

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 Review	21 st February 2022	Date of next review	As required - changes to local/national measures

Hazard identified	Living with Covid-19
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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"> Staff Pupils Parents Volunteers / governors Visitors Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or</p>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> Staff given instruction on what to do if they or someone in their household experiences symptoms; Staff given instruction on what to do if a pupil shows symptoms at school; Any staff / pupils displaying symptoms of coronavirus in school to be sent home; 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; Any visitors/parents entering the school site or building must wear a face covering, sanitise hands on arrival and, if possible, have a negative LF test in the last 24 hours. Staff/pupils will be encouraged to be tested if they display symptoms of coronavirus; they are to then self-isolate for as required and return after returning a negative LF test from day 5 and day 6. 	<ul style="list-style-type: none"> Any pupil with symptoms are to wait outside reception to await parent pick up. Office to ensure there are 2 contact numbers for each attending child Anyone displaying symptoms to leave the site immediately and having no contact with others. They will self-isolate as required, on the condition they have 2 negative LF test outcomes from day 5 and 6. In the unlikely event that the number of confirmed cases reaches (60%), then LA (Local Authority) would be contacted for more guidance. This is unlikely to result in a class isolating and being taught remotely 	SLT	Ongoing from 21 st February 2022	

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extremely clinically vulnerable)		<ul style="list-style-type: none"> • Staff to cease lateral flow testing twice weekly unless they develop symptoms • If a member of staff or pupil tests positive they are required to self-isolate for 5 days. • Staff to ensure they are clear in communicating to the HT the specific day the positive test was returned, with phot of PF test, especially if this was at the weekend • All staff to have the option of wearing masks to minimise risk or meet outside where possible • All exhibition events will be outside where possible, risk assessed, contain restrictions on numbers • Numbers limited to no more than 30 inside for any events - wearing masks, requesting attendees to take LF tests before attending and not attending if the outcome is positive, not attending if displaying symptoms 	<ul style="list-style-type: none"> • Outcome of any test to be shared with the school as soon as possible and evidence provided of positive outcome (this will only be for school records and will be held confidentially) • Staff to liaise with HT as to whether infrastructure at home allows for either LIVE lessons or pre-recorded lessons to take place (due to infrastructure if isolating). Staff to play their part in ensuring wifi infrastructure allows LIVE teaching as much as possible. • Vulnerable children and those with SEND, will be contacted daily regarding access to curriculum and for wellbeing checks either by phone, email or contact through Google Classroom portal. • Parents notified of positive case within class and percentage of those absent with positive outcomes and self-isolating (if the number is greater than 10% - 3 children) this letter will be sent out after each 5 day isolation period as required) • LA notified if there is considered an 'outbreak' at the school e.g. between 5-10% of NOR • Possibility of remote staff meetings etc if required and reintroduce capping numbers in areas of the school e.g. Staff Room, School Office • Governor meetings, during the school day, to remain remote until further notice. 			
	<p>Hygiene measures Continued hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to</p>	<ul style="list-style-type: none"> • 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; • Provision of soap dispensers in every class and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; • Regular reminders about hand washing 	<ul style="list-style-type: none"> • Use of classroom sinks to hand wash during the day. • Ensure supplies in place. • No use of hand dryers • No open items in the fridge e.g dips • Posters to be placed around the school for handwashing (already in place) 	All Staff	Ongoing	

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	handwashing facilities) Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)	<ul style="list-style-type: none"> • Hand sanitiser and tissues available in classrooms and other key locations; • 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 • School DT Kitchen to be used as additional lunch space/staff room, if required, for staff ensuring it is cleaned after use • Outside sinks and taps to be used to help manage hand washing 				
	Enhanced cleaning	<ul style="list-style-type: none"> • Enhanced cleaning protocols are in place. These include, if required: <ul style="list-style-type: none"> ○ Cleaning of frequently touched surfaces often; ○ Bins for tissues emptied regularly during the day; ○ 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; ○ Lunch tables cleaned between groups; • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time. 	<ul style="list-style-type: none"> • Ensure there are enough stocks of cleaning resources each day 	All Staff	Ongoing	
	Maximising ventilation	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so and does not hinder high quality effective teaching to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). • Ensuring gates, windows and doors are closed/locked at the end of the day • Co2 monitors to be checked and SLT and site manager notified if there are consistent readings of bad (red readings) air quality 	<ul style="list-style-type: none"> • Further ventilation requirements considered e.g. windows, doors, spacing of pupils 	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"> • Introduction of drop-off / pick-up protocols that minimise contact (Marshall Road and Hallam Road gates); • Morning arrivals for children to go straight to class thus removing early morning play time • Rearrangement of classrooms with sitting positions • Consistent groupings of staff/pupils wherever possible with minimal mixing; • Conducting regular classroom activities outdoors; • Reduction of unnecessary travel where possible; • Provision of additional support to children as necessary to follow these measures; 	<ul style="list-style-type: none"> • Outside spaces to be used where possible • Children to bring stationery in and leave at school including reading book 	All Staff	Ongoing	

