



PAT Covid-19 return to school risk assessment November 2020

		Severity of harm				
		Very low	Low	Medium	High	Very high
Likelihood of harm	Highly Probable	Moderate	Substantial	Substantial	Severe	Severe
	Likely	Moderate	Moderate	Substantial	Substantial	Severe
	Possible	Acceptable	Moderate	Moderate	Substantial	Substantial
	Unlikely	Acceptable	Moderate	Moderate	Moderate	Moderate
	Very Unlikely	Acceptable	Acceptable	Acceptable	Moderate	Moderate

Date of assessment:		9 th November 2020. Changes from previous version highlighted in yellow.		
Who is at risk:		Staff, pupils, contractors, visitors (Contractors and visitors to site to be kept to a minimum and only for essential work – see [4.6])		
This risk assessment has been completed with generic risk applicable to all PAT schools. If there are additional risks identified by Heads of School they should be added to the bottom of each section.				
Description of risk or hazard	Controls and mitigation	See risk matrix below		
		Likelihood of harm	Severity of harm	Risk rating with controls in place
1. Staffing levels				
1.1 Adequate staffing levels cannot be maintained for the planned number of children in school	<ul style="list-style-type: none"> a) Following government guidance issued 5/11/20 CEV staff who received a guidance letter have been individually risk assessed and arrangements made accordingly; b) Continuing offer for some staff altering hours if coming by public transport to avoid rush hour; c) Normal sign in arrangements suspended. Staff should enter through their own classroom doors where possible. SLT will note who is on site first thing in the morning. New fobs are being issued that will record presence on site electronically. 	P	L	Moderate

1.2	There is too much contact with others increasing risk of transmission	<p>a) SLT and Directors have agreed on 'Bubble' sizes of maximum 90 – e.g. one year group at CYP and WHM. Year groups at BRIG are combined – KS1, Lower KS2, Upper KS2.</p> <p>b) Each group will be with their assigned staff. These staff will be assigned to this group and no other for the whole day including breaks;</p>	P	M	Moderate
1.3	Needs of children with specific needs/care cannot be met	<p>a) Risk assessment for individual pupils undertaken if required. (pupils with medical needs, who are shielding adults in their home, those who normally have 1:1 etc.)</p> <p>b) These children will be contacted by HoS/SENCo and appropriate arrangements put in place.</p>	P	M	Moderate
1.4	Inadequate training on all new arrangements	<p>a) Staff meetings now planned via 'Google Meet' and 'Loom' in each individual school site based on PAT reconnection plan: https://www.pegasusacademytrust.org/news/parents/wider-opening-within-the-pegasus-academy-trust-from-september-2020</p> <p>b) Online support available at: https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training</p> <p>c) Where there is a need to meet in person (e.g. NQTs) social distancing is maintained by the use of bigger spaces – e.g. meeting in school halls</p>	U	L	Moderate
1.5	Notion of 'core hours' causes staff to be exposed to others for longer than is necessary each day	<p>a) Core hours suspended until September 2020. Staff may leave when the children have been collected and then work from home.</p>	U	VL	Acceptable
2. Vulnerable staff					
2.1	Risk to staff who were on the 'shielded patient list' (SPL) and have a letter to this effect from NHS	<p>a) As at 18th August 2020 shielding was paused and these staff now attend work. Wherever possible these staff should be at 2m distance from children and may use the PPE which is provided as required [see 1.1 for CEV staff];</p> <p>b) These staff should have an individual risk assessment completed;</p> <p>c) https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	VU	H	Moderate
2.2	Risk to staff who are clinically extremely vulnerable (CEV) or have a member of	<p>a) These staff should have an individual risk assessment completed;</p>	P	M	Moderate

