

Key to Residual Risk Assessment

	The residual risk is unacceptable. Further action must be taken to mitigate the risk	Completed: 13 th August 2020 Shared with H&S rep: 13.8.20
	The residual risk is high, other mitigation should be considered if possible	Shared with Hackney H&S : 13.8.20
	The residual risk is moderate	Shared with whole staff and LAB: 1.9.20
	There is low residual risk	Updated: July and August 2020 (updates and additions to risk assessment for partial re-opening are in blue) – further updated on August 30 th after feedback from Hackney H&S

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

School Name: Morningside Primary School

1. START OF THE DAY AND END OF THE DAY

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Parents	Parent contact with pupils and staff	<ul style="list-style-type: none"> Communication to parents to ask only one parent to accompany pupil to school Allocated entrances Communication to parents re protocols on website with link to google translate or in key languages as well as English-further communication during summer break to ensure compliance Parents not to gather at school gate Information to parents eg e-bug, use of public transport, handwashing and social distancing Encourage families to walk or cycle to school Pastoral staff and one SLT member available daily by telephone to answer parent questions and pass on information from parents to teachers 	SLT Pastoral team	
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> Different start times System in place for safe removal of face coverings on arrival at school Siblings being dropped off Procedure for pupils who arrive late-all staff are clear Markings at school entrance Signage- to include FAQs and directing parents to guidance on website SLT / Pastoral presence at drop off One member of staff from each class to greet pupils and supervise handwashing and sanitising on arrival Communications to parents – on website with link to google translate or in key languages as well as English 	SLT Pastoral team	

Safely moving children	No bells to sound	<ul style="list-style-type: none"> Bubbles have different start and finish times for all sessions therefore bells sounding may confuse pupils and staff 	Premises	
Pick up	Social distancing on collection	<ul style="list-style-type: none"> Different collection times Markings at school entrance Signage SLT / Pastoral presence at collection One member of staff from each class to dismiss pupils Communications to parents on website with link to google translate or in key languages as well as English 	SLT Pastoral team	
Safely moving children to and from classes observing social distancing	Children are used to interacting with each other and staff on their way to class Mixed messages avoided	<ul style="list-style-type: none"> Briefings to staff on zoom/googlemeet Messaging to parents on website with link to google translate or in key languages as well as English Makings on floors and signage Enhanced staff presence during transitions No changing for PE and Games Scripted reminders with all staff using the same language e.g. "thank you for remembering one person in the toilets at once" 	SLT Pastoral team All staff-scripts	

2. IN CLASS/LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Transmission of virus	Contact sports	<ul style="list-style-type: none"> No contact sports to take place during learning time or after school clubs 	Janet	
	Music lessons	<ul style="list-style-type: none"> No choir until further notice No singing assembly 	Sheena	
	Poor behavior resulting in bubbles being compromised	<ul style="list-style-type: none"> Parents and pupils are aware of new rules relating to movement in school and new hygiene rules 	SLT	
	Residential trips	<ul style="list-style-type: none"> No residential trips to take place during academic year 2020-21 	Sam	

Classroom	Observing social distancing	<ul style="list-style-type: none"> Regular staff briefing to remind staff of requirements Use of year group bubbles Signage Marked socially distanced square in each class for SLT and pastoral team visitors All tables face forwards Staff have a work station at the front of the room from which they aim to maintain 2 metre social distancing whenever possible Staff to stand behind children to look at their work where possible COVID-19 Marking Policy in place Storage of coats and bags is in class-no items to come from home (apart from school reading books.) Coats on back of chairs Class sizes capped at 30, smaller numbers where possible Staggered start and finish times for year groups 	SLT	 6
Classroom	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assigned to SEN pupils with plan in place for absence Staff PPE if appropriate with plan to ensure that replenishment is timely Staff briefings cover all details with follow-up questions answered by internal phone / email with response as soon as possible 	SLT Janet – PPE Sheena-1:1	 4
Classroom	Children leaving the classroom	<ul style="list-style-type: none"> On call system to respond to children leaving class without authorisation New COVID-19 home school agreement sent to all families Walkie-talkies in all rooms Staff handbook to be shared with all staff to ensure that new protocols are known and understood by all 	SLT	 6
Classroom	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> Hand sanitisation stations in all classrooms and soap in all classrooms with sinks Staff who wish to wear masks may do so Regular breaks for handwashing Daily supervision of handwashing and sanitising on arrival 	All staff	 4

