

## St Pancras Risk Assessment – updated 08/03/21

### Risk Classification:

<b>Low</b>	<b>1m+ social distancing and reduced contact with touchpoints</b>
<b>Medium</b>	<b>Intermittent close contact</b>
<b>High</b>	<b>Prolonged close contact and potential touchpoints</b>

### Approach to risk estimation and management

Some types of control are more effective at reducing risks than others. Risk reduction measures should be assessed in order of priority as set out below; schools should not simply adopt the easiest control measure to implement. Controls should be practical to be implemented and, ideally, should be able to be maintained easily over time. It is critical to remember that it will only rarely be feasible to eliminate individual risks completely. The combination of controls introduced should aim to reduce the risk to as low as reasonably practicable and prioritise structural, environmental interventions over individual level ones. This does not just mean considering risks of transmission, but also balancing these against risks to wider health and well-being and to education. Schools have the flexibility to respond to risks in a way that suits their circumstances while complying with their duties under health and safety legislation. Schools should work through the following steps to address their risks, considering for each risk whether there are measures in each step they can adopt before moving onto the next step:

### Prevention

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face covering are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

Response to in any infection

**You must always:**

- 10) Promote and engage with the NHS Test and trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

**Health and safety:**

TASK	HAZARDS TO YOU	CURRENT RISK RATING	MITIGATION MEASURES	POTENTIAL RATING
Thorough cleaning of all sites.	Risk associated with covid 19 germs being present on touchpoints within the building specifically door handles and shared surfaces.	Medium	<p>Agree and commission enhanced cleaning arrangements for each site – consider: toilets to be cleaned after each break and lunchtime where used, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school entrance where necessary and available, bins in every classroom double bagged and emptied frequently (guidance on cleaning in non-healthcare settings <a href="#">here</a> and <a href="#">here</a>)</p> <p>Everyone to clean hands thoroughly more often than usual. Build these routines in to school culture, supported by behaviour expectations.</p> <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. School to ensure we have enough bins and tissues available to support this routine.</p>	Low

Social distancing within class rooms and corridors.	Due to the width of the corridors social distancing of 1m+ is not possible.	<b>Medium</b>	<p>Where social distancing provides difficulties, ensure classrooms and corridors are marked and signage and safety barriers are put in place (DfE guidance on social distancing <a href="#">here</a>).</p> <p>Rooms have been prepared and tables moved as far apart as possible to allow for 30 children to occupy the space, facing forwards or in an L shape.</p> <p>Verbal reminder and signage about leaving a gap.</p> <p>Corridors are low risk due to the short duration of contact.</p> <p>Face coverings can be worn outside of classrooms by staff.</p>	<b>Low</b>
Social distancing within the Hall at lunchtime	Pupils coming into contact with pupils from other groups and risk of contaminating more than one bubble	<b>High</b>	<p>Pupils remain in their class groups.</p> <p>Groups sat apart from one another</p> <p>Two sittings</p> <p>Different tables used wiped down between sittings.</p>	<b>Medium</b>
A child falls ill or soils themselves	Close contact required within the 2m recommended social distance.	<b>High</b>	<p>Assess what PPE is required and purchase thereof (guidance on PPE is included in this <a href="#">guidance</a>). PPE will be required for children who soil themselves or where children fall ill with symptoms of coronavirus or where there is a risk of contact with body fluids. Gloves, aprons and emergency PPE kits are available and stored away securely.</p>	<b>Low</b>
A member of staff or child displays symptoms of covid 19.	Potential of germs to be present in the areas of the school where that bubble of children and staff have been.	<b>High</b>	<p>Agree a policy and procedures should a child or adult fall ill on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (DfE guidance on prevention and control <a href="#">here</a> , NHS guidance on what to do if you or someone you live with has coronavirus</p>	<b>Medium/Low</b>

