

School: Montpelier Primary School		School address: Montpelier Road London W5 2QT		Review date: 19 st April 2021				
Assessment Date: 2 nd March 2021		What/who is being assessed? Biological hazard- Covid-19 within educational settings.						
Name of Assessor:		Bridget Power		Responsible person for actions:		Am Rai		
Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls? <i>SLT's to write what is being done now and then refer to Recommended controls: Possible controls for consideration to be adapted or deleted as necessary</i>	Recommended Control Measures <i>SLT's to move Recommended Controls into Existing Controls once they have been implemented:</i>	Action by who/when?	Likelihood of occurrence after recommended controls added (L) 1-Very Unlikely 2-Unlikely 3- Possible 4- Likely 5- Very Likely Likelihood = Probability of occurrence based on specific activity being assessed	Impact (I) 1-Negligible 2- Minor 3- Moderate 4- Major 5- Extreme Impact = Estimate of harm based on specific activity being assessed	Overall Risk (L X I) + I <10 = Low 10-19 = Medium 20-30 = High

Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
Entering the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and, in rare cases, even death	<p><i>Parents and staff are aware to stay at home and access testing when they, a child or household member develops coronavirus symptoms.</i></p> <p><i>Parents and staff are aware of national rules around self-isolation and quarantine. School communicates this regularly to parents and signage has been put up around the school perimeter.</i></p> <p><i>Drop off and collection times are staggered.</i></p> <p><i>Adults collecting pupils must wear a face mask on the school site. This will be encouraged by follow up correspondence to those who don't. Staff will always model this to parents and carers at the beginning and end of day.</i></p> <p><i>Entry into school is as direct into classrooms as possible</i></p> <p><i>On entry to school, staff and pupils to wash their hands with soap and water for at least 20 seconds and hands dried.</i></p> <p><i>Pupils to be accompanied by only one parent/carer on journey to school.</i></p> <p><i>Visitors by appointment only and where absolutely essential. Where</i></p>		<p>School staff and pupils (under the direction of school staff).</p> <p>Parents</p> <p>All actions at beginning of day.</p>	2	3	(2X3) +3 = 9 (Low)