		<ul style="list-style-type: none"> Supervision of handwashing/support for pupils unable to complete appropriately All staff regularly remind pupils about hand hygiene Establishment phase to teach pupils correct handwashing processes Zoom Assemblies to reinforce correct handwashing processes and wiping down routines Signage with instructions and key messages including catch it, kill it, bin it Lidded bins in all classrooms that are emptied regularly (double-bagged) Unnecessary items removed from classrooms Soft furnishings and soft toys removed Classrooms are well ventilated (doors/windows open) Pupils encouraged to wear velcro or slip on shoes if unable to tie own shoe laces Cleaning kits available in each classroom in case of coughs or sneezes Spray disinfectant and disposable cloths available in all classrooms (pupils taught to wipe their tables and equipment) Staff handbook to be shared with all staff to ensure that new protocols are known and understood by all 	SLT Pastoral team Premises manager	
Classroom	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> Individual resources allocated and stored in classrooms Resources only used within one bubble or with a 72 hour quarantine between uses Deep cleaning of any shared areas or resources daily if necessary Resource rotas implemented for shared resources Cleaning of equipment Cleaning of toys (if appropriate) Only certain resources to go home (e.g. reading books) No resources to be brought from home Routines in place to store individual pupil resource packs at the end of the day 	SLT Premises manager	

		<ul style="list-style-type: none"> Staff handbook to be shared with all staff to ensure that new protocols are known and understood by all 		
Physical activity	Prevent spread/transmission of virus	<ul style="list-style-type: none"> Pupils to be kept in consistent groups Sports equipment to be cleaned between use No contact sports Outdoor sports to be prioritised Sports provider to meet with headteacher to share own RA and to be given training materials to understand the Morningside RA 	SLT PE Leader	
Toilets	General hygiene	<ul style="list-style-type: none"> Monitoring of handwashing Monitoring of children in toilet area Ensure adequate stock levels Checks after break and lunch Enhanced cleaning 	All staff Premises manager	
Toilets	Intimate care	<ul style="list-style-type: none"> Trained staff available PPE available and used Handwashing Staff briefing Signage Ensure adequate stock levels 	SLT Janet -PPE	

3. OFFICE AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Admin office	Cross contamination Prevent spread/transmission of virus	<ul style="list-style-type: none"> Perspex screens in place Minimum contact between adults. All staff understand the importance of social distancing 	Finance and Office manager Premises manager SLT	

		<ul style="list-style-type: none"> • Restricted numbers in the admin office-2 members of staff only at any one time • Use of fixed teams of 2 where possible in the admin office • Entry protocols in place for visitors (to be met by person they have come to see or a member of the admin staff) • Marked areas to maintain 2 metre distance from admin staff • Air conditioning systems cleansed and switched off • Frequent cleaning of surfaces • No hot desking • Adequate ventilation • Protocol in place for cleaning reception desk areas between users • No parents to come into school • SLT and pastoral team doing daily callbacks when parents leave messages • Protocol in place to limit wider staff access to office areas 		
Other offices	Prevent spread/transmission of virus	<ul style="list-style-type: none"> • Frequent cleaning of surfaces • No hot desking • Adequate ventilation 	SLT Pastoral team All office users	 6