<p>their household who are clinically vulnerable</p>	<p>b) https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people; c) https://www.asthma.org.uk/advice/triggers/coronavirus-covid-19/what-should-people-with-asthma-do-now/</p>			
<p>2.3 Risk to staff who are pregnant</p>	<p>a) These staff should have an individual risk assessment completed as to options to work. Wherever possible these staff should be at 2m distance from children even if they are approved to work on the premises;</p>	<p>P</p>	<p>M</p>	<p>Moderate</p>
<p>2.4 Staff showing symptoms of the virus whilst at work and passing it on to others.</p>	<p>a) These staff should make themselves known to SLT at the earliest opportunity and then should go home; b) These staff should arrange for a test to be completed; c) https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ d) SLT at school to stay in touch with staff and ensure they are fully ready and have completed a test</p>	<p>P</p>	<p>H</p>	<p>Substantial</p>
<p>2.5 Risk to those in other groups who may be at a statistically higher risk of complications from virus¹</p>	<p>a) Working arrangements for all to be discussed with HoS as part of establishing rotas; b) Those who have a combination of risk factors to self identify so that they can be offered an individual risk assessment if required; c) Encourage full use of PPE for staff who are cleared to work on site and offer face shields where these staff request them.</p>	<p>P</p>	<p>M</p>	<p>Moderate</p>
<p>2.6 Adverse effects on staff members who are anxious or struggling to readjust to return to work</p>	<p>a) Croydon have produced a care package which can be shared with these employees: https://my.uso.im/mydrive/9865eac68b9943a28574c6c4418ae976/Staff-wellbeing-leaflet https://my.uso.im/mydrive/322633d043ef43799681547e9af84990/Going-back-to-school--teachers-leaflet b) Pegasus have access to dedicated telephone support with counselling for these employees. This can be arranged through SLT.</p>	<p>P</p>	<p>VL</p>	<p>Acceptable</p>

¹ (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923668/Weekly_COVID19_Surveillance_Report_week_40.pdf Latest available at the time of writing) Shows us that age is the predominant risk factor when it comes to INFECTION with Covid-19. Those with increased statistical risk of a greater SEVERITY from Coronavirus include men (Male 9,682 deaths vs Female 8,362) and those from a Black/African/Caribbean/Black British background. Increased risk can be determined by comparing figures from the link in footnote 1 with % of UK population from BAME backgrounds found at <https://www.ethnicity-facts-figures.service.gov.uk/uk-population-by-ethnicity/national-and-regional-populations/population-of-england-and-wales/latest>. See 2.5 for mitigation.

3. Risk of increased transmission of virus due to journeys to and from school					
3.1	Risk to staff and pupils on public transport	a) Staff and pupils to travel on foot, bicycle, motorcycle or own car wherever possible; b) News items will encourage families to travel on foot etc. and take precautions if using public transport; c) Likelihood of harm depends on prevailing infection rates in London. d) If an issue emerges with [a] staff should speak to SLT about varying times to come into work outside of rush hour.	P	M	Moderate
3.2	Danger of parent to parent transmission in playgrounds	a) Encourage families to designate a single adult for the drop off with no elder/younger siblings on the school run if possible; b) PAT 'rolling start' continues. Pupils go straight into class and do not play with others in the school playgrounds; c) Staff outside reminding parents to leave and go home and to insist on no chatting outside school; d) Share a list of arrangements from this risk assessment with parents.	P	M	Moderate
4. Transitions					
4.1	Risk of transmission as parents and children converge	a) Where possible increased number of entrances to school to be used to minimise contact between small class groups: <ul style="list-style-type: none"> • WHM Key worker children through the vehicle entrance; • EPS keyworker through main gate, Year 1 through Lion Road gate, Year 5 through playground gates; • CYP Upper Year 4 children to use new entrances via rear of school and new path. b) Paths may be split with a designated direction; c) Set entrances for set groups established; d) Sprayed templates at areas of possible congestion remind families to maintain social distance.	U	M	Acceptable
4.2	Risk of transmission as parents and children meet other groups in playground	a) No parents and carers beyond playgrounds except with masks– signage to this effect; b) Some school sites where social distancing is harder may request that parents wear masks in playground. This may change at all schools in the Trust as the risk in London is raised or lowered.	U	M	Moderate