		<p><i>possible, professionals such as social workers, SALT and others should be met virtually rather than coming to school. If they do need to attend in person, they need to closely follow the protective measures in place.</i></p> <p><i>Transparent partition screens are available for use where a visit cannot be held remotely for logistical or safeguarding/CP reasons.</i></p> <p><i>No extra-curricular activities until government guidance and school risk assessment allows.</i></p> <p><i>Wraparound childcare will maintain bubble groups as per the school arrangements.</i></p> <p><i>Wraparound childcare will not be offered during school closure.</i></p> <p><i>A one way system is in place for parents/carers at morning drop-off.</i></p> <p><i>Members of households where someone has symptoms or is diagnosed with COVID-19 will not be allowed to drop off pupils. This includes adults and siblings who are quarantining.</i></p> <p><i>Non-staff visitors (including parents/carers) will not be admitted into the school building except in exceptional circumstances and by prior arrangement/invitation.</i></p> <p><i>A perspex protective screen has been installed at the front desk to</i></p>					
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		<p><i>protect the reception staff from transmission by staff/contractors and visitors. Non-touch hand sanitiser dispensers have also been installed for people to use before touching the Inventory screens.</i></p> <p><i>Late arriving pupils will wait in a socially-distanced manner in a ventilated covered area outside the front entrance and be processed one by one in order not to break the bubble system. The receptionist will key their details into the touch screen to minimise its use.</i></p> <p><i>Pupils returning after a negative test result must arrive at the Junior entrance at their usual time and identify themselves to the staff member on gate duty. They will then wait in the gazebo so that a staff member can verify the result and inform the teacher to expect them back in class.</i></p>						
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Response to infection	Biological hazard – COVID-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>The school will engage with the NHS Test & Trace process. Updated guidance will always be on EGfL.</i></p> <p><i>Attendance records for staff, pupils and visitors will be maintained as usual and will facilitate Test and Trace procedures as necessary.</i></p> <p><i>Confirmed cases of COVID-19 amongst the school community will be managed in accordance with the flow chart issued by Ealing Public Health (see appendix).</i></p> <p><i>Any outbreak will be contained following advice from the local health protection team (see appendix)</i></p> <p><i>Pupils displaying known COVID-19 symptoms, including a positive lateral flow test (and any siblings) will be moved to the quarantine area at the front reception (which will be locked down for the purpose) while awaiting collection. They will be supervised through the glass window. If necessary, e.g. with a very young child, a staff member will supervise them from just outside the exterior door which will be opened for the purpose of ventilation. They will use the dedicated adult toilet off the lobby.</i></p> <p><i>Staff or pupils who have self-isolated in order to have a COVID-19 test will be required to produce evidence of a negative result before being re-admitted to school. If they are unable to do this then they must remain at home until the required number of days has passed. Any siblings must do the same. The</i></p>		Senior Leadership Team	3	4	(3x4)+3=15 (Medium)
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		<p><i>number of days will be based upon government guidance in place at the time.</i></p> <p><i>The school has a supply of lateral flow testing kits which are distributed to staff who work on-site. Testing is voluntary but strongly encouraged.</i></p> <p><i>Testing takes place on Wednesday and Sunday each week. Results are reported to the NHS and also to school before 5.00 p.m. on a Sunday and during the afternoon on a Wednesday. Initially, a reporting deadline of 7.00 p.m. on a Wednesday until people are familiar with tests.</i></p> <p><i>Deadlines for testing are so that steps can be taken to isolate the staff member or pupil group as appropriate and to give parents/carers as much notice as possible.</i></p> <p><i>For the purposes of the school risk assessment, a positive result of a LFT is considered to be a symptom of COVID.</i></p>					
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<p>Social distancing (Early Years and Reception)</p>	<p>Biological hazard- Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Desks should be spaced as far apart as possible and in rows with pupils facing the front.</i></p> <p><i>Pupils and staff are always in the bubble groups each day, and different groups are not mixing.</i></p>		<p>Everyone</p>	<p>3</p>	<p>3</p>	<p>(3X3) +3 = 12 (Medium)</p>
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Task / Activity Area	Hazard	Who might be harmed and how?	What are your existing controls?	Recommended Control Measures	Action by who/when?	Likelihood of occurrence after recommended controls (L)	Impact (I)	Overall Risk (L X I) + I
			<p><i>Staff will be required to conform to the school's social distancing policy statement.</i></p> <p><i>Display social distancing poster at all entrances. Social distancing posters displayed at multiple sites throughout the pupil and staff areas.</i></p> <p><i>Staff will avoid contact with members of other bubbles unless absolutely necessary. Staff will not mix with adults from other bubbles indoors and will maintain 2m social distance if in the same area outdoors.</i></p> <p><i>Sole workers in offices may keep their door closed as required, e.g. for confidentiality.</i></p> <p><i>Meetings between staff should take place online or by phone unless in exceptional circumstances and when a member of the core team has been consulted. In such situations, an outdoor, socially-distanced meeting should be arranged wherever possible. Meetings with parents should take place online or by phone where possible and appropriate.</i></p> <p><i>Three new 'break out' areas have been created with kitchen equipment, e.g. microwave, boiling</i></p>					

