

| GLF SCHOOLS COVID-19 RISK ASSESSMENT | | | | | | | | | | | |
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| This template is provided to all schools in preparing to open their schools to increased numbers | | | | | | | | | | | |
| SCHOOL NAME | | Frogmore Junior School | | | | | | | | | |
| Name of person assessing | | Emma Richardson | | Date of assessment | | MARCH | | | | | |
| Approved by | | GLF | | Date of approval | | 4/3/21 | | | | | |
| No. | What are the hazards? | Who might be harmed and how? | What are you already doing to manage this risk? (Schools should adapt this to their own circumstances) | Likelihood (1=Low, 5=High) | Impact (1=Low, 5=High) | Risk rating | What else do you need to do to control this risk? (Schools should add any additional measure they plan to implement here) | Residual Risk Rating (high / med / low) | Action by who? | Action by when? | Done (Sign and Date) |
| 1 | General risks to staff of transmission in schools between people and from surfaces during pre-opening preparation | Staff | <p>Minimise the number of people on site wherever possible</p> <p>Ensure everyone who can work at home does work at home</p> <p>Where work is not essential avoid staff in school</p> <p>Where staff need to be in school, ensure social distancing and hygiene measures are implemented</p> | 1 | 3 | 3 | <p>- All staff have been offered lateral flow test kits which will be used every Monday and Thursday morning in order to track potential cases of Covid amongst staff. This is recorded on our school system and the government website.</p> <p>- Staff meetings carried out on a regular basis when necessary – wherever possible through a virtual meeting.</p> <p>- Posters displayed in the staff room/corridor to include support lines – stress and bereavement counselling</p> <p>- ER is available to staff on a daily basis to be contacted to discuss staff concerns.</p> <p>- Staff to have mobile phone with them in the event of an emergency if they are fairly isolated or need a First Aider urgently.</p> <p>- Risk assessment to be reviewed regularly with staff – until the school returns to 'normal'.</p> <p>- Staffroom and spare classroom next to Plam class will be available for rest bite and to eat. In the sunshine room, there will be kettle and microwave so easily accessible for all.</p> <p>Common sense will be needed to use room e.g. if more than five people in their already, go away and come back when empty and no</p> | med | HoS | March 5th | |

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| 2 | Airborne transmission of Covid-19 between students and staff in classrooms | Students, children, staff, their families, general public | <p>Follow DfE recommendations</p> <p>Create and maintain consistent student and teacher class groups and treat as one unit (including for childcare provision)</p> <p>Staff to stay 2m apart from each other and students</p> <p>Arrange classroom layouts to minimise close contact</p> <p>Hand and respiratory hygiene regime</p> <p>Manage times for toilet breaks</p> <p>Staff and students instructed to wash and launder clothes at the end of each day.</p> <p>First Aid kits in classrooms.</p> | 3 | 5 | 15 | <p>- Each class will be identified as a bubble and will contain up to 34 children. Class bubbles will be able to mix as year bubbles if and when necessary but only within their classrooms and designated areas. -Staff will wear face masks when less than two metres away from children and staff and in communal and busier areas.</p> <p>- Move excess furniture to a separate room.</p> <p>All soft furnishing to be removed.</p> <p>-All desks to be forward facing so children are not looking at each other.</p> <p>-Teacher to have their own two metre social distancing gap at the front of the class where possible. Children to stay in their seats as much as possible.</p> <p>- Allocate children to their own space on a desk when in the room. Bags to stay in classroom on a chair and under the table. Coats to be kept in designated areas to avoid wet coats on the back of chairs. Lunch boxes to be placed on trolley. Water bottle, and any other equipment with a tray on each desk to minimize movement around classroom.</p> <p>- Make maximum use of outdoor space and increase the level of vitamin D which</p> | HoS | Ongoing | |
| 3 | Transmission of Covid-19 via surfaces in classrooms and external play areas | Students, children, staff, their families, general public | <p>Regular handwashing hygiene regime in place for staff and students</p> <p>Ensure classroom and equipment used by one group only, or clean between uses</p> <p>Where possible, allocate consistent desks/working areas between children. (This is unlikely to be possible for primary/youger children)</p> <p>External play areas to be divided between groups</p> <p>Shared outdoor playground equipment (eg climbing frames) should not be used by unless it can be cleaned between groups</p> <p>Remove any unnecessary furniture equipment/toys etc from classrooms and outside areas</p> <p>Clean surfaces and toys/equipment at least daily, avoid sharing with other groups</p> | 3 | 5 | 15 | <p>- Allocate children to their own desks when in the room. Water bottle and tray with individual resources on each desk.</p> <p>- Teachers to ensure that everyone washes their hands regularly through the day – at the beginning of the school day and before eating.</p> <p>- Keyboards to be cleaned regularly.</p> <p>- General indoor Gym equipment will not be used during the outbreak.</p> <p>- Children will be issued with their own stationery – labelled in the classroom with their name on their desk. Plastic trays or wallets will be provided for pupils to store their stationery in.</p> <p>- Any shared resources such as maths items/science equipment will be cleaned with appropriate cleaning product each night and left to dry if it leaves the bubble.</p> <p>- Tables, door handles and other hard surfaces will be cleaned with appropriate cleaning product at the end of each day.</p> <p>-Designated play areas will be given to each class bubble on the playground and on the field.</p> | Staff | Ongoing | |

