



**Risk Assessment**

By: Nicky Haslam-Davis  
Headteacher

**Coronavirus (COVID-19) specific  
Full reopening of school – September 2021**

Date: 27/8/2021

Page 1 of 9

|  |  |                             |  |                                    |           |
|--|--|-----------------------------|--|------------------------------------|-----------|
| <b>Title</b>   | Full return to school – September 1 <sup>st</sup> 2021 | <b>Location Description</b> | winpool                                      |                                    |           |
| <b>Author</b>  | N Haslam-Davis   | <b>RA Reference</b>         | Full reopening of school –<br>September 2021 | <b>Date Generated</b>              | 27/8/2021 |
| <b>Job Title</b>   | Headteacher  | <b>Revision</b>             |  | <b>Date Revised</b>                |           |
| <b>DESCRIPTION OF AREA/ACTIVITY</b>  |  |                             |  | <b>People Affected by the Work</b> |           |
| <p><b>This is Giffards primary school response to Risk assessing the full reopening from September 1<sup>st</sup> 2021. It follows the guidance as set out by Governments operational guidance The guidance can be read in full <a href="#">schools operational guidance</a> and <a href="#">contingency framework guidance</a> . This RA supersedes the previous RA and its revisions</b></p> |  |                             |  | <b>Operatives</b>                  | ✓         |
|  |  |                             |  | <b>Members of Public</b>           | ✓         |
|  |  |                             |  | <b>Site Visitors</b>               | ✓         |
|  |  |                             |  | <b>Young Persons</b>               | ✓         |



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Date: 27/8/2021

Page 2 of 9

see also - Giffards Primary School COVID Outbreak Management Plan from September 1st 2021

**Rational:** School employers and leaders are required by law to think about the risks the staff, pupils and young people face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable.

Giffards primary School has undertaken a coronavirus (COVID-19) risk assessment by considering the measures in the guidance above to inform their decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that – this includes all staff/pupils/parents and visitors to site. As per the legal duty of Employers to consult their employees on health and safety in good time. This document has been shared with and had input from all staff/governors.

**This risk assessment will be reviewed before opening on 1<sup>st</sup> September in light of the spread of the virus and thereafter periodically** – due to the rapidly changing circumstances around covid-19 and will ensure all local and national guidance is taken into account.

In line with guidance, our priority will be to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

**Risk assessment**

This RA is Giffards response to our obligations to comply with health and safety law and put in place proportionate control measures. We will regularly review and update this risk assessment - treating it as ‘living document’, as the circumstances in school and the public health advice changes. This includes monitoring whether the controls are effective and working as planned by logging all positive cases and cases where pupils are self-isolating as close contacts.

**Outbreak management plan** – this RA should be read in conjunction with our outbreak management plan – this details the specific steps we will take if there are

1. A positive case in school
2. An outbreak in school
3. National or local guidance to partially close

**On going Control measures from September 2021:**We will:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid

Other Workers

✓



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Date: 27/8/2021

Page 3 of 9

| No | Hazard   | Risk  | Without Controls |   |    | Control Measures to Reduce the Risks  | With Controls |   |    |
|----|--|---|------------------|---|----|---|---------------|---|----|
|    |  |   | P                | S | R  |   | P             | S | R  |
| 1  | Minimizing the spread of infection entering school | Infection spreads from infected persons from outside and spreads throughout school causing disruption to health and education | 4                | 5 | 20 | <p>Entry to school will be limited. Parents are to email/call rather than come into school where the space is limited and confined. An admin office 'pop up office' will be located by the main entrance as a main point of contact for parents from 8.40-9.00. Admittance to school will remain by appointment only.</p> <p>All visitors to sign a Covid declaration form and a recent LFT result required. Where no LFT has been completed, visitors will be required to complete a LFT provided by the school.</p> <p>2 x weekly LFT available for all staff. Results emailed to admin</p> <p>Pupils and staff should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>3 entrances/exits will be used to minimize congestion. A one way systems will remain at all entry/exit points. SLT will be visible to respond to queries.</p> <p>Whilst there is no requirement to wear masks, staff are welcome to for own personal safety and parents are encouraged to.</p> <p>Large gatherings will still be restricted – to be reviewed regularly in light of local/national picture</p> | 2             | 5 | 10 |
| 2  | Admitting children into school                     | Risk of undiagnosed covid into school and it spreading  | 4                | 5 | 20 | <p>Pupils' with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a pupil attending school, or sends them in with symptoms, in line with government guidance we have the right to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. In this case parents will be required to collect the pupil and get a test prior to return</p>   | 2             | 5 | 10 |