			<p><i>water for drinks, so that staff are not all trying to use the same equipment at the same time. The staff room dishwasher has been put out of bounds to avoid cross-contamination through multiple users.</i></p> <p><i>(Weather-permitting) A small private outdoor area has been created for staff to sit in.</i></p>					
Social distancing (KS1 and KS2)	Biological hazard-Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Avoiding contact with anyone with symptoms</i></p> <p><i>Minimising contact and mixing of groups</i></p> <p><i>Desks should be spaced as far apart as possible and face forwards in rows.</i></p> <p><i>Teachers will have a marked out space a minimum of three metres from the classroom wall to support their social distancing from pupils.</i></p> <p><i>Pupils and staff are always in their allocated bubble group each day, and different groups are not mixed during the day, or during wraparound childcare.</i></p> <p><i>Pupils who feel generally unwell with non-COVID symptoms, e.g. queasy, will be handled by the class teacher. Each year group has access to a non-invasive digital thermometer to check temperature. If, after a drink of water and a rest, they do not improve and need to be sent home, they will wait in the temporary medical area in the lobby. They will be supervised by the receptionist where age-</i></p>		Everyone	2	3	<p>(2X3) +3 =</p> <p>9</p> <p>(Low)</p>

		<p><i>appropriate.</i></p> <p><i>First aid will be administered by staff on the playgrounds unless it is absolutely necessary for a child to come indoors. The 'on duty' first aider may cross bubbles but will wear face covering, visor and gloves and apron to do so.</i></p> <p><i>During school closure, first aid will be administered by a member of staff supervising the bubble group.</i></p> <p><i>If it is necessary to come indoors for first aid, KS1 will be based at the seaside area and KS2 will be based at the couches in the front lobby. The front lobby area will be separated by a screen into Y3&4 and Y5 & 6 to avoid bubbles mixing.</i></p> <p><i>Indoor bubbles will be based on year groups. Outdoor bubbles will be based on phase groups.</i></p> <p><i>During school closure, bubbles will not share outdoor spaces.</i></p> <p><i>Staff who are not assigned to a bubble, e.g. SLT, will be required to social distance and to wear appropriate PPE, face covering, visor etc when entering class areas.</i></p> <p><i>Display social distancing poster at all entrances. Social distancing posters displayed at multiple sites throughout the pupil and staff</i></p>					
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			<p><i>areas.</i></p> <p><i>2 metre markers have been installed on corridor floors as a visual reminder and to aid social distancing.</i></p> <p><i>Staff will not mix with adults from other bubbles indoors except to convey important information and will maintain 2m social distance at all times.</i></p> <p><i>Face coverings (not just visors) will be worn by all staff and visitors when in communal areas, e.g. corridors, shared indoor spaces, toilets etc.</i></p> <p><i>Face coverings (not just visors) will be worn in the playground when supervising collection at the end of the day.</i></p> <p><i>During school closure, staff may not sit together even outside.</i></p> <p><i>Adults passing each other in narrow corridors should face away from each other and not linger.</i></p> <p><i>Sole workers in offices may keep their door closed as required, e.g. for confidentiality.</i></p> <p><i>Unless in exceptional circumstances and by agreement with a member of core team, meetings between staff will not take place in person indoors but will always be by phone or virtual (on zoom/teams). Outdoor meetings should be considered in the first instance.</i></p> <p><i>During school closure, use of any classroom will be limited to 15</i></p>					
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			<i>pupils maximum.</i>						
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Cleaning and Hygiene	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms and in some instances, to death.	<p><i>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</i></p> <p><i>Ensure that sufficient number of tissues and bins are available.</i></p> <p><i>Ensure that younger children and those with complex needs are helped to get this right.</i></p> <p><i>Embed this as part of the new school culture.</i></p> <p><i>Frequent hand cleaning and good respiratory hygiene practices</i></p> <p><i>Pupils encouraged and reminded to wash and dry their hands thoroughly after using the toilet.</i></p> <p><i>Daily cleaning of classrooms and equipment. Additional cleaner engaged for 2 hours each day to disinfect frequently touched surfaces mid-day, door handles, fingerplates, flush handles, taps, bannisters.</i></p>		<p>Cleaning contractor (twice daily)</p> <p>Site Manager (as required)</p> <p>Business Manager (as required)</p>	2	3	<p>(2X3) +3 =</p> <p>9</p> <p>(Low)</p>

