



RISK PROFILE FORM A

LIST OF ALL TASKS OR WORK OPERATIONS

Service: Education and School setting		Persons affected: All staff	
Area Assessed: All aspects of school education provision in the COVID 'recovery' period		Location: all Lambeth schools and early years settings	
Assessment Team Members: Teachers, support staff, visiting staff and therapists, premises officers, tutors, catering staff, cleaning staff		Signatures:	
Date Carried Out: Monday 18 th May 2020		Do significant hazards exist? If you are unsure, please seek advice from your designated Health & Safety Adviser/ PHE Adviser	
List Task or Work Operation		Yes	No (all risks trivial)
		Transfer to Form B	No Further Action
1.	Travel to work, setting in the covid recovery period	Yes	
2.	Working with children/ young people / adults in face to face setting / classrooms etc	Yes	
3.	Entering building/ accessing shared kitchen / toilets etc	Yes	
4.	Conducting statutory meetings: LAC reviews, EHCP meetings, individual therapies, etc	Yes	
5.	Ensuring appropriate emergency evacuation / medical assistance if needed	Yes	
6.	Working from home: Conducting school-based tasks from home	Yes	
7.	Essential contact for young people – comforting if upset / intimate care? changing if needed	Yes	

RISK ASSESSMENT FORM B		(To be used in conjunction with risk assessment Form C)				
Service/Person: Education, settings and schools		Assessment Team Members: Senior Leadership Team Governance Committee Members/			Assessment Review Dates	
Area Assessed: All aspects of education provision in the COVID 'recovery' period		Name: Andrea Parker Sign:			Date of 1st Review: 18/05/2020 (LHT)	
Date of Assessment: 18/05/2020		Name: Fiona Morris Sign:			Date of 2nd Review: 19/05/2020 (SLT)	
Manager: Andrea Parker		Name: Kate Daly Sign:			Date of 3rd Review: 20/05/2020 (GOV)	
(A) TASK (FROM FORM A)	(B) LIST PERSONS /GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) RATING BEFORE CONTROLS Hazards	(D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) RISK RATING AFTER CONTROLS	(F) EXISTING LEVEL OF OCCURRENCE	
Travel to school setting during the covid recovery period	Children Staff members Parents/Carers	Increased exposure to virus during travel to and from school	-Staff survey to find out how staff travel to school, support car-pooling opportunities -No parents allowed on site -Separate entrances/exits for each year group -Staggered start times between bubbles -School entrance markings of 2 metres	2	Daily	
		Staff at risk of exposure to COVID-19 whilst travelling to and from work	-Staff are encouraged to walk, cycle or drive to school. If using public transport, facemasks encouraged to wear.	2	Daily	
		Children at risk of exposure to COVID-19 whilst travelling to and from school	-Families are encouraged to walk, cycle or drive to school. If using public transport, appropriate measures are taken, eg use of hand sanitiser, social distancing (where possible)	2	Daily	

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RISK ASSESSMENT FORM B (CONTINUATION)

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
Working with children in face to face setting / classrooms etc	Children Staff members	Increased exposure to virus due to geography of building/classrooms and number of pupils/staff	-Outline and share 'Parent Carer Principles', 'Behaviour Principles', 'Staff Principles' ('Principles'- Expectations of hygiene and health in and when coming into school) -Training for staff prior to children returning (Supporting children's wellbeing (trauma)/COVID-19 signs & symptoms/Fire evacuation/Health & Safety/Routines) -Weekly parent survey (Thursday 8am to 5pm) to plan adults capacity against what is required (Planning Friday) -Weekly risk assessment on staff members required onsite (1 Senior Leader, 1 Designated Safeguarding Officer, 1 Premises, 2 Admin, 1 Teacher or TA for each bubble required 15children max)	3	Daily	

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<p>Appropriate staffing levels and staff-pupil ratios</p>		<p>Staff sickness levels are high</p>	<p>-Where possible a teacher will be with each group of 15 children. However, it is likely that this will not always be possible and Support Staff may lead groups under the guidance and support of a class teacher. Children are likely to not be taught by their usual class teacher due to the government directed groups sizes.</p> <p>HT assesses if the Minimum Staffing Requirements have been met. If Minimum Staffing Requirements are NOT met then:</p> <ul style="list-style-type: none"> • HT makes decision to close the school or part-school closure • Parents are informed via usual communication strategy • Supply Teachers will not be used, apart from in exceptional circumstances. <p>If SLT onsite requirements cannot be met the HT will close the school and follow school closure information above.</p>	<p>2</p>	<p>Daily</p>								
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		<p>Many staff are self-isolating and cannot come to work</p>	<p>-As above</p>	<p>2</p>	<p>N/A</p>	
		<p>Spreading infection through contact in the office</p>	<p>-Office door to be closed. All contact via telephone and email. All payments to be made via Tucasi online (if possible)</p>	<p>2</p>	<p>N/A</p>	

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		Spreading infection through contact between parents and teachers	-No parents/ carers to enter any part of the school building	1	N/A	
		Catering for school lunches safely	<p>Caterlink (our caterer) has a Business Continuity Plan in place and will contact the LHT if they are unable to provide food.</p> <p>-Caterlink staff members to deliver meals to pupils in their classrooms</p> <p>-Meals left on the table at the door by kitchen staff</p>	2	Daily	