4.3	Risk of person to person transmission of virus on hands	a) All pupils and staff to sanitise/wash hands on arrival b) Supervised washing of hands. Use of hand soap; c) Sanitising gels installed and maintained at each door.	P	M	Moderate
4.4	Risk of transmission for bags or pencil cases, coats etc. brought from home	a) No book bags, staff to only bring one small bag – reduce items taken to and from school. b) All resources in KS1 and 2 in zip lock bags with stationery and rulers. Coats may be hung on back of chairs if practicable. c) No resources to be brought from home.	U	M	Moderate
4.5	Risk of transmission from contractors or visitors to pupils or teaching staff	a) No visitors to enter school grounds other than essential contractors to deal with urgent works. Non urgent works may take place where isolation is possible or after 3:30pm b) All clubs cancelled, gymnastics, gardening, music tutors cancelled swimming cancelled	VU	M	Acceptable
4.6	Risk of transmission from visitors/parents to school office staff	a) No entry to school premises although items may be passed through doors from outside; b) School front doors/shutters/screens to remain closed. c) Parents contact through phone or email.	VU	M	Acceptable
5. Risk of transmission through activities on site					
5.1	Risk of transmission at communal gatherings	a) Communal gatherings to be suspended until after pandemic as per arrangements in place before schools broke up (i.e. assemblies, sports events, concerts, etc.)	VU	M	Acceptable
5.2	Risk of transmission from/to staff through proximity in school	a) All breaks for staff taken separately in classroom or outside, not together; b) Staffroom only in use to make drink or collect food. Signage in place to this effect; c) Everyone in the building to socially distance at all times; areas where this is not possible should be closed off or used by limited staff (e.g. small shared offices/ narrow corridors etc.); d) Where requested at individual school sites staff will wear masks in areas shared with other bubbles.	P	M	Moderate
5.3	Risk of pupils to pupil transmission through undertaking learning activities;	a) Children to be taught safe distancing and any new fire evacuation procedures on first day; b) Learning stations to be set up by staff with 2m distancing applied; c) Procedures to be re-taught to children every day. Evacuation practised.	U	M	Moderate

<p>5.4 Risk of transmission through use of shared spaces/equipment</p>	<p>a) Cleaners to clean all areas used at least daily including all handles; b) Toilet areas cleaned with increased frequency during the day; c) Fixed play equipment in use for one year group only each day and sprayed down with disinfectant between year groups; d) Equipment cleaned in hot soapy water after activities. Intricate equipment with multiple pieces (e.g. jigsaws) not in use; e) As far as is possible staff to be allocated one photocopier to use and use one set of toilets.</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>5.5 Risk of transmission through classroom furniture</p>	<p>a) Soft furnishings removed from Nurseries before use by keyworker provision; b) Soft furnishings and soft toys removed from Year 1 classrooms and put elsewhere</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>5.6 Risk of transmission on pupil clothing</p>	<p>a) Uniform required for those children attending; b) Letter to parents re personal hygiene and importance at this time of daily washing/changing of clothes; c) No toys allowed from home (continuation of standard PAT policy)</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>5.7 Risk transmission between admin staff whilst undertaking duties</p>	<p>a) Move desks apart if required;</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>5.8 Risk of staff to staff transmission in staffroom</p>	<p>a) Staff visit staff room on breaks – set times only to make drink or collect food. Eat in classroom or outside classroom; b) Staffroom chairs either removed or signage placed on chairs that they are out of use and that staff are not to sit in staffroom;</p>	<p>VU</p>	<p>M</p>	<p>Acceptable</p>
<p>5.9 Risk of transmission from/to sports coaches or contractors</p>	<p>a) This risk assessment and associated training presentation will be shared with contractors who will be required to undertake their own risk assessments and pass these to SLT before resuming duties; b) PAT staff to be masked when in contact with sports coaches/contractors inside the premises; c) We are reducing the instances of using external staff for the duration of the pandemic wherever we can.</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>5.10 Risk of transmission by those PAT staff who work cross site</p>	<p>a) Staff who work on two sites each week to swap to a two weekly rota - i.e. one week in one school followed by one week in another;</p>	<p>P</p>	<p>M</p>	<p>Moderate</p>