			<p><a href="#">here</a>, guidance for households with possible coronavirus infection <a href="#">here</a> and guidance on testing <a href="#">here</a>)</p> <p>PPE (gloves/aprons/mask/bags) will be required for cleaning an area in which coronavirus is possible or confirmed. Contaminated waste from suspected or confirmed cases to be double bagged and date labelled and placed in contamination zone in locked waste compound. Moved to general waste after 72 hours.</p> <p>Contain any outbreak by following local health protection team advice.</p>	
Using the toilet	Potential of germs to be present in the areas of the school where that bubble of children and staff have been.	<b>Medium</b>	<p>On a site by site basis, ensure a plan is in place for toilet use and other common spaces e.g. lunch arrangements and outside space/break times</p> <p>Toilets will be cleaned before lunchtime. Door handles wiped frequently or doors kept open where possible. Windows will be kept open for ventilation in the toilets.</p> <p>Pupils will be encouraged to clean their hands thoroughly after using the toilet.</p>	<b>Low</b>
Coughs and Colds as winter approaches	Greater risk of aerosol droplets being disseminated	<b>High</b>	<p>Signs for Catch It, Bin It, Kill It, message.</p> <p>Provision of tissues in all classrooms</p> <p>Bins emptied regularly</p> <p>Maintain ventilation</p>	<b>Low</b>
A family returns from abroad	Potential risk of family being exposed to COVID-19 germs and being asymptomatic	<b>Medium</b>	All families returning from travel abroad will inform the school and follow current the government guidance regarding quarantine.	<b>Low</b>

A pupil using public transport or taxi to come to school	Risk of pupil having prolonged exposure to germs.	<b>Medium</b>	<p>Parents to follow current guidance for safer travel.  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Clear guidance given to parents regarding the removal of face coverings for pupils before they enter the school site.</p> <p>All children will wash their hands on entering the building.</p>	<b>Low</b>
Social distancing within staffroom and cleaning in staffroom	Risk associated with covid 19 germs being present on touchpoints within the staffroom specifically fridge handle and hot water tap and sink.	<b>Medium</b>	<p>Two separate staffrooms are available for staff with staff allocated to a specific staffroom to reduce mixing of groups.</p> <p>Staff to spray and wipe hot water handle, taps and fridge handles after use.</p> <p>Face coverings to be worn in staffroom unless staff are eating.</p>	<b>Low</b>
Kitchen staff and preparation of food	Potential risk of prolonged exposure to children for kitchen staff.	<b>Medium</b>	<p>Hot food will be made by kitchen staff, children will not come into contact with kitchen staff. Hot boxes will be picked up by school staff and delivered to the classroom for all pupils.</p> <p>A member of staff will deliver the food on trolleys to outside the classroom door.</p> <p>Vertas to update Risk Assessment.</p> <p>Vertas to provide Risk assessment for their staff.</p>	<b>Low</b>
Queries from parents	Potential risk of office staff being exposed to multiple adults and risk of germs.	<b>High</b>	<p>Parents will be informed that all queries must be done through phone or email. If parents come to the front door, they will be asked to make a phone call. The front door will only be opened for pre-authorised visitors.</p>	<b>Low</b>
Forgotten items belonging to pupils eg.	Potential risk of office staff being exposed to multiple adults and risk of germs.	<b>High</b>	<p>Forgotten items will not be accepted from the front doors. If a packed lunch is forgotten then a school dinner will be</p>	<b>Low</b>

lunchboxes and water bottles			provided and paid for by the parents. Spare water bottles will be kept in school if a child forgets their water bottle.	
Pupils arriving at and leaving school and lateness	Risk associated with pupils arriving in large groups and not observing social distancing guidance.	<b>High</b>	Staggered start and finish times to keep groups apart as they arrive and leave school. Three access points to ensure that classes do not mix at the beginning and end of the day. Parents to telephone the office if their children are late arriving at school and wait to be escorted in via the correct entrance by member of staff.	<b>Low</b>
Pupils not wanting to separate from parents.	Risk of close contact between school staff and parents.	<b>High</b>	Parents to take child for a short walk and then return to school and try again. Adult from the class to be available to welcome the child to school on their return. Repeat process if needed.	<b>Low</b>
Staff or Children with underlying conditions	Potential risk of greater severity of symptoms	<b>Medium</b>	Stringency of above measures Personal RA where appropriate Advice to be sought from clinic/GP by the individual and school to accommodate as far as possible.	<b>Low</b>
Shared equipment	Potential transmission of Coronavirus on surfaces	<b>Medium</b>	Each pupil has own set of resources (pen/pencil/rubber/sharpener). Books and other resources can be shared within bubble. Sports and other resources wiped down between classes/bubbles.	<b>Low</b>
Shared equipment of staff eg. school phones, keyboards, work spaces etc	Potential transmission of Coronavirus on surfaces	<b>Medium</b>	Anti-bacterial wipes will be kept by desks with phones and shared keyboards so they can be wiped down before and after use.	<b>Low</b>
First Aid	Potential transmission during administration of first aid	<b>Medium</b>	Simple First Aid to be delivered using First Aid Kit held class. Paediatric First Aider only called where this is necessary and	<b>Low</b>