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Date: 27/8/2021

Page 4 of 9

|   |  |  |   |   |    |   |   |   |    |
|---|--|--|---|---|----|---|---|---|----|
| 3 | Managing attendance                      | Negative impact on education due to absence  | 3 | 5 | 15 | <p>Attendance – see also addendum to attendance policy</p> <p>School attendance is mandatory for all pupils of compulsory school age and it is priority to ensure that as many children as possible regularly attend school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance, we will record as code X (not attending in circumstances related to coronavirus). Where pupils are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code x initially but if still unwell and unable to attend after the 10 day isolation will be recorded as I (illness).</p> <p>For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p> <p>Pupils who have been abroad to restricted counties must follow the most current quarantine regulations upon return.</p>               | 1 | 5 | 10 |
| 4 | Children/staff showing symptoms of covid | The risk of an undiagnosed covid spreading throughout school                                     | 4 | 5 | 20 | <ul style="list-style-type: none"> <li>•If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and expected to follow public health advice including getting a PCR test. We request evidence of results before readmittance.</li> <li>•For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</li> <li>•If a pupil is awaiting collection, they will be moved to a safe room on their own (a member of staff will support and oversee) if possible and safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms used will be cleaned after they have left.</li> </ul> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> | 1 | 5 | 20 |
| 5 | The spread of Covid-19 within school     | Despite changes to government advice covid-19 infection will spread amongst the school community | 4 | 5 | 20 | <p><b>1. Ensure good hygiene for everyone.</b></p> <p>Soap and water is available in every toilet. Hand sanitiser/tissues to be in all classes and around school.</p> <p>Hand sanitiser stations, to be available as children enter school and admin area/and all entrances to the buildings.School has purchased enough stock for replenishment</p> <p>Lidded bins will replace open topped bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste.</p> <p>Hygiene posters for ‘catch it, bin it, kill it’ in each classroom and washing hands around school and in toilets.</p>  | 1 | 5 | 5  |



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Date: 27/8/2021

Page 5 of 9

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  | <p><b>2. Maintain appropriate cleaning regimes.</b><br/>Hygiene packs in each classroom for staff to use as they see fit<br/>Cleaning of whole school at the end of each day, with priority to all frequently touched surfaces<br/>Toilets cleaned at the end of each lunch time</p>   |  |  |
|  |  |  |  | <p><b>3. Keep occupied spaces well ventilated.</b><br/>We will increase ventilation in school by opening external windows to improve natural ventilation, and in addition within safeguarding parameters open doors, to assist with creating a throughput of air. Teachers/staff to balance the need for increased ventilation with maintaining a comfortable temperature.</p> |  |  |
|  |  |  |  | <p><b>4. Follow public health advice on testing, self-isolation and managing confirmed cases of Covid</b><br/>School will keep up to date with all advise including HR and Thurrock public health – see <b>RA section 6</b></p>  |  |  |



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Full reopening of school – September 2021