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| 4 | Airborne transmission of Covid-19 between students and staff in communal areas | Students, children, staff, their families, general public | <p>Set up one-way circulation routes wherever possible, depending on school layout. Consider including outdoor areas to enable these routes, and nominate staircases with single direction of travel where possible. Reinforce routes using signage and boundary markers/tape.</p> <p>Stagger movement times around school building where possible.</p> <p>Where simultaneous movement is unavoidable, leave at least 10 metre gaps between class groups.</p> <p>Instruct staff and students not to touch surfaces, door handles, walls etc unnecessarily.</p> <p>Keep all personal belongings (coats, bags etc) in classrooms.</p> <p>Prevent congregation of students in communal areas.</p> <p>Ensure all groups in communal areas are supervised.</p> | 2 | 5 | 10 | <ul style="list-style-type: none"> - Pupils will only be allowed in to the toilet one at a time from each bubble. Toilets will be clearly signed as to which class bubbles should be using which toilet and if changes are made, staff and children know. Upper school will use third set of toilets except Maple class girls who will use middle set. Pine and Oak will use middle set of toilets and Palm and Elm will use first set of toilets. -During staggered break-times the staff member with that bubble will monitor and allow one child per time to go to the toilet. - children will be encouraged to put toilet lid down and then flush. This will be discussed in class as part of the expectations when using the toilets. Washing hands will be encouraged before and after using the toilets. - Bubbles upstairs to follow rules of going up and down on the left hand side. | Staff | Ongoing | |
| 5 | Transmission of Covid-19 via surfaces and touch points in communal areas | Students, children, staff, their families, general public | <p>Regular cleaning of touch points (door handles, handrails, light switches, lift buttons, sign-in screens, push plates etc) by school staff</p> <p>Careful management and allocation of toilet facilities to class groups to avoid cross-contamination</p> <p>Regular cleaning of toilet facilities (especially taps)</p> <p>Ensure regular hand hygiene regime in place</p> | 2 | 5 | 10 | <ul style="list-style-type: none"> - Pupils will not be requested to take registers as this should be done through SIMS. If, due to a technicality, then PH would collect paper copies from outside of the classroom. - Pupils will only be allowed in to the toilet one at a time. Toilets will be clearly signed as to which bubble should be using which toilet. During staggered break-times the staff member with that bubble will monitor and allow one child per time to enter. - Children will be encouraged to put toilet lid down and then flush. This will be discussed in class as part of the expectations when using the toilets. Washing hands will be encouraged before and after using the toilets. - Paper towels and soap will be checked on a regular basis. - Hand sanitiser units fixed to the walls will be found throughout the school. - Extra signs displayed to promote good handwashing. - Increased frequency of toilet cleaning by the cleaners to ensure control measures are met. | Staff | Ongoing | |