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<p>Entering building/ accessing shared kitchen / toilets etc</p>	<p>Staff Members Children</p>	<p>Spreading infection through contact with surfaces and each other</p>	<p>-LHT/HoS to regularly check the latest government advice for schools and to ensure the advice is shared and followed -LHT to keep governors abreast of changes and developments -Internal doors to be left open during the day (Premises) -Box of gloves and tissues in each classroom (Premises) -Hand sanitiser routinely used on entry and exit from school, handwashing throughout the day (Senior Leaders) -Timetabled hourly handwashing in bubbles (Senior Leaders) -Timetabled regular sanitising of desks (Janitor/Cleaner) -Each pupil to have their own desk and stationary resources, labelled (Senior Leaders) -Only sufficient number of desks/resources available in classrooms (Senior Leaders) -Expectations of staffroom access to be outlined in 'Staff Principles' document (LHT) -Playground fountains will be closed. Parents will be expected to provide children with labelled water bottles daily</p>	<p>2</p>	<p>Daily</p>	
		<p>Spreading infection through sneezing etc</p>	<p>- Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, they should put the tissue into their pocket or up their sleeve for disposing of later. If you do not have any tissues available, they should cough and sneeze into the crook of their elbow. Children reminded to wash their hands after sneezing</p>	<p>2</p>	<p>Occasional</p>	

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		Child or staff member is unwell with symptoms of COVID-19	<p>-If anyone becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection guidance.</p> <p>- If a child is awaiting collection, they should be moved, if possible, to The Meeting Room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>-If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>	2	Occasional	
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			<p>-PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>-In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>-If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. The LHT/HoS will decide whether the group of children and staff need to be sent home to isolate where a test has not been sought.</p>			
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		A case of COVID-19 is confirmed at our setting	<p>-When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending our school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>-Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</p> <p>-Where the child, young person or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>	2	Occasional	
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			<p>Where a test has been taken and the child is waiting for results, the Headteacher will make an informed decision about whether to suspend the group provision until confirmation.</p> <p>-As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p>			
Health and Safety		Evacuation procedures cannot be performed as normal	- Temporary fire drill procedures to be created and shared with all staff (Premises/LHT/HoS)	2	Occasional	



		Insufficient qualified first aiders on site due to staff absence	-Increase the number of Teachers and Support Staff in Paediatric First Aid.	4	Occasional	Once staff in school have completed a Paediatric First Aid Awareness online course to cover, in the unlikely event of a fully qualified first aider not being present. (HoS/IAHT)
		Designated Safeguarding Leads are not on site due to staff absence	-Bonneville has a Safeguarding Team made up of 4 staff (AP, FC, MA and JI) and all are Level 3, DSL, trained. -Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.	1	Daily	
		School cleaners are not able to clean school due to absence	-Our cleaning company has a Business Continuity Plan in place and will contact school if they are unable to clean -HT to investigate the option of our Premises Officer and reduced numbers of cleaning staff to clean part/all of school, with support of school staff where possible including the SLT -LHT to make decision about possible school or part-school closure and follows relevant procedure	2	Daily	
		Essential maintenance workers come into contact with staff and children	-Essential maintenance workers to be kept away from groups of children as far as possible and reminded of social distancing guidelines on arrival -Wash hands on arrival and before entering/leaving any area which children will also use	2	Occasional	

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<p>Working from home: Conducting office-based tasks from home</p>		<p>Accessibility to relevant equipment (display screens, chairs, desk space) may cause injury and complications to staff with existing conditional and those that have not previously had an OH referral</p>	<p>-Staff protocol document already shared with staff -Staff working from home survey already conducted and access to software and hardware already assess and managed</p>	<p>1</p>	<p>Daily</p>	
<p>Children do not attend school</p>		<p>Out of contact with school for prolonged period of time.</p>	<p>-Pastoral/Admin Team continue to call home each week to try and contact children in the year groups that haven't returned to school</p>	<p>2</p>		
		<p>Missing Education</p>	<p>-School will continue to set weekly learning on the 'virtual School' portal, to cover a variety of areas of the curriculum -Staff members will monitor which children have been completing the set tasks</p>	<p>2</p>		
		<p>No access to online resources</p>	<p>-School will continue to seek the funding to provide tablets in cases where children have no access to the internet and need to access their learning</p>	<p>2</p>		

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Providing essential contact with children in school		Risk of infection when having to change a child	Staff to wear disposable gloves and masks in these situations. Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.	2		
		Risk of infection when comforting a child who is upset or injured	Thoroughly wash hands with soap and water, and then use hand sanitiser afterwards.	2		
		SEN contact support	Individual risk assessments for children with EHC plans carried out.	3		PPE to hand when appropriate 2

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RISK ASSESSMENT FORM C

RISK LEVEL ESTIMATOR			
SEVERITY OF HARM	SLIGHTLY HARMFUL 1	HARMFUL 2	EXTREMELY HARMFUL 3
LIKELIHOOD OF HARM			
HIGHLY UNLIKELY OCCURRENCE 1	TRIVIAL RISK 1	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 3
UNLIKELY OCCURRENCE 2	TOLERABLE RISK (Low) 2	MODERATE RISK (Medium) 4	SUBSTANTIAL RISK (High) 6
LIKELY OCCURRENCE 3	MODERATE RISK (Medium) 3	SUBSTANTIAL RISK (High) 6	INTOLERABLE RISK 9
RISK BASED CONTROL PLAN			
RISK LEVEL	ACTION AND TIME SCALE		
TRIVIAL 1	No action is required and no documentary records need to be kept (excepting form A).		
TOLERABLE 2	No additional precautions are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.		
MODERATE 3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.		
SUBSTANTIAL 6	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.		
INTOLERABLE 9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.		
NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable			

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