

## 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	1 <sup>st</sup> September 2021	Date of next review	As required - changes to local/national measures

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>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 shows symptoms at school;</li> <li>Any staff / pupils displaying symptoms of coronavirus in school to be sent home;</li> <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>Any visitors/parents entering the school site or building must wear a face mask and sanitise hands.</li> <li>Staff/pupils will be encouraged to be tested if they display symptoms of coronavirus; they are to then self-isolate for 10 days.</li> <li>Staff to lateral flow test twice weekly until the end of September (when guidance will be updated)</li> </ul>	<ul style="list-style-type: none"> <li>Any pupil with symptoms are to wait outside in the gazebo in back playground (weather permitting), to await parent pick up. Office to ensure there are 2 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 10 days whilst also booking to be tested. They are not to return until the test results have been confirmed. Should there be a confirmed case, then PHE South East would be contacted for more guidance. This is unlikely to result in a class isolating</li> <li>Outcome of any test to be shared with the school as soon as possible</li> </ul>	SLT	Ongoing from 1 <sup>st</sup> September 2021	

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>If a member of staff or pupil tests positive, PHE will be notified but is likely to result in JUST the child/staff member self-isolating and any close contacts being 'pinged' via the NHS app.</li> </ul>	and evidence provided of positive outcome (this will only be for school records and will be held confidentially)			
	<u>Hygiene measures</u> Continued 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)	<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>Provision of soap dispensers in every class 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> <li>School DT Kitchen to be used as additional lunch space/staff room for staff ensuring it is cleaned after use</li> <li>Outside sinks and taps to be used to help manage hand washing</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, entrance and exits etc</li> </ul>	All Staff	Ongoing	
	Enhanced cleaning	<ul style="list-style-type: none"> <li>Enhanced cleaning protocols are in place. These include, if required:               <ul style="list-style-type: none"> <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;</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> </ul> </li> <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> </ul>	<ul style="list-style-type: none"> <li>Ensure there are enough stocks of cleaning resources each day</li> </ul>	All Staff	Ongoing	
	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 day</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
	Minimising contact and mixing between groups of staff and pupils	The following practices have been put in place: <ul style="list-style-type: none"> <li>• Introduction of drop-off / pick-up protocols that minimise contact;</li> <li>• Rearrangement of classrooms with sitting positions</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>• Outside spaces to be used where possible</li> <li>• Children to bring stationery in and leave at school including reading book</li> </ul>	All Staff	Ongoing	
	<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> <li>• Parents to be expected to wear masks when visiting the school (inside)</li> <li>• Parents to be asked to exercise caution when on the school site (outside) this MAY involve maintaining distance and wearing of face covering</li> </ul>	<ul style="list-style-type: none"> <li>• Each 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	Ongoing	
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> <li>• Any face-to-face meetings on site observe the 2-metre distancing rule and visitors wearing a face covering;</li> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>• All parents entering the school grounds to collect children must wear face masks;</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> </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;</li> <li>• IT workstations in use simultaneously are distanced at least 2 metres apart;</li> </ul>	<ul style="list-style-type: none"> <li>• Wipes to be put next to each phone to be used after each use.</li> <li>• Deliveries to be brought into school when children are not present where possible</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 required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>Protective screen installed at the reception desk;</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>				
	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> </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	
	Monitoring	<ul style="list-style-type: none"> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>		All Staff	Ongoing	

Hazard identified		Confirmed Positive Case in Educational Setting				
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>Volunteers / governors</li> <li>Homeworking staff</li> </ul>	Contact with confirmed case	<ul style="list-style-type: none"> <li>Parents notifying the school of the confirmed case at the earliest possible stage</li> <li>HT or SLT member to call PHE number for further guidance</li> <li>If child is in school, they will be isolated in the school until parents come to collect. This will be outside where possible</li> <li>IF advice from PHE is to send the children home the remaining children will pack bags including maths and English books, and wait outside in playground for parents to collect</li> </ul>	<ul style="list-style-type: none"> <li>If the contact with the school is outside school hours, parents of affected year group to be notified immediately</li> <li>Information gathered on adults who had contact and who need to self isolate</li> <li>Revisit risk assessment</li> </ul>	SLT Office Staff	Ongoing	
	Contact with home	<ul style="list-style-type: none"> <li>School will contact home</li> <li>Parents will come to pick child up from Hallam Road entrance only as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Parentmail to be sent to affected bubble regarding positive case but no names given.</li> <li>Children in their own classes to be notified</li> </ul>	SLT	Ongoing	
	Cleaning protocols	<ul style="list-style-type: none"> <li>Staff to clean down tables and chairs in year group classes of those sent home</li> </ul>				



Hazard identified	Stress and anxiety relating to coronavirus workload
-------------------	---

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>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>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> </ul>	All Staff	Ongoing	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <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> </ul>	SLT	Ongoing	
	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>Continue to use 'Team GJS' WhatsApp thread to immediate actions</li> <li>Newsletters have continued as normal</li> <li>SLT, Staff, LSA and GLP HT's meeting each week</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	

