

<b>School:</b> <b>Montpelier Primary School</b>	<b>School address:</b> <b>Montpelier Road</b> <b>London</b> <b>W5 2QT</b>	<b>Review date:</b> 30 <sup>th</sup> September 2020	
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<b>Assessment Date: 1<sup>st</sup> September 2020</b>	<b>What/who is being assessed?</b>  Biological hazard- Covid-19 within educational settings.
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<b>Name of Assessor:</b>	<b>Bridget Power</b>	<b>Responsible person for actions:</b>	<b>Am Rai</b>
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Task / Activity Area	Hazard	Who might be harmed and how?	<b>What are your existing controls?</b> <i>SLT's to write what is being done now and then refer to Recommended controls:</i>  <i>Possible controls for consideration to be adapted or deleted as necessary</i>	<b>Recommended Control Measures</b> <i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	<b>Likelihood of occurrence after recommended controls added (L)</b> 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely <b>Likelihood = Probability of occurrence based on specific activity being assessed</b>	<b>Impact (I)</b>  1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme <b>Impact = Estimate of harm based on specific activity being assessed</b>	<b>Overall Risk (L X I) + I</b>  <10 = Low 10-19 = Medium 20-30 = High
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Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Entering the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p><i>Parents and staff are aware to stay at home when they, a child or household member develops coronavirus symptoms and access testing. Parents and staff are aware of national rules around self-isolation and quarantine. School communicates this regularly to parents and signage will be put up around the school perimeter.</i></p> <p><i>Stagger drop-off and collection times, i.e. soft start</i></p> <p><i>Parents not to enter school building.</i></p> <p><i>Entry into school is as direct into classrooms as possible</i></p> <p><i>On entry to school, staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried.</i></p> <p><i>Pupil to be accompanied by only one parent on journey to school.</i></p> <p><i>Visitors by appointment only. Where possible, professionals such as social workers, SALT and others should be met virtually rather than coming to school. If they do need to attend in person, they need to closely follow the protective measures in place.</i></p> <p><i>Transparent partition screens are</i></p>		<p>School staff and pupils (under the direction of school staff).</p> <p>Parents</p> <p>All actions at beginning of day.</p>	2	3	(2X3) +3 = 9 (Low)

		<p><i>available for use where a visit cannot be held remotely for logistical or safeguarding/CP reasons.</i></p> <p><i>Soft, staggered start for all year groups to avoid congestion.</i></p> <p><i>No extra-curricular activities.</i></p> <p><i>Wraparound childcare will maintain bubble groups as per the school arrangements.</i></p> <p><i>One-way system for parents/carers at morning drop-off</i></p> <p><i>Members of households where someone has symptoms or is diagnosed with COVID-19 will not be allowed to drop off pupils. This includes adults and siblings who are quarantining.</i></p> <p><i>Non-staff visitors (including parents) will not be admitted into the school building except in exceptional circumstances and by prior arrangement.</i></p> <p><i>A perspex protective screen has been installed at the front desk to protect the receptionist from transmission by staff/contractors and visitors. A non-touch hand sanitiser dispenser has also been installed for people to use before touching the Inventory screen.</i></p> <p><i>Late arriving pupils will wait in a socially-distanced manner in a ventilated covered area outside the front entrance and be processed one by one in order not</i></p>					
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			<p><i>to break the bubble system. The receptionist will key their details into the touch screen to minimise its use.</i></p>				
Response to infection	Biological hazard – COVID-19	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>The school will engage with the NHS Test &amp; Trace process. Updated guidance will always be on EGF.</i></p> <p><i>Attendance records for staff, pupils and visitors will be maintained as usual and will facilitate Test and Trace procedures as necessary.</i></p> <p><i>Confirmed cases of COVID-19 amongst the school community will be managed in accordance with the flow chart issued by Ealing Public Health (see appendix).</i></p> <p><i>Any outbreak will be contained following advice from the local health protection team (see appendix)</i></p> <p><i>Pupils displaying known COVID-19 symptoms will be sited in the quarantine area at the front reception (which will be locked down for the purpose) while</i></p>	Senior Leadership Team	3	4	<p><b>(3x4)+3=15</b> <b>(Medium)</b></p>