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		<ul style="list-style-type: none"> Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. Lunch arrangements mean sitting in year groups with at lunch times in the dining room 				
	<p>PPE Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> 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; Parents to be expected to wear masks when visiting the school (inside) Parents to be asked to exercise caution when on the school site (outside) this MAY involve maintaining distance and wearing of face covering 	<ul style="list-style-type: none"> Each member of staff to be designated as First Aider and only them administer first aid, if it is considered safe to do so otherwise parents will be called 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 	All Staff	Ongoing	
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> Any face-to-face meetings on site observe the 2-metre distancing rule and visitors wearing a face covering if necessary, carrying out lateral flow tests before arriving, hand sanitising on arrival; Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. All parents entering the school grounds to collect children encouraged to wear face masks; Contractor visits are scheduled outside school hours where possible. 	<ul style="list-style-type: none"> Remove office pen and visitors to use their own 	All Staff	Ongoing	
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> IT workstations in use simultaneously are distanced at least 2 metres apart; Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; Protective screen installed at the reception desk; Reception staff instructed on how to deal with deliveries safely. Hand washing before any use of communal equipment e.g. photocopier 	<ul style="list-style-type: none"> Wipes to be put next to each phone to be used after each use. Deliveries to be brought into school when children are not present where possible 	SLT	Ongoing	
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; 	<ul style="list-style-type: none"> Ascertain who is travelling by public transport Encourage parents to walk, cycle or scooter - most do anyway 	SLT	Ongoing	
	Monitoring	<ul style="list-style-type: none"> Staff encouraged to report any breaches of health and safety protocol they have witnessed. 		All Staff	Ongoing	

Hazard identified		Confirmed Positive Case in Educational Setting				
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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff 	Contact with confirmed case	<ul style="list-style-type: none"> Parents notifying the school of the confirmed case at the earliest possible stage HT or SLT member to call LA number for further guidance, if required If child is in school, they will be isolated in the school until parents come to collect. This will be outside where possible IF advice from LA 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 - only likely if the number is 2/3 (60%) of class not for individual cases 	<ul style="list-style-type: none"> If the contact with the school is outside school hours, parents of affected year group to be notified immediately using letter template Revisit risk assessment as required 	SLT Office Staff	Ongoing	
	Contact with home	<ul style="list-style-type: none"> School will contact home Parents will come to pick child up from Hallam Road entrance only as soon as possible. 	<ul style="list-style-type: none"> Parentmail to be sent to affected bubble regarding positive case but no names given. Children in their own classes to be notified 	SLT	Ongoing	
	Cleaning protocols	<ul style="list-style-type: none"> Staff to clean down tables and chairs in year group classes of those sent home 				
Hazard identified		Stress and anxiety relating to coronavirus workload				

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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff 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"> Revised timetabling to build in identified breaks during the day for those staff working on site if required; Staff encouraged to take breaks outdoors where practical, maintaining social distancing and in spaces different to the staff room if required e.g. DT kitchen. 		All Staff	Ongoing	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Teacher, SLT, LSA, Office and Whole School meet weekly. 	SLT	Ongoing	
	Weekly communication with all staff	<ul style="list-style-type: none"> Provision of weekly briefing notes from HT ensuring that all staff are well informed of 	<ul style="list-style-type: none"> Continue to use 'Team GJS' WhatsApp thread to immediate actions 	SLT	Ongoing	

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		key messages and reminded about wellbeing issues, see weekly briefing notes either in staff room or school office.	<ul style="list-style-type: none"> • Newsletters have continued as normal • SLT, Staff, LSA and GLP HT's meeting each week in large spaces where possible and face coverings mandatory unless exempt 			
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> • School has signposted suggested sources of support to all staff; • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	<ul style="list-style-type: none"> • Share link with staff 	SLT	Ongoing	