Date: 27/8/2021

Page 6 of 9

|   |  |   |   |   |    |  |   |   |    |
|---|--|---|---|---|----|--|---|---|----|
| 6 | Managing confirmed cases of coronavirus (COVID-19) amongst the school community                                  | Covid-19 infection spreads throughout school/commu nity                               | 5 | 5 | 25 | <p><b>Positive rapid lateral flow test results and PCR testing and results</b><br/>Anyone with a positive test result will need to:</p> <ul style="list-style-type: none"> <li>•self-isolate in line with the stay at home guidance</li> <li>•book a further test (a lab-based polymerase chain reaction (PCR) test) to confirm the result.</li> </ul> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.<br/>If the PCR test is taken within the 2 days following the positive LFD result, and is negative, it overrides the self-test LFD test and your child can return to school or college, as long as they don't have COVID-19 symptoms. We request sight of the confirmed test result.</p> <p>From September 2021, schools are no longer required to trace close contacts. Close contacts will be identified via NHS Test and Trace. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Giffards Primary school will still seek advice from Thurrock Public health and follow their guidance, even if this to contact trace close contacts. We are mindful that the NHS contact tracing can take time and we are keen to minimise the risk of infection spreading. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p><b>Asymptomatic testing</b><br/>Testing remains important in reducing the risk of transmission of infection within schools. We will provide tests for twice weekly asymptomatic testing for staff. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will be reviewed by the Government.</p> <p><b>Admitting children into school</b><br/>Pupils' with symptoms should not attend school, given the potential risk to others. If a parent or carer insists on a pupil attending school, or sends them in with symptoms, in line with government guidance we have the right to refuse the pupil if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. In this case parents will be required to collect the pupil and get a test prior to return</p> | 2 | 5 | 10 |
| 7 | The risk of infection spreading infection to large groups now that the requirement for bubbles has been removed. | The infection spreads between large groups now social distancing is not a requirement | 4 | 5 | 20 | <p><b>Each year group to have a separate area at playtime/lunch.</b> Rota in place on playgrounds/field for lunch and breaks. MDAs to remain with a year group where possible – additional MDAS appointed to increase capacity to have 1 MDA per class.<br/>Staff on duty to line children up before moving to/from playground<br/>Games/activities to be developed that focus on exercising to keep children entertained and physically active.<br/>Lunch rota in place to minimise the number of pupils eating in the hall at any one time.<br/>One way system in place, so the next year group can arrive as one leaves without close proximity to each other</p> <p><b>Measures to ensure Infection is not spread through use of equipment/resources</b><br/>Weekly zone and equipment timetable in place so all outdoor playground equipment is unused for 72 hour quarantine period before the next year group uses. At least 2 staff on duty for each bubble group during break time</p>  | 2 | 5 | 10 |



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Date: 27/8/2021

Page 7 of 9

|   |  |   |   |   |    |  |   |   |    |
|---|--|---|---|---|----|--|---|---|----|
| 8 | <p><b>Assembly</b><br/>Large gatherings of pupils across many year groups in an enclosed space</p> | <p>Infection is spread due to lack of distancing, increased viral load in enclosed space &amp; inability to identify close contacts</p> | 4 | 5 | 20 | <p>Assemblies will be held for a maximum of 2 year groups at a time with a 2M distance between year groups and full ventilation of the hall spaces.<br/>Timetable for assemblies from sept 2021 in place. Assemblies to be held in class and some in the hall to separate year groups and make contact tracing easier<br/>A full programme of assemblies including resources is in place – there will be no loss of access to appropriate SMSC/PSHE/school values etc. Staff are to arrange and print own weekly certificates to avoid admin movement around school.<br/>The weekly assembly Focus (core values/5Rs etc) is to be shared with pupils on a Friday. Teachers to organise and self-manage photos and tweet.</p>   | 2 | 5 | 10 |
| 9 | <p>Availability of staff to ensure adequate staffing levels</p>                                    | <p>Not enough staff available to ensure adequate levels of cover</p>  | 4 | 4 | 16 | <p><b>Staff who are pregnant</b><br/>A personalized RA will be completed identifying any additional measures to be put in place<br/><b>Availability of staff in the event of staff shortages - Staff deployment</b><br/>As staff will no longer be required to self-isolate if in contact with a positive case if they are 'double jabbed'. Should any staff be required to self-isolate they will be required to work from home, this includes teaching from home via google classroom so pupils in their class still have access to a full teaching offer. LSAs to be flexibly deployed to support in the classroom.<br/>If staff need to self-isolate with symptoms, pending a full PCR/test positive - the following measures will be used to ensure adequate cover and ensure the education and attendance of pupils is unaffected. Following the government guidance that Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly we will use a hierarchy of measures to cover classes</p> <p>Where teaching staff are required to self isolate but not unwell – full working from home will be implemented, whereby staff can use remote learning to teach the class with support from the LSA in class. Staff are to ensure laptops are taken home to ensure immediate access.<br/>Where LSAs are required to self isolate but children are still in school, they will be required to work from home and use google classroom to support with learning in school, under the direction of the classteacher.<br/>Existing part time staff who may be available for supply cover – where funding/availability allows<br/>Redeployment of PPA teachers – PPA time covered differently<br/>Redeployment DHT and AHT if available<br/>LSAs to cover.<br/>In all cases the best option will be discussed and agreed with individuals.<br/>Staff needing to quarantine following a holiday - All staff will need to be available to work in school from the start of the autumn term HR advice has been followed to inform planning for the autumn term - all staff have been sent a letter explaining the procedures</p> | 2 | 4 | 8  |