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| 6 | Infection during personal/toilet care | Staff | <p>Staff to wear PPE (single use apron and gloves)</p> <p>Hand hygiene of child and staff member</p> <p>Separation of waste into bin bags</p> <p>Where risk of uncontrolled behaviour, or spraying/splattering, ensure staff have eye protection (visor or goggles) and mask - any reusable equipment to be thoroughly washed after each use</p> <p>Changing mats to be thoroughly washed and disinfected after each use.</p> | 4 | 5 | 10 | <p>Staff will phone parents if unmanageable in school. Full PPE equipment readily available. There will be an allocated bin for waste. Hand hygiene will happen. The risk is from one child in year 3 who requires intimate care. All equipment will be thoroughly cleaned. There is another child in year 4 who is prone to accidents and may need assistance.</p> | Staff | Ongoing | |
| 7 | Transmission during school drop-off and pick up | Students, children, staff, their families, general public | <p>Measures to stagger arrival and release of children at each end of school day</p> <p>Communication with parents</p> <p>Clear signage and social distancing markers/barriers as appropriate</p> | 1 | 1 | 1 | <p>- Gates into the school to be used at start and end of day.</p> <p>- At morning drop off, all pupils will be able to arrive between 8.30 - 8.45am. This will reduce congestion at the gate and ensure a smooth flow into school. Parents are not permitted on site and encouraged to stand on the opposite side of the road to avoid congestion. At collection time, year 5 & 6 leave at 3.05pm. Year 3 & 4 leave at 3.15pm. Older siblings to remain with own class until 3.15pm where they will be sent to younger sibling class to meet parent. Older siblings will walk outside to get to younger siblings classroom and will not be walking through school and other bubbles. Parent will walk down main path from top main gate, using the painted lines to social distance from each other. They will then follow the appropriate route to their child's classroom and wait in the designated area for children to leave classroom. Parent and child/ren will then promptly leave the grounds using the same top gate. Pre arranged agreements of children walking home by themselves will continue. Parents to wear face masks whilst on site and only one parent per</p> | Staff | Ongoing | |

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| 8 | Transmission during break/outdoor play times | Students, children, staff, their families, general public | Stagger starts and ends of break times Where space is restricted, stagger whole of break times to manage numbers and promote distancing Segregate bubble groups in outdoor areas using barriers and line markings | 1 | 1 | 5 | - One way route will be designed around the school wherever possible, to reduce pupils walking against the flow of pedestrian traffic. Lower school children are prohibited in Upper school and upper school are prohibited in rest of the school unless supervised by an adult. - Staggered playtime for upper school and lower school. Allocate separate play areas for the year bubbles . - Isolate climbing frames/monkey bars/trail equipment with handrails etc. - Staff to be vigilant in the playground to actively encourage social distancing. - Staff will organise games in the playground if necessary, to avoid close contact – hopscotch, musical statues etc – or collecting things of a 'Finders' list. Any play equipment must be designated to classes and cleaned after use. | Staff | Ongoing |
| 9 | Transmission during PE lessons | Students, children, staff, their families, general public | Careful selection of activities to avoid sharing of equipment and close contact between children All equipment to be cleaned after use | 1 | 3 | 3 | - PE lessons will continue to happen outside only. Careful selection of activities to avoid sharing of equipment as much as possible and close contact between children - All equipment to be cleaned after use. - Children are to social distance as much as able. | Staff and sports coach | Ongoing |
| 10 | Transmission during lunch breaks | Students, children, staff, their families, general public | Stagger lunch breaks and/or ensure children eat in classrooms (either with delivered food or bring pack lunches) Ensure social distancing observed in any shared areas and effective cleaning after use | 2 | 3 | 6 | - Children will eat in the classrooms if in year 3 and 6 or in their designated area outside. Year 4 and year 5 are upstairs and therefore they will eat in the hall if they have ordered a hot dinner. Packed lunches will eat in the classrooms. There will staggered lunch times for lower school and upper school. The servery area will need wiping between bubbles. The hall will be thoroughly cleaned between the two seatings. - Children who have a hot lunch but are not eating in the hall will have their meal delivered to their classroom in boxes by one of the kitchen staff. - A list of children with food allergens will be displayed in the kitchen office. - Children will need to wash hands before eating along with use of hand sanitiser. - Additional Vomit clean up kits will be provided in each classroom. Teaching staff and LSA's will be informed of process to contain vomit safely (rather than leave it until cleaner can get into the classroom), - If the classroom cannot be used due to vomit, the bubble will be moved to a spare classroom that is cleaned and ready to use in lower school. (class next to Palm is available) | Staff | Ongoing |