	b) If possible staff to confine themselves to work on one site and meet virtually. Where this is not possible staff are to be masked in shared areas and maintain social distance of 2m.			
6. Classrooms				
6.1 Risk of social distancing not being observed in classrooms	a) Pupils need to be 1m+ apart and have own work area with own work equipment;	L	M	KS1 Substantial (child to child particularly)
	b) Children should stay in same places each day – no changing seating plans for different activities; c) Class teachers should consider the opportunities for outdoor learning wherever possible;	P	M	KS2 Moderate
6.2 Risk of transmission associated with poor hand hygiene in class	a) Handwashing/sanitising station as pupils and staff enter the building b) Regular handwashing (in classroom sinks) to be observed throughout the day and: <ul style="list-style-type: none"> • Before and after lunch • After coughing or sneezing 	P	M	Moderate
6.3 Risk of transmission through repeated or shared use of tissues	a) Tissues and bin available – bins open so that no lid needs to be touched but emptied daily;	VU	M	Acceptable
6.4 No shared use of cups, fabric resources, musical instruments that are blown, etc.	a) Cups are washed in dishwasher at 60 degrees. b) For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. c) Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. d) Resources with multiple small parts (e.g. Duplo and polygon in EYFS) should be avoided as they are time consuming to clean after use.	VU	M	Acceptable
6.5 Risk of transmission from soft toys	a) All soft toys to be removed. Staff to be told this on training days where presentation will be based on this risk assessment.	VU	M	Acceptable
6.6 Inadequate ventilation in learning spaces leads to increased risk of transmission https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html	a) Premises staff open all windows in the morning; b) Skylights at BINF and CYP lower to be opened by premises staff before staff and children arrive each morning; c) Children given dispensation to wear coats in class if required; d) Pegasus fleeces to be purchased for staff;	P	M	Moderate

	e) If too cold to have windows open a regular fresh air 'flush' is organised in classes;				
6.7	Risk of transmission through touching door handles	a) Leave doors open to and/or avoid touching of handles	P	M	Moderate
6.8	Risk of transmission from reading books	a) School reading books to go home in KS1 and EYFS will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. b) KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box.	VU	M	Acceptable
7. Outside learning (with the precautions below outside learning should still take place as normal)					
7.1	Risk of year groups mixing during outside learning (Rec and Year 1)	a) Timetable for outside area and play areas so no interaction with other groups b) Where year groups share zones are clearly identified	VU	M	Acceptable
7.2	Risk of contagion from small outside equipment or tables	a) Equipment cleaned in hot soapy water after activities. b) Intricate equipment with multiple pieces (e.g. jigsaws, Duplo) not in use; c) Any outside tables need to be cleaned after any use. Use disinfectant spray.	VU	L	Acceptable
8. Movement around the school and break times.					
8.1	Risk of transmission due to reduced social distancing when classes/bubbles are moving around the school	a) 1m+ distance to be applied when entering and exiting the classroom. 'Stand here' signs used for this purpose;	P	M	Moderate
8.2	Risk of transmission between Year group 'bubbles';	a) Leave and enter classroom from outside door; b) No close interaction with other year groups	U	M	Moderate
8.3	Risk of transmission between bubbles at playtimes	a) All breaks staggered or distanced between year groups so no year group interacts with another; b) Supervision and advice by staff working with that group	P	M	Moderate
8.4	Risk of transmission through shared use of toilets or meeting other children in toilets.	a) Teach pupils maximum number allowed in toilets and waiting routine so not to block corridors etc.	U	M	Acceptable
9. Lunchtime					
9.1	Risk of transmission at lunchtimes	a) Pupils having packed lunch to eat together in their designated room; b) Year groups to eat separately in dining halls; c) Cutlery wrapped in twos in napkins by Harrison;	U	M	Acceptable