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Date: 27/8/2021

Page 8 of 9

|    |   |   |   |   |    |   |   |   |    |
|----|---|---|---|---|----|---|---|---|----|
| 10 | Outbreak Within Setting                               | An outbreak spreads throughout the school       | 4 | 5 | 20 | <p>The definition of an outbreak as defined by the DfE is, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li> </ul> <p><b>Additional actions to take to minimise the risk of infection spreading</b></p> <ul style="list-style-type: none"> <li>•School will liaise with Public Health passing on the relevant information</li> <li>•School will follow Thurrock guidance for notification</li> <li>•The school will risk assess staffing capacity and decide whether we can operate safely and stay open in light of staffing absence.</li> <li>•In collaboration with Public Health, SLT and the academy trustees, a decision will be made as to whether school can remain open</li> <li>•DfE will be informed if the school is to close</li> <li>•LA will be informed if the school is to close</li> <li>•Mask wearing will be introduced in all communal areas and at drop off and pick up. Parents will be advised to wear a mask</li> <li>•Remote learning plan will be implemented</li> <li>•External visits to the school will stop until deemed safe</li> <li>•Classes will resume 'bubble status' with the minimum of contact between year groups</li> <li>•Any clubs where there is mixing of year groups will be cancelled to protect bubbles</li> <li>•Additional staff rooms will be created to separate adults within the school</li> <li>•Assemblies will cease</li> <li>•Residential educational visits will be reviewed and consideration given to cancelation or rescheduling</li> <li>•School visits will be either cancelled/rescheduled</li> <li>•Any parent/public events will be cancelled including visits to school for performances, new intake tours, to speak to staff.</li> </ul> | 2 | 5 | 10 |
| 11 | The setting is affected by Local or National measures | Education of pupils will be negatively affected | 4 | 5 | 20 | <p>In addition to the actions above the following will apply</p> <p>The COVID situation is ever changing as are the directed responses. We will work within guidance to ensure that we implement any Local or National restrictions and guidance.</p> <p>If some attendance restrictions are needed, we will prioritise attendance for</p> <ul style="list-style-type: none"> <li>• all vulnerable children,</li> <li>• children of critical workers,</li> <li>• children in reception, year 1 and year 2</li> </ul> <p>If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</p> <p>For pupils not in school a full remote learning offer will be implemented. See below</p>   | 2 | 5 | 10 |



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Full reopening of school – September 2021**

Date: 27/8/2021

Page 9 of 9

|    |   |   |   |   |    |   |   |   |   |
|----|---|---|---|---|----|---|---|---|---|
| 12 | Ensuring learning continues for pupils self-isolating   | Risk of loss of learning and contact with pupils and families         | 4 | 3 | 12 | Learning offer<br>A full Remote learning plan will be implemented within 48hours including the offer of IT capacity for families who need it. See remote learning policy  | 2 | 3 | 6 |
| 13 | Ensure that full safeguarding is in place in event of absence or closure – see safeguarding addendum to CP Policy | Ensuring pupils are kept safe and all procedures are followed         | 4 | 4 | 16 | Safeguarding:<br>•The school will have a DSL on site, if this is not possible Mrs V Teager (DSL) or the headteacher can be contacted at any time. All safeguarding concerns can be logged and access via secure safeguard online system<br>•Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.<br>In the event of a full remote learning requirement – contact will be maintained daily through google classroom/on line learning.<br>Parents/teachers/pupils can maintain full communication via our online platform   | 1 | 4 | 4 |
| 14 | Ensuring First Aid needs and illness on site are met without increasing the risk of spreading infection           | Infection is spread due to lack of distancing or direct/close contact | 4 | 5 | 20 | The school will follow Government guidance - The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:<br>•where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained<br>•where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used<br><br>Staff to Follow Guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.<br>Administering pupil medication – forms available by contacting admin/or in pop up gazebo from 8.40-9.15 am by main admin building.<br>Parents to complete a form – as per normal. Admin will follow instructions on the form and administer medication. | 1 | 5 | 5 |

**Notes for assessor:- Risks above 10 are not acceptable, control measure to be revised to bring to 10 or under .**

| Severity Estimate                                    | Risk |   |   | Probability Estimate |
|--|------|---|---|----------------------|
| Fatality   | 5    | X | 5 | Frequent             |
| Major Injury – Disability -Major safeguarding breach | 4    | X | 4 | Probable             |
| 7 Day/Lost Time injury                               | 3    | X | 3 | Occasional           |
| Minor Injury   | 2    | X | 2 | Possible             |
| No Injury  | 1    | X | 1 | Improbable           |