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| 11 | Transmission from external visitors (eg contractors) | Students, children, staff, their families, general public | Only necessary visitors required for effective operation of school permitted on site - wherever possible, continue to hold remote meetings All external visitors to complete health declaration All external visitors instructed on social distancing and hygiene protocols | 1 | 1 | 1 | -Maintenance contractors (essential services to monitor safety functions such as Legionella, gas and fire detection systems) will be permitted into school when pupils are not present. They must provide a risk assessment to the school prior to attending. -Only essential maintenance jobs and statutory inspections will be carried out during school hours and a health declaration will need to be completed. -Where feasible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and pupils. -Music/sports coaches will be permitted into the school but will need room to carry out their lessons and follow school's procedures. | HoS and site manager | Ongoing | |
| 12 | Transmission from/to other visiting GLF staff | Students, children, staff, their families, general public | Minimise regional staff visits to site - use virtual alternatives where possible Ensure any staff visiting site observe hygiene protocols Ensure visitors work in areas away from others and observe social distancing Any staff working in multiple local sites should minimise movement between schools and adopt strict hygiene measures | 1 | 1 | 1 | This would need to be pre-arranged and agreed. | HoS | Ongoing | |
| 13 | Transmission from those with symptoms | Students, children, staff, their families, general public | Anyone with symptoms (staff or child) must not be permitted on site. Anyone developing symptoms must leave site as soon as possible. Dedicated room for isolating anyone with symptoms Anyone that cannot leave site immediately must be isolated in a dedicated room with a closed door. Any staff member needed to supervise should wear PPE (gloves, face and eye protection, and apron) | 3 | 5 | 15 | - Ensure there is an isolation room available anyone showing symptoms (Head of School office or Chelsea room) – have a sink (In office) and access to a toilet available that is segregated from general use. This will either be the adult disabled toilet when MF is not in or one of the ladies toilets. This will be clearly labelled. - A fully trained First Aider will be on site each day. They will be responsible for PPE equipment if required. - Brief all staff in handling basic first aid treatment, such as mild nose bleeds, issuing asthma inhalers within own classes. - Anyone who is allocated to carry out first aid treatment will need to be wearing gloves and have a clear understanding of disposing of discarded materials (such as blood soaked tissues). - Hand wash and hand sanitizer will be available in the isolation room (Head of School room). - To access isolation room, upper school would need to enter via main entrance. | Staff | Ongoing | |

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| 14 | Transmission to teaching support/associate staff | Students, children, staff, their families, general public | <p>Minimise the number of staff on site - if staff can carry out their roles from home, they still should do so</p> <p>For those staff in school, hygiene measures and social distancing implemented wherever possible</p> <p>Those working in school receptions should be effectively screened from parents and visitors using existing or temporary screening</p> <p>Layouts of offices should be reviewed to reduce likelihood of transmission between staff (eg by facing staff away from each other, or installing screening between desks)</p> | 3 | 3 | 9 | <p>Perspex screen has been installed in reception area. Screen is a further barrier. Parents and carers have no access to reception area.</p> <p>Layout of office ensures office staff are facing each other and are socially distanced apart.</p> | Staff | Ongoing |
| 15 | Transmission to/from support staff | Students, children, staff, their families, general public | <p>Minimise numbers of office/admin/premises/catering/ cleaning and other non-classroom staff on site</p> <p>Ensure all staff are aware of and implement hygiene and safeguarding protocols</p> <p>Review working positions and arrangements to minimise close contact between staff, using physical barriers, work locations and layouts</p> | 3 | 3 | 9 | <p>Only three members of staff in the office at one time. Isolation and first aid room to be in HoS office with access to disabled toilet.</p> <p>Catering staff not to have any contact with any children. Cleaning staff will be on site after children have left.</p> | Staff & HoS | Ongoing |
| 16 | Transmission from external visitors (eg contractors) | Students, children, staff, their families, general public | <p>School reception desks to have effective physical screening for staff</p> <p>Essential visitors permitted only</p> <p>All external visitors on site to complete a health declaration form - any visitors with symptoms refused admission</p> <p>Parents to be discouraged from entering school reception areas - alternative systems put in place for communication with school office and administration of letters/forms/payments etc - eg an outside postbox</p> <p>Hand hygiene and social distancing regime to be enforced on entry and during time on site</p> | 1 | 3 | 3 | <p>Where feasible, contractors and professionals will carry out virtual meetings to avoid direct contact with school staff and pupils.</p> <p>Chelsea sports coaches will be permitted into the school as long as there is space for them.</p> <p>Postpone piano teacher until summer term and then reassess. Volunteers will not be able to come back yet and that includes Archie the reading dog.</p> | Staff & HoS | Ongoing |

