

## COVID-19 Risk Assessment

Please note that this is a **template only** and requires adaptation and expansion to reflect specific local circumstances.

School name	Godalming Junior School		
Assessment carried out by (name/role)	Adam Samson - Headteacher / Louise Munz - Bursar		
Date of assessment	25 <sup>th</sup> May 2020	Date of next review	6 <sup>th</sup> July 2020 - Changes to be made in <b>red</b> , if required

Hazard identified	The spread of Covid-19 coronavirus
-------------------	------------------------------------

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Volunteers / governors</li> <li>Visitors</li> <li>Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> <li>Entrance and exit strategy in place for children arriving, moving around and leaving the school site.</li> <li>Staggered arrival times, break times, lunch times and leaving times</li> <li>Children to be in groups on up to 15 to minimise contact within indoor spaces</li> <li>Limitations on spaces in the school the children will have access to</li> <li>Signs to inform children and adults the number of maximum occupancy e.g. toilets, staff room and office to minimise close contact</li> <li>Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>Staff given instruction on what to do if a pupil show symptoms at school;</li> <li>Any staff / pupils displaying symptoms of coronavirus in school to be sent home;</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation to staff via Team email, weekly team meetings, SLT meetings and weekly governor meetings and report</li> <li>Weekly rotas drawn up and shared with staff to welcome back Year groups on different weeks</li> <li>Only staff normally supporting classes to have contact on their week return</li> <li>Only these staff to be responsible for VIP's the remaining weeks in separate settings (thus creating smaller year group VIP groups)</li> <li>Any pupil with symptoms are to wait outside in the gazebo in back playground (weather permitting), otherwise in the Pod to await parent pick up. Office to ensure there are 2</li> </ul>	SLT	Ongoing from 1 <sup>st</sup> June 2020	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Parents/pupils and other potential visitors informed that they must not enter the school unless they have a prearranged appointment with a member of staff;</li> <li>Staff/pupils will be encouraged to be tested if they display symptoms of coronavirus; they are to then self-isolate for 7 days.</li> <li>If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>contact numbers for each attending child</li> <li>Anyone displaying symptoms to leave the site immediately and having no contact with others. They will self-isolate for 7 days whilst also booking to be tested. They are not to return until the test results have been confirmed. Should the test be positive, the whole group would then self-isolate for 14 days and book to be tested.</li> <li>Advised in the slides shared Year 6 and available on the school website</li> <li>Outcome of any test to be shared with the school as soon as possible</li> </ul>			
	<u>Shielded children and adults:</u> Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school.	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school and how they can contribute to the effort from home</li> </ul>	<ul style="list-style-type: none"> <li>Information already gathered on staff. Information to be gathered on children</li> <li>SENCO to be point of contact for LSA's those 'shielding' and to HT for any other staff.</li> </ul>	SLT	22 <sup>nd</sup> May 2020	
	<u>Clinically vulnerable children and adults:</u> Parents are expected to follow medical advice if their child is in this category. School will support clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk.	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school;</li> <li>Individual risk assessments conducted on an 'as required' basis;</li> <li>Those who feel they are from an 'at risk' group should not be attending school.</li> </ul>	<ul style="list-style-type: none"> <li>Find out who qualifies and for those not to attend school (children)</li> <li>As above and to not be considered for any school based work (staff)</li> <li>Those shielding and not attending school to have some provision provided for them by class teacher via Google Classrooms</li> </ul>	SLT	25 <sup>th</sup> May 2020	
	<u>Children and adults living with a shielded person:</u> A child or adult who is living with someone who is shielding (i.e. extremely clinically	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school;</li> <li>Individual risk assessments conducted on an 'as required' basis.</li> <li>Those who feel they are from an 'at risk' group should not be attending school.</li> </ul>	<ul style="list-style-type: none"> <li>As above.</li> <li>Highlighted in pack sent home from school highlighting risk factors that will prevent those staff or pupils from attending.</li> </ul>	AS	24 <sup>th</sup> May 2020	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions).					
	<p><u>Hygiene measures</u> Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities) Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> <li>• Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>• Cleaning protocol signing sheet for each classroom to be signed by a member of staff each day.</li> <li>• Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;</li> <li>• Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</li> <li>• Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>• Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily and no open items left in fridge</li> </ul>	<ul style="list-style-type: none"> <li>• Use of classroom sinks to hand wash during the day.</li> <li>• Ensure supplies in place.</li> <li>• No use of hand dryers</li> <li>• No open items in the fridge e.g dips</li> <li>• Posters to be placed around the school for handwashing (already in place) and for social distancing</li> </ul>	All Staff	1 <sup>st</sup> June 2020 Ongoing	
	Enhanced cleaning	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. These include:               <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at midday and the end of the day;</li> <li>○ Cleaning of frequently touched surfaces often;</li> <li>○ Bins for tissues emptied regularly during the day;</li> <li>○ Cleaning of play / outdoor equipment between groups - though this is not to be used;</li> <li>○ Cleaning of other equipment for practical lessons between groups - staff encouraged to keep this to a minimum or prepare resources for individuals to keep in their trays;</li> <li>○ Lunch tables cleaned between groups;</li> <li>○ Removal of unnecessary items from learning environments;</li> <li>○ Removal of soft furnishings, soft toys and toys that are hard to clean.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Each classroom to have cleaning products and disposable cloths and gloves</li> <li>• Cleaning log and check list to be put in each classroom</li> <li>• Ensure there are enough stocks of cleaning resources each day for 'changeover' time</li> </ul>	All Staff	1 <sup>st</sup> June 2020 Ongoing	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Additional protocols, including provision of PPE, will be followed for cleaning any area <b>where a person with possible or confirmed coronavirus has spent time</b>;</li> <li>Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</li> </ul>				
	Maximising ventilation	<ul style="list-style-type: none"> <li>Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> <li>Ensuring gates, windows and doors are closed/locked at the end of the date or after each 'change over'</li> </ul>	<ul style="list-style-type: none"> <li>Already in place for KWV group and has been in place since initial closure</li> </ul>	All Staff	Ongoing	
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> <li>One-way circulation in corridors;</li> <li>No access to classrooms via the office;</li> <li>No access to the office by the children at all</li> <li>Staggered start/finish, break/lunch times;</li> <li>Staggered use of staff rooms / office space;</li> <li>Limited numbers using toilet facilities at one time;</li> <li>Introduction of drop-off / pick-up protocols that minimise contact;</li> <li>Rearrangement of classrooms with sitting positions 2 metres apart (with pupils occupying the same desk where possible);</li> <li>Limited use of shared resources and prevention of sharing stationery and other equipment where possible - children to bring their own which stays in school;</li> <li>Consistent groupings of staff/pupils wherever possible with minimal mixing;</li> <li>Conducting regular classroom activities outdoors;</li> <li>Reduction of unnecessary travel where possible;</li> <li>Provision of additional support to children as necessary to follow these measures;</li> <li>Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines in place and rules for Year 6 on arrival which will be consistent across the school</li> <li>Rota system in place and for those in school NOT on rota to not have contact with children and those supervising them</li> <li>Outside spaces to be used where possible</li> <li>Different school gates to be used for entrance and exit to avoid passing and contact between groups</li> <li>Children to bring stationery in and leave at school including reading book</li> </ul>	All Staff	Ongoing	



Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
	<u>PPE</u> Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required at school.	<ul style="list-style-type: none"> <li>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place.</li> </ul>	<ul style="list-style-type: none"> <li>Each daily member of staff to be designated as First Aider and only them administer first aid, <b>if it is considered safe to do so</b> otherwise parents will be called</li> <li>If in any doubt, staff to not have contact with these children and for them to be isolated until parents arrive to take them home</li> </ul>	All Staff	1 <sup>st</sup> June 2020	
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</li> <li>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</li> <li>Only essential visitors are allowed on site <b>with the prior permission of the headteacher</b></li> <li>Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>Contractor visits are scheduled outside school hours where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Remove office pen and visitors to use their own</li> <li>Weekly Zoom and Microsoft Teams meetings already in place and will continue for transition meetings too between schools.</li> </ul>	All Staff	Ongoing	
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> <li>Reduced occupancy of office space by rotation of staff and home working;</li> <li>IT workstations in use simultaneously are distanced at least 2 metres apart;</li> <li>Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</li> <li>Reception staff instructed on how to deal with deliveries safely.</li> <li>Hand washing before any use of communal equipment e.g. photocopier</li> </ul>	<ul style="list-style-type: none"> <li>Continue with current rota</li> <li>Wipes to be put next to each phone to be used after each use.</li> <li>Space out chairs in reception</li> <li>Deliveries to be brought into school when children are not present</li> </ul>	SLT	Ongoing	
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> <li>Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely;</li> <li>Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical facemask and wash hands thoroughly on arrival.</li> </ul>	<ul style="list-style-type: none"> <li>Ascertain who is travelling by public transport</li> <li>Encourage parents to walk, cycle or scooter - most do anyway</li> </ul>	SLT	Ongoing	

Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<ul style="list-style-type: none"> <li>Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.</li> </ul>				
	Monitoring	<ul style="list-style-type: none"> <li>Management checks to be undertaken each day on the control measures in place and reported back to the headteacher;</li> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>	<ul style="list-style-type: none"> <li>To be shared in the weekly Team Meeting so all are fully clear on protocols</li> </ul>	All Staff	26 <sup>th</sup> May 2020	



<b>Hazard identified</b>	<b>Stress and anxiety relating to coronavirus workload</b>
--------------------------	--

<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers / governors</li> <li>Homeworking staff</li> </ul> Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>Revised timetabling to build in identified breaks during the day for those staff working on site;</li> <li>Those working remotely encouraged to ensure that they take breaks from work during the day;</li> <li>Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Required to meet social distancing - staggered breaks</li> <li>Each day there will be duty rota so that break times and lunch times are covered by other staff than those teaching but ensuring they are avoiding contact with children</li> </ul>	All Staff	1 <sup>st</sup> June 2020	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check;</li> <li>Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have.</li> </ul>	<ul style="list-style-type: none"> <li>Teacher, SLT, LSA, Office and Whole School meet weekly.</li> <li>All meetings to begin with a positive piece of news and check on staff</li> <li>Meetings minuted and any actions highlighted. All minutes sent to HT</li> </ul>	SLT	1 <sup>st</sup> June 2020	
	Weekly communication with all staff	<ul style="list-style-type: none"> <li>Provision of a weekly update email from HT ensuring that all staff are well informed of key messages and reminded about wellbeing issues.</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of HT weekly email</li> <li>Continue to use 'Team GJS' WhatsApp thread to immediate actions</li> <li>Weekly governor report</li> <li>Newsletters have continued as normal</li> <li>SLT, Staff, LSA and GLP HT's meeting each week via Zoom or MT</li> </ul>	SLT	Ongoing	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff;</li> <li>Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>Share link with staff</li> <li>To be included in email to staff</li> </ul>	SLT	Ongoing	
	Rotation of staff required on site where possible	<ul style="list-style-type: none"> <li>Staff to work from home remotely when not required being on site.</li> <li>Staff required to work on site will, where practical, be rotated to ensure balance between safe and sharing responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>Systems in place to ensure those contracted to work 'return' on 1<sup>st</sup> June, preparing classes, cleaning, covering duties, clearing areas - thus providing support for year 6</li> </ul>	All Staff	Ongoing	