			<p><i>awaiting collection. They will be supervised through the glass window. If necessary, e.g. with a very young child, a staff member will supervise them from just outside the exterior door which will be opened for the purpose of ventilation. They will use the dedicated adult toilet off the lobby.</i></p>					
<p>Social distancing (Early Years and Reception)</p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Desks should be spaced as far apart as possible and in rows with pupils facing the front.</i></p> <p><i>Pupils and staff are always in the bubble groups each day, and different groups are not mixing.</i></p>		<p>Everyone</p>	<p><b>3</b></p>	<p><b>3</b></p>	<p><b>(3X3) +3 = 12 (Medium)</b></p>

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p><i>Staff will be required to conform to the school's social distancing policy statement.</i></p> <p><i>Display social distancing poster at all entrances. Social distancing posters displayed at multiple sites throughout the pupil and staff areas.</i></p> <p><i>Staff will avoid contact with members of other bubbles unless absolutely necessary. Staff will not mix with adults from other bubbles indoors and will maintain 2m social distance if in the same area outdoors.</i></p> <p><i>Sole workers in offices may keep their door closed as required, e.g. for confidentiality.</i></p> <p><i>Three new 'break out' areas have been created with kitchen equipment, e.g. microwave, boiling water for drinks, so that staff are not all trying to use the same equipment at the same time. The staff room dishwasher has been put out of bounds to avoid cross-contamination through multiple users.</i></p> <p><i>A small private outdoor area has been created for staff to sit in.</i></p>					

<p>Social distancing (KS1 and KS2)</p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Desks should be spaced as far apart as possible and face forwards in rows.</i></p> <p><i>Teachers will have a marked out space a minimum of three metres from the classroom wall to support their social distancing from pupils.</i></p> <p><i>Pupils and staff are always in their allocated bubble group each day, and different groups are not mixed during the day, or during wraparound childcare.</i></p> <p><i>Pupils who feel generally unwell with non-COVID symptoms, e.g. queasy, will be handled by the class teacher. Each year group has access to a non-invasive digital thermometer to check temperature. If, after a drink of water and a rest, they do not improve and need to be sent home, they will wait in the temporary medical area in the lobby. They will be supervised by the receptionist where age-appropriate.</i></p> <p><i>First aid will be administered by staff on the playgrounds unless it is absolutely necessary for a child to come indoors. The 'on duty' first aider may cross bubbles but will wear face covering, visor and gloves and</i></p>	<p>Everyone</p>	<p>2</p>	<p>3</p>	<p><b>(2X3) +3 =</b> <b>9</b> <b>(Low)</b></p>
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		<p><i>apron to do so.</i></p> <p><i>If it is necessary to come indoors for first aid, KS1 will be based at the seaside area and KS2 will be based at the couches in the front lobby. The front lobby area will be separated by a screen into Y3&amp;4 and Y5 &amp; 6 to avoid bubbles mixing.</i></p> <p><i>Indoor bubbles will be based on year groups. Outdoor bubbles will be based on phase groups.</i></p> <p><i>Staff who are not assigned to a bubble, e.g. SLT, will be required to social distance and to wear appropriate PPE, face covering, visor etc when entering class areas.</i></p> <p><i>Display social distancing poster at all entrances. Social distancing posters displayed at multiple sites throughout the pupil and staff areas.</i></p> <p><i>2 metre markers have been installed on corridor floors as a visual reminder and to aid social distancing.</i></p> <p><i>Staff will not mix with adults from other bubbles indoors except to convey important information and will maintain 2m social distance at all times.</i></p> <p><i>Face coverings will be worn by all staff and visitors when in communal areas, e.g. corridors,</i></p>					
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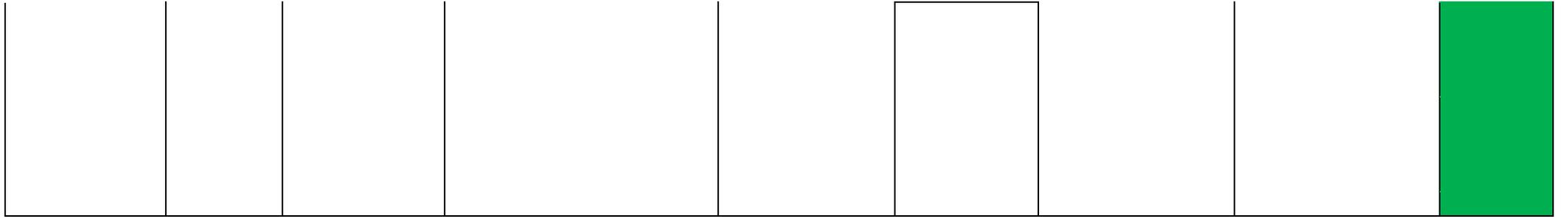
			<p><i>shared indoor spaces, toilets etc.</i></p> <p><i>Staff from different bubbles may sit together outside in a socially distanced manner, e.g. for meetings, lunch breaks etc.</i></p> <p><i>Adults passing each other in narrow corridors should face away from each other and not linger.</i></p> <p><i>Sole workers in offices may keep their door closed as required, e.g. for confidentiality.</i></p>					
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Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Cleaning and Hygiene	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms and in some instances, to death.	<p><i>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</i></p> <p><i>Ensure that sufficient number of tissues and bins are available.</i></p> <p><i>Ensure that younger children and those with complex needs are helped to get this right.</i></p> <p><i>Embed this as part of the new school culture.</i></p> <p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Pupils encouraged and reminded to wash and dry their hands thoroughly after using the toilet.</i></p> <p><i>Daily cleaning of classrooms and equipment. Additional cleaner engaged to disinfect frequently touched surfaces mid-day, door handles, fingerplates, flush handles, taps, bannisters.</i></p>		<p>Cleaning contractor (twice daily)</p> <p>Site Manager (as required)</p> <p>Business Manager (as required)</p>	2	3	(2X3) +3 = 9 (Low)