	d) Lunch hours extended by arrangement with Harrison to allow all year groups time to eat and play safely.			
9.2 Risk of transmission between kitchen staff	a) Harrison risk assessment undertaken with clear arrangements for what to do if staff show any symptoms; b) Increase in PPE for kitchen staff and expectations about its use; c) PAT risk assessment and training materials shared with Harrison	VU	M	Acceptable
9.3 Risk of transmission from packed lunch boxes	a) Families encouraged to have school meals – if bringing food from home must be in disposable bag. Possibly work with Harrison to vary menus to encourage uptake in KS2; b) All waste is taken home.	U	M	Moderate
9.4 Risk of transmission from shared water bottle or school drinking fountains	a) Children use own water bottle that only they handle; b) Water bottle has name clearly displayed; c) School drinking fountains are disabled and covered	U	M	Moderate
10. Use of PPE				
10.1 Insufficient PPE for staff available (general classroom duties)	a) Both staff and children to be allowed to wear PPE (masks and gloves) if they wish to. Trust will endeavour to procure PPE but cannot reliably do so nor is it required to do so in government guidance; b) Staff and children to discard PPE worn on journey to school on entry and replace with new; c) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe d) Separate PPE/visors kept in office and used for first aiders	P	M	Moderate
10.2 Risk of transmission through contaminated used PPE	a) PPE disposed of carefully in yellow 'hazmat' bins and taken outside nightly	U	H	Moderate
10.3 Staff delivering first aid unaware of safe use of and disposal of PPE	a) Training of staff in use of PPE before children return to school;	U	H	Moderate
11. First Aid/ill child				
11.1 First aiders risk transmission when dealing in the classroom with children who are unwell	a) Only first aiders qualified to 'first aid at work' or paediatric first aid' level to deliver first aid. No class teachers or TAs with lower levels of certification/no certification to do this unless in an absolute emergency (i.e. staunching blood flow etc.) Identified first aiders present on each site.	U	H	Moderate

<p>11.2 Risk of children who are ill passing the virus to others while they await collection.</p>	<p>a) Identify suitable room on each site - may not be the normal one – may not be school office.</p> <p>b) Identify a space that sick pupils can be kept in until parents come to collect them, ideally with:</p> <ul style="list-style-type: none"> • A door you can close; • A window you can open for ventilation; • A separate bathroom they can use (either attached to the room or nearby) <p>c) Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves. Staff will need to use PPE to do this;</p> <p>d) No staff to enter the room apart from first aider/cleaner using PPE;</p> <p>e) Siblings of child should go home with them</p>	<p>U</p>	<p>M</p>	<p>Moderate</p>
<p>11.3 Risk of transmission to staff dealing with first aid incidents</p>	<p>a) A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting. These will be supplied by the Trust;</p> <p>b) Disposable gloves must also be worn. These will be provided by the Trust;</p> <p>c) Shield has to be used for children when displaying symptoms</p> <p>d) Staff need to wash their hands thoroughly after contact with an ill child</p>	<p>P</p>	<p>H</p>	<p>Substantial</p>
<p>11.4 Risk of contagion to whole setting following a positive test for Covid-19.</p>	<p>a) There is a clear plan in place following any diagnosis of Covid-19 within school – this follows government guidance and is displayed in office;</p> <p>b) Following symptoms displayed by staff or pupils in the bubble all are sent home until test for covid-19 has been carried out.</p>	<p>P</p>	<p>M</p>	<p>Moderate</p>

12. Staff with symptoms of COVID-19				
12.1	Risk of staff attending work with symptoms and infecting other children and staff	a)	All staff should call their Head of School for a discussion prior to attending school if they have concerns or are displaying any symptoms of COVID-19 as per section 2.15 of the Trust's reconnection plan.	
<p>NAME OF THE ASSESSOR: Jolyon Roberts (including best practice models from other schools and Trusts)</p> <p>SIGNATURE OF THE ASSESSOR: -</p> <p>POSITION OF RESPONSIBLE PERSON: - Executive Headteacher Jolyon Roberts (also seen by Directors Richard Hill and Ian Patterson)</p>				
<p>Date of planned review: Review at SLT</p>				