

COVID-19 Risk Assessment

Please note that this is a **template only** and requires adaptation and expansion to reflect specific local circumstances.

School name	Godalming Junior School		
Assessment carried out by (name/role)	Adam Samson - Headteacher / Louise Munz - Bursar		
Date of assessment	4 th January 2021	Date of next review	15 th January 2021 - Changes to be made in red , if required

Hazard identified	The spread of Covid-19 coronavirus
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> Staff Pupils Parents Volunteers / governors Visitors Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or</p>	<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> Entrance and exit strategy in place for children arriving, moving around and leaving the school site. Staggered arrival times, break times, lunch times and leaving times Children to be in 'bubbles' of up to 60 to minimise contact within indoor spaces (a year group) Limitations on spaces in the school the children will have access to Signs to inform children and adults the number of maximum occupancy e.g. toilets, staff room and office to minimise close contact Staff given instruction on what to do if they or someone in their household experiences symptoms; Staff given instruction on what to do if a pupil shows symptoms at school; Any staff / pupils displaying symptoms of coronavirus in school to be sent home; 	<ul style="list-style-type: none"> Any pupil with symptoms are to wait outside in the gazebo in back playground (weather permitting), to await parent pick up. Office to ensure there are 2 contact numbers for each attending child Anyone displaying symptoms to leave the site immediately and having no contact with others. They will self-isolate for 10 days whilst also booking to be tested. They are not to return until the test results have been confirmed. Should there be a confirmed case, then PHE South East would be contacted for more guidance. This may result in 'bubble' to self-isolate for 10 days 	SLT	Ongoing from 1 st September 2020	

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extremely clinically vulnerable)		<ul style="list-style-type: none"> Parents/pupils and other potential visitors informed that they must not enter the school unless they have a prearranged appointment with a member of staff; Any visitors/parents entering the school site or building must wear a face mask. Staff/pupils will be encouraged to be tested if they display symptoms of coronavirus; they are to then self-isolate for 10 days. If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 10 days. 	<ul style="list-style-type: none"> Outcome of any test to be shared with the school as soon as possible and evidence provided of positive outcome (this will only be for school records and will be held confidentially) 			
	<p><u>Shielded children and adults:</u> Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school.</p>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school and how they can contribute to the effort from home if in the extreme vulnerable category 	<ul style="list-style-type: none"> Information already gathered on staff. Information to be gathered on children SENCO to be point of contact for LSA's, those 'shielding' and to HT for any other staff. 	SLT	Ongoing	
	<p><u>Clinically vulnerable children and adults:</u> Parents are expected to follow medical advice if their child is in this category. School will support clinically vulnerable staff to work from home where possible, otherwise the safest available on-site role will be offered following a discussion of risk.</p>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school; Individual risk assessments conducted on an 'as required' basis; Those who feel they are from an 'at risk' group should not be attending school. 	<ul style="list-style-type: none"> Find out who qualifies and for those not to attend school (children) As above and to not be considered for any school based work (staff) Those shielding and not attending school to have some provision provided for them by class teacher via Google Classrooms 	SLT	Ongoing	
	<p><u>Children and adults living with a shielded person:</u> A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they</p>	<ul style="list-style-type: none"> Staff and parents given advice on who is not expected to attend school; Individual risk assessments conducted on an 'as required' basis. Those who feel they are from an 'at risk' group should not be attending school. 	<ul style="list-style-type: none"> As above. Highlighted in pack sent home from school highlighting risk factors that will prevent those staff or pupils from attending. 	AS	Ongoing	

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	<p>must also be able to understand and follow these instructions).</p>					
	<p><u>Hygiene measures</u> Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities) Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<ul style="list-style-type: none"> • Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing; • Provision of soap dispensers in every class and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); • Hand sanitiser and tissues available in classrooms and other key locations; • Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily and no open items left in fridge • School DT Kitchen to be used as additional lunch space/staff room for staff ensuring it is cleaned after use • Outside sinks and taps installed over the summer holidays to help manage hand washing 	<ul style="list-style-type: none"> • Use of classroom sinks to hand wash during the day. • Ensure supplies in place. • No use of hand dryers • No open items in the fridge e.g dips • Posters to be placed around the school for handwashing (already in place) and for social distancing, entrance and exits etc • LSA staff to be redeployed to ensure the contact with different groups of children are kept to a minimum • Lunch menu choices for teachers to complete will now be completed electronically and saved on staffshare • Tray on front reception desk to be made available for any correspondents from classes 	All Staff	Ongoing	
	Enhanced cleaning	<ul style="list-style-type: none"> • Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Thorough cleaning of classrooms and communal areas at midday and the end of the day; ○ Cleaning of frequently touched surfaces often; ○ Bins for tissues emptied regularly during the day; ○ Cleaning of play / outdoor equipment between groups; ○ Cleaning of other equipment for practical lessons between groups - staff encouraged to keep this to a minimum or prepare resources for individuals to keep in their trays; ○ Lunch tables cleaned between groups; ○ Removal of unnecessary items from learning environments; ○ Removal of soft furnishings, soft toys and toys that are hard to clean. • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person 	<ul style="list-style-type: none"> • Ensure there are enough stocks of cleaning resources each day 	All Staff	Ongoing	