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			<p><i>Keep spaces well ventilated using natural ventilation (opening windows) or ventilation units. All windows and doors to be open during the school day where security allows.</i></p> <p><i>Display hand washing poster at all entrances. Handwashing posters also displayed in each bubble room and in pupil and adult bathrooms.</i></p> <p><i>Shower available for use by staff as required.</i></p> <p><i>Resources which are shared between bubble groups, e.g. percussion instruments, sports equipment will be sanitised after use or left unused for a period of 8 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Where sanitisation is not possible or where equipment cannot be left unused for an appropriate period of time, resources will be restricted to one user.</i></p>					

School lessons/ activities	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Staff will consider which lessons or classroom activities could take place outdoors. Staff are encouraged to use outdoor learning as much as possible. Large areas of outdoor space are available for use.</i></p> <p><i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings.</i></p> <p><i>There will be no 'in person' assembly. Assembly will be 'virtual'.</i></p> <p><i>Singing or any activity involving voice projection should not take place indoors.</i></p>	SLT and staff	2	3	<p><b>(2X3) +3 =</b> <b>9</b> <b>(Low)</b></p>
Educational Visits	Biological hazard – COVID-19	Staff, parents and pupils could become infected with COVID- 19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death	<p><i>The school has suspended all off-site educational visits. This will remain under review.</i></p> <p><i>Off-site visits will not resume until the school is confident that all safety measures can be maintained even in the event of transport disruption or other disruption of arrangements during the visit.</i></p>				

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Lunch	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Stagger lunch times, so that all children are not moving around the school at the same time.</i></p> <p><i>Before eating, pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></p> <p><i>Warm water and soap available in each classroom and pupils and staff to wash hands before and after lunch and every transition.</i></p> <p><i>Pupils and adults are encouraged not to touch their mouth, eyes and nose</i></p> <p><i>The school has implemented a 'packed lunch' system for those having a school meal. This minimises waiting in groups and food service contact points. This is under review with the caterer.</i></p> <p><i>The lunch hall doors will be open to increase ventilation.</i></p> <p><i>Cleaning of tables will be managed by school staff/contractors and supported by the caterer.</i></p>		All staff, every day.	2	3	(2X3) +3 = 9 <b>(Low)</b>



