

Risk Rating		
Severity	Likelihood	Risk Rating (SxL)
1 = no injury or illness	1 = very remote	High 14+
2 = first aid injury/illness	2 = improbable	Medium 5-13
3 = minor injury/illness – up to 3 days away	3 = possible	Low 1-4
4 = 3(+) days injury/illness	4 = probable	
5 = major injury/illness	5 = likely	
	6 = certainty	

Children				
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Control Measures	Risk Rating
Child enters school with symptoms of coronavirus	Children/staff	Risk of spreading Covid-19 to children and staff within immediate group and wider group.	Parents to be given clear guidance on when children and families need to isolate. Staff to be vigilant of children entering the setting. Procedures need to be followed when asking parents to collect child and child isolation in the time between identifying and picking up. Government test required and results shared as this will inform sharing with rest of group – this will require whole group isolation if positive.	Medium
Child enters school asymptomatic with coronavirus	Children/Staff	Risk of spreading Covid-19 to children and staff within immediate group and wider group.	Parents must be aware of when whole family isolation is needed. Continuous handwashing and hygiene within schools. Monitoring of whole class for signs and symptoms.	Medium
Child develops symptoms whilst in school	Children/Staff	Risk of spreading infection	Child to enter isolation within school until being collected. Parent to be informed immediately and follow advice of isolation. Families to be updated on findings of government test.	Medium
Personal care in the early years	Children/Staff	Risk of spreading infection	Follow PPE guidance as informed by local authority	Medium



# Hampden Gurney

Church of England Primary School

Child enters school whilst members of the household display Covid-19 symptoms	Children/Staff	Risk of spreading infection	Parents need to be familiar with isolation expectation. Parents to immediately inform school of current situation so we can monitor class that child has been in contact with	Medium
Parent is uncontactable when trying to arrange for child to be collected from school	Children/Staff	Risk of spreading infection	Child to be isolated from rest of class. Child to be in an area away from other children but monitored by member of staff. Ensure that there are 2 contact numbers for all parents/carers.	Low
Children falling within vulnerable group	Child	Risk to child of getting Covid-19	Family/SLT to have a conversation to outline main concerns. Individual risk assessment in place. Ensure individual care plan in place should parent choose to send child to school.	Low
Children falling within critically vulnerable group	Child	Risk to child of getting Covid-19	Child should not be attending school – in line with government guidance.	Low
Children with other underlying health condition	Child	Child is more prone to Covid-19.	Parents aware of risks with attending school. Individual risk assessment completed with school. Individual care plan updated.	Low
Maintaining social distancing	Children/Staff	Risk of infection	Classrooms ‘zoned’ Lessons informing children of social distancing and importance of it. Transitions well thought out Playground and lunchtime zoned. Staggered drop off/pick up	Medium
Key transition times within the school	Children/Staff	Risk of infection	One way direction around school Floor markings for 2m rule Zoned areas and planned school timings to ensure children stay within their own small group.	Medium
Break times and lunch times	Children/Staff	Risk of infection	Playtime is staggered Playground is in zones Children supported in social distancing Playground equipment is limited to support spread of disease First aid is administered by named individual under strict PPE guidelines	Medium



Parent				
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Control Measures	Risk Rating
School start and end of the day	Parents/Children /Staff	Social distancing not maintained Spread of disease	Staggered pick up/drop off Two ways entry and exit system Key area of drop off Parents not allowed in school building	Low
Parents entering school building	Parents/Children /Staff	Spread of disease Social distancing	Parents asked to drop off and pick up in certain zones within playground Social distancing to be maintained at all points One way system maintained	Low
Parents in main school office	Office staff/Parents	Spread of disease Social distancing	Where parents need to speak with office – telephone conversation encouraged Social distancing 1 in and 1 out maintained through floor markings.	Low
Parents/Carers falling into vulnerable group	Parent/Carer	Spread of disease	Where possible child to come to school with other family member. Government encourage child to still attend school. Communication with parents with regards to any updates within the school.	Medium
Social distancing	Parent/Child/Staff	Spread of disease	Parents to be informed of whole school logistics and stick to drop off/pick up location. Where needed parents need to be reminded of logistics. Encourage parents to communicate with school through calls, texts or emails.	Low