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			<p><i>Keep spaces well ventilated using natural ventilation (opening windows and exterior doors). All windows and doors to be open during the school day where security and temperature allows.</i></p> <p><i>Based on weather conditions, SLT will take a decision about when it is not possible to keep sufficient doors and windows open. Staff will be notified of changes.</i></p> <p><i>Where it is decided that enough doors and windows cannot be open all day, class-based staff must keep internal doors open and a window if possible. At break times and lunch times, all doors and windows MUST be opened for a minimum of ten minutes to freshen the air in the room.</i></p> <p><i>Display hand washing poster at all entrances.</i></p> <p><i>Handwashing posters also displayed in each bubble room and in pupil and adult bathrooms.</i></p> <p><i>Shower available for use by staff as required.</i></p> <p><i>Resources which are shared between bubble groups, e.g. percussion instruments, sports equipment will be sanitised</i></p>					

			<p><i>after use or left unused for a period of 8 hours (72 hours for plastics) between use by different bubbles.</i></p> <p><i>Where sanitisation is not possible or where equipment cannot be left unused for an appropriate period of time, resources will be restricted to one user.</i></p>					
School lessons/ activities	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Staff will consider which lessons or classroom activities could take place outdoors. Staff are encouraged to use outdoor learning as much as possible. Large areas of outdoor space are available for use.</i></p> <p><i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings.</i></p> <p><i>There will be no 'in person' assembly. Assembly will be 'virtual'.</i></p> <p><i>Singing or any activity involving voice projection should not take place indoors.</i></p>	SLT and staff	2	3	<p>(2X3) +3 = 9 (Low)</p>	

Educational Visits	Biological hazard – COVID-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death	<p><i>The school has suspended all off-site educational visits. This will remain under review in line with government guidance.</i></p> <p><i>Off-site visits will not resume until the school is confident that all safety measures can be maintained even in the event of transport disruption or other disruption of arrangements during the visit.</i></p>					
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Lunch	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Stagger lunch times, so that all children are not moving around the school at the same time.</i></p> <p><i>Before eating, pupils to wash their hands with soap and water for at least 20 seconds and hands dried or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</i></p> <p><i>Warm water and soap available in each classroom and pupils and staff to wash hands before and after lunch and every transition.</i></p> <p><i>Pupils and adults are encouraged not to touch their mouth, eyes and nose</i></p> <p><i>The lunch hall doors will be open to increase ventilation.</i></p>		All staff, every day.	2	3	(2X3) +3 = 9 (Low)

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Transport Arrangements	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Staff parents and students are encouraged to walk or cycle to their education setting where possible, or use private vehicles.</i></p> <p><i>Bicycles and scooters may not be left on site to avoid cross-contamination or the need to break social distancing.</i></p> <p><i>Staff are aware of government scheme to buy cycles at discount.</i></p>		<p>All staff</p> <p>Core team to make arrangements with individual staff where necessary.</p>	2	3	(2X3) +3 = 9 (Low)
Dealing with suspected and confirmed cases of Covid-19	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Any pupil displaying symptoms will be quarantined in the front office which will be locked down to all others until they can be collected.</i></p> <p><i>The school has a small supply of home testing kits. A kit will be given to a parent/carer for their child where it is thought that this will significantly increase the likelihood of them getting tested. Instructions will be provided alongside the kits.</i></p> <p><i>If a quarantined pupil requires the toilet then they will use the designated adult toilet in the front lobby. This will then be</i></p>	<p>There is a mechanism for communicating with parents & other household members about the need to self-isolate. Schoolcomms templates are ready to send to the parents/carers of the appropriate groups of pupils. A template email will be sent to relevant staff members.</p> <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are</p>	<p>Senior staff and bubble group leaders.</p> <p>Administrator to contact parents.</p>	2	3	(2X3) +3 = 9 (Low)