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Transport Arrangements	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Staff parents and students are encouraged to walk or cycle to their education setting where possible, or use private vehicles.</i></p> <p><i>Bicycles and scooters may not be left on site to avoid cross-contamination or the need to break social distancing.</i></p> <p><i>Staff are aware of government scheme to buy cycles at discount.</i></p>		<p>All staff</p> <p>Core team to make arrangements with individual staff where necessary.</p>	2	3	(2X3) +3 = 9 (Low)
Dealing with suspected and confirmed cases of Covid-19	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Any pupil displaying symptoms will be quarantined in the front office which will be locked down to all others until they can be collected.</i></p> <p><i>The school has a very small (10) supply of home testing kits. A kit will be given to a parent/carer for their child where it is thought that this will significantly increase the likelihood of them getting tested. Instructions will be provided alongside the kits.</i></p> <p><i>If a quarantined pupil requires the toilet then they will use the designated adult toilet in the</i></p>	<p>There is a mechanism for communicating with parents &amp; other household members about the need to self-isolate. Schoolcomms templates are ready to send to the parents/carers of the appropriate groups of pupils. A template email will be sent to relevant staff members.</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are</p>	<p>Senior staff and bubble group leaders.</p> <p>Administrator to contact parents.</p>	2	3	(2X3) +3 = 9 (Low)

			<p><i>front lobby. This will then be locked until it can be thoroughly cleaned and sanitised. A child step will be provided.</i></p> <p><i>Staff and pupils who are sent home will be strongly encouraged to arrange a covid-19 test asap.</i></p> <p><i>Where the child or staff member tests negative, they can return to their setting unless they still have a high temperature..</i></p> <p><i>Pupil temperature checks will take place during the day as required using a non-contact digital forehead thermometer.</i></p>	<p>encouraged to get tested in this scenario. Staff members who test negative may return to school. Those who are not tested may not return until their period of self-isolation is over. Pupils who have tested negative may not return unless their associated staff have returned.</p>				
Handling and sharing of resources	Biological hazard – Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Wherever possible pupils will not share resources even within their year group.</i></p> <p><i>Resources will not move between bubble groups wherever possible.</i></p> <p><i>If resources are to move between bubbles then this will be done in such a way as they are disinfected or isolated for long enough that the risk is removed.</i></p>		All staff and pupils			

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Use of PPE	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Individual pupil risk assessment and/or behavioural support plan to be reviewed and updated as necessary.</i></p> <p><i>Staff have been consulted about relevant clinical conditions.</i></p> <p><i>Staff administering first aid will use gloves, masks, visors and aprons. These will be disposed of in wrapped plastic bags after use (except the visors which the staff member will clean for re-use)</i></p> <p><i>Face coverings or visors should be worn (or available to wear) at gate duty in case a parent approaches the staff member.</i></p>		All staff, every day or as required.	2	3	(2X3) +3 = 9 (Low)

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Administering First aid/ Medication	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>The school has a suitable number of staff on duty</i></p> <p><i>Emergency action will be taken where needed.</i></p> <p><i>The school has a first aid risk assessment and medication policy in place.</i></p> <p><i>Pupils who feel generally unwell with non-COVID symptoms, e.g. queasy, will be handled by the class teacher. Each year group has access to a non-invasive digital thermometer to check temperature. If, after a drink of water and a rest, they do not improve and need to be sent home, they will wait in the temporary medical area in the lobby. They will be supervised by the receptionist where age-appropriate.</i></p> <p><i>First aid will be administered by staff on the playgrounds unless it is absolutely necessary for a child to come indoors. The 'on duty' first aider may cross bubbles but will wear face covering, visor and gloves and apron to do so.</i></p> <p><i>If it is necessary to come indoors for first aid, KS1 will be based at the seaside area and KS2 will be based at the couches in the front</i></p>		Any Staff member who needs to administer first aid or medication.	2	3	(2X3) +3 = 9 (Low)

			<p><i>lobby. The front lobby area will be separated by a screen into Y3&amp;4 and Y5 &amp; 6 to avoid bubbles mixing.</i></p> <p><i>Regular medication as part of a pupil's health care plan (HCP) will be administered (or supervised) by the Compliance Manager. This will continue to take place in the traditional medical room.</i></p> <p><i>Emergency Medication will continue to be stored in the Medical room for consistency and security.</i></p>						<p><i>(3 x5) = 15 + 3</i></p>
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Leaving the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Collection times will be staggered.</i></p> <p><i>Pupils will wait in socially distanced groups and parents/carers will collect using a one-way system.</i></p> <p><i>Parents not to enter school building or to approach staff members.</i></p>		All Staff, every day.	2	3	(2X3) +3 = 9 (Low)

Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
<b>Impact:</b>	Negligible	Minor	Moderate	Major	Extreme	