<b>Staff</b>				
<b>Hazard/Risk</b>	<b>Who is at risk?</b>	<b>How can the hazards cause harm?</b>	<b>Control Measures</b>	<b>Risk Rating</b>
Maintaining social distancing	Staff/Children	Spread of infection	Floor markings and zonings All stakeholders aware of the need to social distance Children reminded of reason behind this School two ways system Full timetable of logistics so groups do not interact Communicate with parents primarily through calls, texts and emails.	Medium
Displaying symptoms of Covid-19	Staff/Children	Spread of infection	Staff to follow strict measures of isolation as soon as displaying symptoms Staff to be tested and results shared with group working with	Medium
Staff Stress Awareness	Staff	Mental Health and wellbeing	Staff to be aware of support lines Staff to have access to counselling services Regular check ins with SLT SLT to make appropriate workplace adjustments where needed	Low
Covid-19 Awareness	All staff	Staff awareness of disease control	Staff training on awareness	Low
Staff falling into extremely vulnerable category	Identified Staff	Spread of infection	Staff to have reasonable adjustments to work – staff should be working from home if possible Regular SLT check ins to ensure mental health and wellbeing	Low
Staff falling into vulnerable category	Identified Staff	Spread of infection	Where possible staff should work from home. Staff should be supported with appropriate workplace adjustments.	Low
Staff living with someone who falls into the extremely vulnerable/vulnerable category	Identified Staff	Spread of infection	Staff are expected to return to the workplace. Appropriate workplace adjustments to ensure social distancing where appropriate. Ensure open communication	Medium
Staff responsible for personal care	Staff	Spread of infection	Follow PPE guidelines as released by local authority and department for education Training for TAs and support staff completed during closure. Class teachers to complete training as soon as it is possible	Low



Premises				
Hazard/Risk	Who is at risk?	How can the hazards cause harm?	Control Measures	Risk Rating
Covid-19 living on surfaces	All stakeholders	Spread of infection	Regular thorough clean Doors to remain open and handles and rails cleaned throughout the day. Classrooms to be provided with individual cleaning equipment	Medium
Access to main school office	Parents/Staff	Spread of infection	Two ways system 2m markings for people to follow – in school and outside school premises Parents encouraged to call, text or email in order to communicate with school 2m markings outside school office	Low
Parental Pick Ups and Drop offs	All stakeholders	Spread of infection	Two ways system Areas 2 metres markings shared with parents/teachers prior to opening – social distance maintained No parent allowed inside school building	Low
Playgrounds	Children/Staff	Spread of infection	Playgrounds to be zoned Rotas in place for access Two ways system for school so groups do not come in contact with each other	Medium
Lunch hall/lunches	Children/Staff	Spread of infection	Lunches to be scheduled maintaining social distancing Where possible children may be asked to eat within their classroom Rotas maintains one way system not meeting other groups	Medium
Maintaining supply provisions for school – soap, sanitisers, tissues	Parents/Staff	Spread of infection	Regular stock take Orders to ensure enough stock in place Regularly updated and filled Daily sanitization of infectious areas eg door knobs, working tops, tables, toilet doors, class implements ( older children to bring own equipment)	Low



**Hampden Gurney**  
Church of England Primary School

			Face masks, gloves and aprons available for all staff, especially to be used to clean accidents or support younger children	
Hallways	Children/Staff	Spread of infection	Two ways system introduced – 2 metres movement up and down stairs – two steps a part Floor markings to ensure distance maintained – play decks, communal areas and hall Regular cleaning – daily sanitization of surface areas, tables and equipment in classes. Daily disinfecting of banisters all through school ( twice daily)	Medium