		<p><i>locked until it can be thoroughly cleaned and sanitised. A child step will be provided.</i></p> <p><i>Staff and pupils who are sent home will be strongly encouraged to arrange a covid-19 test asap. If they do not take a test then the school will work on the assumption that they are COVID-positive when determining time-scale for return.</i></p> <p><i>Where the child or staff member tests negative, they can return to their setting on production of the negative test result unless they still have a high temperature.</i></p> <p><i>Pupil temperature checks will take place during the day as required using a non-contact digital forehead thermometer.</i></p>	<p>encouraged to get tested in this scenario. Staff members who test negative may return to school. Those who are not tested may not return until their period of self-isolation is over. Pupils who have tested negative may not return unless their associated staff have returned.</p>				
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<p>Handling and sharing of resources</p>	<p>Biological hazard – Covid-19</p>	<p>Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.</p>	<p><i>Wherever possible pupils will not share resources even within their year group.</i></p> <p><i>Resources will not move between bubble groups wherever possible.</i></p> <p><i>If resources are to move between bubbles then this will be done in such a way as they are disinfected or isolated for long enough that the risk is removed.</i></p>		<p>All staff and pupils</p>			
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Use of PPE	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Individual pupil risk assessment and/or behavioural support plans to be reviewed and updated in the usual way as necessary. All such documents will be governed by the COVID risk assessment and procedures which are in place at the time.</i></p> <p><i>Staff have been consulted about relevant clinical conditions and appropriate measures have been put in place where required. Where a staff member receives government correspondence advising them to shield, this will be accommodated.</i></p> <p><i>Staff administering first aid will use gloves, masks, visors and aprons. These will be disposed of in wrapped plastic bags after use (except the visors which the staff member will clean for re-use)</i></p> <p><i>Face coverings (not just visors) must be worn while on gate duty in the morning and afternoon. This will help to model the guidance to parents/carers.</i></p>		All staff, every day or as required.	2	3	(2X3) +3 = 9 (Low)

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Administering First aid/ Medication	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>The school has a suitable number of staff on duty</i></p> <p><i>Emergency action will be taken where needed.</i></p> <p><i>The school has a first aid risk assessment and medication policy in place.</i></p> <p><i>Pupils who feel generally unwell with non-COVID symptoms, e.g. queasy, will be handled by the class teacher. Each year group has access to a non-invasive digital thermometer to check temperature. If, after a drink of water and a rest, they do not improve and need to be sent home, they will wait in the temporary medical area in the lobby. They will be supervised by the receptionist where age-appropriate.</i></p> <p><i>First aid will be administered by staff on the playgrounds unless it is absolutely necessary for a child to come indoors. The 'on duty' first aider may cross bubbles but will wear face covering, visor and gloves and apron to do so.</i></p> <p><i>During school closure, first aid will be administered by the adult supervising the bubble where possible.</i></p>		Any Staff member who needs to administer first aid or medication.	2	3	(2X3) +3 = 9 (Low)

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Leaving the school	Biological hazard- Covid-19	Staff, parents and pupils could become infected with COVID-19. If so, they are likely to experience mild symptoms such as fever or cough. In severe cases, this could lead to acute respiratory syndrome respiratory symptoms, and in rare cases, even death.	<p><i>Collection times will be staggered.</i></p> <p><i>Pupils will wait in socially distanced groups and parents/carers will collect using a one-way system.</i></p> <p><i>Staff on gate duty and those supervising pupils in class groups must wear a face covering at this time (not just a visor).</i></p> <p><i>Parents not to enter school building or to approach staff members closer than 2 metres..</i></p>		All Staff, every day.	2	3	(2X3) +3 = 9 (Low)

Very Likely	5	6	12	18	24	30
Likely	4	5	10	15	20	25
Possible	3	4	8	12	16	20
Unlikely	2	3	6	9	12	15
Very Unlikely	1	2	4	6	8	10
		1	2	3	4	5
Impact:	Negligible	Minor	Moderate	Major	Extreme	