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		with possible or confirmed coronavirus has spent time.				
	Maximising ventilation	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). • Ensuring gates, windows and doors are closed/locked at the end of the day 		All Staff	Ongoing	
	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> • One-way circulation in corridors; • No access to classrooms via the office; • No access to the office by the children at all • Staggered start/finish, break/lunch times; • Staggered use of staff rooms / office space; • A maximum of four members of staff using the staff room, school office and toilet facilities at any one time; • Introduction of drop-off / pick-up protocols that minimise contact; • Rearrangement of classrooms with sitting positions • Limited use of shared resources and prevention of sharing stationery and other equipment where possible - children to bring their own which stays in school; • Consistent groupings of staff/pupils wherever possible with minimal mixing; • Conducting regular classroom activities outdoors; • Reduction of unnecessary travel where possible; • Provision of additional support to children as necessary to follow these measures; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. 	<ul style="list-style-type: none"> • Outside spaces to be used where possible • Different school gates to be used for entrance and exit to avoid passing and contact between groups • Children to bring stationery in and leave at school including reading book 	All Staff	Ongoing	
	<p><u>PPE</u> Normal supply of (non-coronavirus related) PPE will be maintained. In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home; • Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place. 	<ul style="list-style-type: none"> • Each member of staff to be designated as First Aider and only them administer first aid, if it is considered safe to do so otherwise parents will be called • If in any doubt, staff to not have contact with these children and for them to be isolated until parents arrive to take them home 	All Staff	Ongoing	
		<ul style="list-style-type: none"> • Staff moving around the school, outside of their working class/bubble to wear a mask • Parents to be notified that children can wear masks if they feel it is appropriate 	<ul style="list-style-type: none"> • All staff teaching in more than one class to wear a face mask and maintain safe distancing from class e.g. HLTA, MFL teacher - not one to one teacher as this is considered to 			

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			<p>be part of the class bubble but should still maintain safe distance when giving support</p> <ul style="list-style-type: none"> • Staff on dining room duty at lunch time to wear a mask 			
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> • Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing; • Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; • Only essential visitors are allowed on site with the prior permission of the headteacher • Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. • All parents entering the school grounds to collect children must wear face masks; • Contractor visits are scheduled outside school hours where possible. 	<ul style="list-style-type: none"> • Remove office pen and visitors to use their own • Weekly Zoom and Microsoft Teams meetings already in place and will continue for transition meetings too between schools. 	<p>All Staff</p>	<p>Ongoing</p>	
	<p>Social distancing in school office and communal spaces</p>	<ul style="list-style-type: none"> • Reduced occupancy of office space by rotation of staff; • IT workstations in use simultaneously are distanced at least 2 metres apart; • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; • Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; • Protective screen installed at the reception desk; • Reception staff instructed on how to deal with deliveries safely. • Hand washing before any use of communal equipment e.g. photocopier 	<ul style="list-style-type: none"> • Wipes to be put next to each phone to be used after each use. • Space out chairs in reception • Deliveries to be brought into school when children are not present 	<p>SLT</p>	<p>Ongoing</p>	
	<p>Reduction in use of public transport to get to and from school</p>	<ul style="list-style-type: none"> • Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; 	<ul style="list-style-type: none"> • Ascertain who is travelling by public transport • Encourage parents to walk, cycle or scooter - most do anyway 	<p>SLT</p>	<p>Ongoing</p>	

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		<ul style="list-style-type: none"> Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 				
	Monitoring	<ul style="list-style-type: none"> Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	<ul style="list-style-type: none"> To be shared in the weekly Team Meeting so all are fully clear on protocols 	All Staff	Ongoing	

Hazard identified		Confirmed Positive Case in Educational Setting				
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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff 	Contact with confirmed case	<ul style="list-style-type: none"> Parents notifying the school of the confirmed case at the earliest possible stage HT or SLT member to call PHE number for further guidance If child is in school, they will be isolated in the school until parents come to collect. This will be outside where possible IF advice from PHE is to send the children home the remaining children will pack bags including maths and English books, and wait outside in playground for parents to collect 	<ul style="list-style-type: none"> Information needed for PHE is last day of attendance with confirmed case, day of onset of symptoms, year group, whether there have been any other confirmed cases in the school or bubble in the last 10 days. If the contact with the school is outside school hours, parents of affected year group to be notified immediately Information gathered on adults who had contact and who need to self isolate Revisit risk assessment 	SLT Office Staff	Ongoing	
	Contact with home	<ul style="list-style-type: none"> School will contact home Parents will come to pick child up from Hallam Road entrance only as soon as possible. 	<ul style="list-style-type: none"> Parentmail to be sent to affected bubble regarding closure Parentmail to be sent to the rest of the school Children in their own classes to be notified Letter sent to affected year group parents regarding online provision programme 	SLT	Ongoing	
	Cleaning protocols	<ul style="list-style-type: none"> Staff to clean down tables and chairs in year group classes of those sent home 				
Hazard identified		Stress and anxiety relating to coronavirus workload				

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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety	Ensure sufficient rest breaks	<ul style="list-style-type: none"> Revised timetabling to build in identified breaks during the day for those staff working on site; Those working remotely encouraged to ensure that they take breaks from work during the day; Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 	<ul style="list-style-type: none"> Required to meet social distancing - staggered breaks 	All Staff	Ongoing	
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check; Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have. 	<ul style="list-style-type: none"> Teacher, SLT, LSA, Office and Whole School meet weekly. All meetings to begin with a positive piece of news and check on staff 	SLT	Ongoing	
	Weekly communication with all staff	<ul style="list-style-type: none"> Provision of a weekly update email from HT ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 	<ul style="list-style-type: none"> Continuation of HT weekly email Continue to use 'Team GJS' WhatsApp thread to immediate actions Weekly governor report Newsletters have continued as normal SLT, Staff, LSA and GLP HT's meeting each week 	SLT	Ongoing	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> School has signposted suggested sources of support to all staff; Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	<ul style="list-style-type: none"> Share link with staff To be included in email to staff 	SLT	Ongoing	
	Rotation of staff required on site where possible	<ul style="list-style-type: none"> Staff to work from home remotely when not required to be on site. 		All Staff	Ongoing	