			administered in pupil's own bubble where possible. Gloves (and apron for noticeable blood loss) to be worn. Do not send pupils to the office for first aid.	
Fire Safety	Potential transmission due to reduced social distancing in rapid egress procedure.	Medium	Pupils are reminded to exit swiftly and safely in accordance with teachers instructions maintaining a space between pupils where possible. All face forward. Groups do not cross. Fire drill conducted termly and within first weeks of new term.	Low
Deliveries	Potential transmission of Coronavirus on surfaces	Medium	Deliveries are dropped in reception area – no signing is currently required.	Low
Manual Handling	Potential risk of injury from handling items whilst social distancing	Medium	Review the task. Use the lifting aides. If task cannot be undertaken safely do not undertake.	Low
Face coverings	Risk associated with covid 19 germs being present in public areas used by multiple people and children	High	Staff have been given the guidance on <a href="#">Face coverings</a> . Staff are to wear face coverings in public areas outside of the classroom, including toilets, staff rooms, shared group areas and when collecting and dropping off the children at the gate. The school has advised parents to wear face masks when dropping off and collecting children.	Low
PPE	Potential misuse leading to reduced efficacy and increased risk of transmission of coronavirus	High	<a href="http://www.nipcm.hps.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/">http://www.nipcm.hps.scot.nhs.uk/appendices/appendix-6-best-practice-putting-on-and-removing-ppe/</a> Guidance shared with staff on 1 <sup>st</sup> June. Pupils wearing masks on journey to school to remove before entering site. Returned to parents where possible and placed in sealable plastic bag within school bag by Y5/ Y6 arriving unescorted.	Low

			All hands washed or sanitised on entry into building	
Contractors/Outside Services on site	Potential transmission of coronavirus from increased social contact	<b>Medium</b>	Contractors/Professionals are reminded to follow social distancing and hand washing protocols whilst on the premises. Details retained for track and trace purposes.	<b>Low</b>
Changing for PE	Potential of pupils touching each other's clothing. Putting on the wrong clothing by mistake.	<b>Medium</b>	Pupils to come to school in their PE kit on days when they have PE. No spare pe kits / trainers to be loaned out to pupils.	<b>Low</b>
PGCE Student in Year 4	Potential spreading of coronavirus	<b>Medium</b>	Class teacher to attend mentor training. Class teacher and student to meet prior to starting in school to discuss COVID risk assessment and safety procedures. Provide clear expectations for students. Emphasise moral responsibility of adherence to the rule of 6 and behaviour out of school. Meet with HoS on first day to ensure full understanding of risk assessment and safety procedures. Where possible maintain 2m+ from pupils and staff in year 4 bubble. Stringently social distanced from pupils and staff from outside Year 4 bubble. Students self isolated for 10 days prior to placement.	<b>Low</b>
Staff meetings	Potential transmission of coronavirus from increased social contact	<b>Medium</b>	Staff meetings to be held via Microsoft teams.	<b>Low</b>
Two adults working in the office together.	Transmitting Covid	<b>Medium</b>	Perspex screen between two adults. Window open to ensure ventilation.	<b>Low</b>
Signing in book	Transmitting Covid	<b>Medium</b>	Use hand sanitiser.	<b>Low</b>

## Annex A: The Public Health System of Controls

*The system of nine controls is the set of actions schools MUST take, grouped into ‘prevention’ and ‘response to any infection.’*

*There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.*

<p><b>A. Prevention</b></p>	<p>You must always:</p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</li> <li>2) Ensure face coverings are used in recommended circumstances.</li> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.</li> <li>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> <li>6) Consider how to minimise contact across the site and maintain social distancing wherever possible.</li> <li>7) Keep occupied spaces well ventilated.</li> </ol> <p>In specific circumstances:</p> <ol style="list-style-type: none"> <li>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.</li> <li>9) Promote and engage in asymptomatic testing, where available.</li> </ol>
<p><b>B. Response to any infection</b></p>	<p>You must always:</p> <ol style="list-style-type: none"> <li>10) Promote and engage with the NHS Test and Trace process.</li> <li>11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>12) Contain any outbreak by following local health protection team advice</li> </ol>