of COVID-19 : book a test, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance and the result reported to the school as soon as possible 				<p>Close contact means:</p> <ul style="list-style-type: none"> Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual Travelling in a small vehicle, like a car, with an infected person 			
11	Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	Pupils Staff Visitors Contractors	<p>Refer to updated Government guidance on protecting people who are clinically extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> Advice can be found in guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 	2	3	6				

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			<ul style="list-style-type: none">• Those who are clinically vulnerable and/or pregnant staff should follow this guidance: clinically-vulnerable, including pregnant women – those strongly advised to social distance in the original guidance are to work in school adhering to strict social distancing from colleagues and students• Pregnant women should work from home after 28 weeks• Individual Risk assessments for all staff identified as clinically vulnerable undertaken• Those living with those that are clinically vulnerable can attend school and work with students and adults adhering to this risk assessment• Any member of staff who displays signs of being unwell with virus symptoms must immediately be sent home and Head Teacher advised.• Any member of staff who displays symptoms while at home must immediately advise head teacher and request coronavirus test• Advised to see GP if you have underlying medical conditions and are concerned• The school will continue to assess the health and safety risks to staff and meet their equality duties as per local procedures• Follow Government advice to self-isolate if you have a new persistent dry cough and/or fever and request testing https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection• SLT to frequently remind staff of their responsibility to follow the control measures on this risk assessment and report any concerns						
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12	Risk of transmission to clinically vulnerable pupils through direct and indirect transmission of the virus	All members of school community	<ul style="list-style-type: none"> Shielding advice is currently in place across the country, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Communication to parents regarding government guidance of expectations that all students to return in September 2020. See current advice on shielding Parents should discuss their child's care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Paediatrics and Child Health. Communication to parents of control measures currently in place in school (latest RA Available on website) Provision in place for any pupil unable to attend school because they are complying with clinical and/or public health advice to be able to access remote education from September <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	3	2	6				
13	Infectious Diseases – Coronavirus symptoms - Lack of awareness of up to date advice/guidance	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> Headteacher issuing current guidance and Government advice as and when necessary: DfE Schools COVID-19 operational guidance November 2021 Updates to all staff and parents as necessary 	2	3	6				

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			<ul style="list-style-type: none"> • School keeps up to date with advice issued by, but not limited to, the following: DfE, NDH, Department for Health & Social Care, Local Authority, Unions • All staff and families given up-to-date information about testing and tracing 						
14	Contact with potential Coronavirus carriers/exposure to asymptomatic transmission	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Refer also to 9 above • No External visitors except those agreed by a member of SLT and only for necessary works where school safe distancing measures are implemented • All First Aiders issued with own PPE • First Aiders must wear PPE when dealing with students/staff requiring close contact treatment to include aprons, gloves, goggles and/or face shield • Parents discouraged from attending site – all meetings by phone or virtual • All staff and families given up-to-date information about testing and tracing • See also 1-13 above 	2	3	6			
15	Lack of Welfare of students – including anxiety mental health, safeguarding and vulnerable students	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Pupils who live with someone who is extremely clinically vulnerable in place in line with Government guidance: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance must adhere to socially distancing rules • Daily PSHE lesson • Flexible return to school for students with high anxiety 	2	3	6			

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			<ul style="list-style-type: none"> • Informal assessment of student well-being by teachers • Amended behaviour policy to ensure sanctions are in place re new measures around Coronavirus • Support from nursing service available • Information available of website signposting help/support • Support for mobility issues in place • Behaviour policy updated to consider impact of COVID-19 on wellbeing of young people and need for social distancing • Deputy DSL to deal with day to day safeguarding concerns • Lead DSL to monitor and deal with any serious safeguarding concerns. • TA trained in role of supporting DSL • Wellbeing leads available by email • SSM available for any welfare issues 						
16	Lack of Welfare of staff – including anxiety mental health, safeguarding and vulnerable	Pupils Staff Visitors Contractors	<ul style="list-style-type: none"> • Governors responsibility to ensure good staff welfare in place • Staff counselling service available • At least one member of SLT on site every day for staff to share concerns with • SLT to monitor staffing and ensure safe staffing levels at all times • Social distancing adhered to in designated staff areas • Use of virtual Team meetings where possible 	2	3	6			

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			<ul style="list-style-type: none"> • Up to date medical information held and noted • Procedures and precautions reiterated to relevant staff • Planned work activities for staff unable to attend school due to self-isolating • Organisation of self-isolating staff to work from home • Vulnerable staff to ensure social distancing is followed in school and PPE worn if required • Staff identified as vulnerable to have COVID risk assessment in place 						
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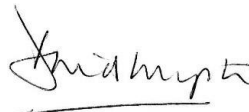
Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review//

Name of Manager:	Janine Slade	Signature of Manager:	JM Slade	Date:	18/05/2020
1st review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	15/7/2020
2nd review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	01/09/2020

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3rd review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	16/10/2020
4th review undertaken on:	Janine Slade	Signature of Manager	JM Slade	Date:	4/11/2020
5th review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	9/11/2020
6th review undertaken on:	Janine Slade	Signature of Manager	JMSlade	Date:	20/01/2021
7th review undertaken on:	Janine Slade Approved by D Whelpton Chair of Governors	Signature of Manager	JMSlade 	Date:	24/02/2021 04/03/2021
8th review undertaken on :	Janine Slade	Signature of Manager:	JM Slade	Date:	17 th May 2021
9th review undertaken on:	Janine Slade	Signature of Manager:	JM Slade	Date:	8 th June 2021
10th review undertaken on:	Janine Slade	Signature of Manager	JM Slade	Date	21 st June 2021