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| 17 | Increased risks from SEND children or those unable to follow behavioural rules | Students, staff | Update behaviour policy Risk assess any higher-risk children Staff working with these children to wear additional PPE if necessary | 4 | 3 | 12 | Behaviour policy has been reviewed prior to school reopening fully. Any risk of spitting or other behaviour difficulties that require close contact with the child will need an individual risk assessment to be written (or health care plan). - Masks to be worn by staff who are within a metre of identified child. - Disposable aprons and gloves to be used. - Visors to be worn if staff member is at risk or being exposed to spitting - Exclusion/inclusion considered if necessary, i.e. putting staff member at higher risk of potential contamination. - CPOMs to be used to record anything of concern. - Pupils suffering from anxiety may need additional support from ELSA or work in the classroom to support their emotional needs. - Teaching staff will provide regular time at school to allow pupils to talk about their emotional needs. Assemblies will also link to their emotional needs. - Teaching staff have been provided with skills and resources to understand emotional needs in order to respond to pupil's problems with re-adjusting to school life. | Senco | Ongoing |
| 18 | General health and safety risks | Students, staff, visitors | In addition to above, ensure that all normal compliance and health and safety procedures, policies and risk assessments are followed. Pay particular attention to risks from fire and legionella, COSHH requirements for hazardous materials (including cleaning materials) | 3 | 3 | 9 | - Increased frequency of cleaning of all surfaces such as handles, toilets, tables, chairs and shared equipment will be cleaned using appropriate cleaning product at the end of each day. - Cleaning staff will have access to full PPE: aprons, gloves, masks - Soft furnishings will be removed from classrooms – soft toys, bean bags, pillows, cushions - In addition to above, ensure that all normal compliance and health and safety procedures, policies and risk assessments are followed. - Pay particular attention to risks from fire and legionella, COSHH requirements for hazardous materials (including cleaning materials) | HoS | Ongoing |

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| 19 | Fire safety | Students, staff, visitors | Ensure a fire drill is carried out in the first two weeks after students return. Review fire evacuation plan to address additional Covid-19 risks with greater number of children in school Ensure any PEEPS for those with additional needs are updated and relevant staff are briefed | 3 | 3 | 9 | <ul style="list-style-type: none"> - Fire evacuation plan has been reviewed at the start of term. - Pupils will be informed of which exits they are to use in the event of a fire in the first week of 8th March. - Pupils have practiced the fire alarm drill during the autumn/spring term taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point on the green at the front of school. - All staff will be briefed on sweeping the building and isolating the fire control panel – in case Head of Schools or Maintenance Officer is not on the premises during a fire drill. - PEEPS will be reviewed and/or created for any new children who require one and relevant staff are briefed. - Staff will be briefed on any changes to the lock down procedure during the school day. - Office staff will be vigilant before permitting access by anyone who rings the buzzer. Only people who have existing appointments will be permitted entrance. - Office staff will be briefed on a daily basis to confirm who is expected to arrive during the | Site manager, HoS & staff | Week of Sept 7th & ongoing | |
| 20 | Transmission to staff and students from use of public transport to travel to/from school | Students, staff | All staff and students to be advised to avoid use of public transport wherever possible Where public transport cannot be avoided, staff and students advised to wear PPE (face masks and disposable gloves) | 0 | 0 | 0 | All staff walk, drive or cycle. Children come by car, bike or walk. Discourage the use of the bike pod to avoid congestion. | HoS & Staff | Ongoing | |
| 21 | Risks of contamination from staff/student voluntary wearing of own PPE in school | Students, staff | Staff and students to be permitted to provide and wear their own PPE in school Users of their own PPE advised to take care over donning and doffing safely | 2 | 2 | 4 | <ul style="list-style-type: none"> - Students are discouraged to wear their own PPE in school - Users of their own PPE advised to take care over donning and doffing safely - SLT will speak with any users of personal PPE to remind to replace frequently and not allows others to use. | HoS & Staff | Ongoing | |

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| 22 | Transmission between staff in staff rooms | Staff | <p>Arrangements for staffrooms and staff breaks</p> <p>Minimise the number of people able to access staffrooms at once - ensure that social distancing of 2 metres can be maintained</p> <p>Set up additional staff room spaces where necessary</p> <p>Install signage and floor markings to reinforce distancing</p> <p>Implement rigorous cleaning between uses and wipedown protocols for surfaces, kettles, drawer and cupboard handles, microwaves etc</p> <p>Emphasise the need for rigorous hand hygiene.</p> | 3 | 3 | 9 | <p>A reminder at the start of the week beginning 8th March to all staff not to gather together in the staffroom. Teacher's resource room will offered as another place to have a break.</p> <p>Rigorous cleaning between uses will be encouraged using the cleaning equipment available. Hand hygiene will also be reminded.</p> <p>The sunshine room will have an additional kettle and the microwave so it is accessible for all staff.</p> | | HoS | March 5th | |
| 23 | Risks from mixing during exam results days (SECONDARIES) | Students, staff | <p>Arrangements to ensure social distancing and minimising numbers on site - arrangements should meet the</p> | | | | NA | | | | |