4. SHARED AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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Shared spaces e.g. staff rooms and dining halls	Social distancing, contamination, cleaning frequency	<ul style="list-style-type: none"> Staff made aware of the importance of maintaining distance from other adults Additional staff room space in place Reduce the use of shared areas to essential access only with clear signage Seating in shared areas to be socially distance and no more than 3 people to be in the staffroom at any one time Surfaces to be wiped down after use Shared equipment (e.g fridge and microwave) to be wiped down after each use (cloths and disinfectant available at all times) No hot desking Frequent cleaning of surfaces in any spaces to be used Signage in place to advise users to minimise time spent in the area Air conditioning systems cleansed and switched off 	Premises manager SLT All staff	 6
Lifts		<ul style="list-style-type: none"> Only to be used by premises staff 	Premises manager	 1
Water		<ul style="list-style-type: none"> Water fountains switched off or out of use Labelled water bottles to be provided for each child Staff to use water dispensers and wipe down handle afterwards 	Premises manager Pastoral team	 1
Halls	Risk of mixing bubbles during wraparound care: Breakfast Club and After School Club	<ul style="list-style-type: none"> Year group/Key Stage bubbles to be kept apart from other groups wherever possible Outside spaces used wherever possible Procedures in place for parents dropping off and collecting pupils not entering the school building Parents and staff to be informed of changes to provision Daily resources to be used Resources to be allocated to year / key stage groups 	Sheena	 8

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5. LUNCHTIMES

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Lunch service	Moving to and from lunch service whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> Year group bubbles to be kept apart from other groups wherever possible Lunch served to some year groups in classrooms to minimise movement Social distancing already in place in classrooms Staff serving lunch in class to have level 2 food hygiene training Midday supervisors to deliver and collect lunch trolleys 	Sheena Ben Siddique	
Transmission of virus	Serving lunch within allocated time whilst maintaining social distancing and hygiene requirements	<ul style="list-style-type: none"> Year groups who are eating in the lunch hall to sit at usual tables on one side All children to face in the same direction Children to finish their food and wait until the supervising adults ask them to walk to the playground 	Sheena Pastoral team	

6. BREAKTIMES

AREA OF RISK	ISSUE	• MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> Large colour-coded bag with equipment for each year bubble that is only used by that year bubble Careful supervision-all staff briefed 	SLT All staff who supervise in the playground	

Use of play space and play equipment	Social distancing during play times	<ul style="list-style-type: none"> • Split play times • Children stay in their groups during play • Cleaning of play areas daily • Zoned play spaces • Staff supervision • Adults to maintain social distancing wherever possible • Staff handbook to be shared with all staff to ensure that new protocols are known and understood by all 	SLT All staff who supervise in the playground	
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7. FIRST AID PROVISION

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> • PPE identified as required in place in 1st aid room. • PPE used whilst treating • Ventilation of 1st aid room • Cleaning of room after each use • Trained staff available within each group • Staff handbook to be shared with all staff to ensure that new protocols are known and understood by all 	Pastoral team	

8. GENERAL WELFARE

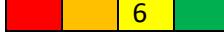
AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Child develops symptoms of Covid-19	Risk of transmission to others to others	<ul style="list-style-type: none"> Protocol in place for identification, treatment and return home is known by all staff and followed Child to be isolated immediately and temperature taken If any symptoms child to be sent home, cleaning of the room they were in. PPE to be worn by staff if a child becomes symptomatic Child's family advised to get a test for the child for Covid-19 Protocol in place for if the test is positive. This is understood by all staff Contact PHE and follow agreed guidelines Inform HLT and PA Short notice closure protocol in place (where an outbreak rather than an individual case occurs) 	Pastoral team Janet	 8
A confirmed case of Covid-19 in the setting				
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> Pre-term building checks carried out prior to opening Cleaning increased Hourly wipe down of high traffic touch points with cleaning substance (children in class, school keeper in all other areas) Doors left open where possible Soap provision and sanitiser provision checked every morning Bins emptied 2x per day and double bagged Handwashing/sanitising on entry and departure 	Premises manager	 12
Preparation and serving of school food	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> School kitchen complies with government guidance www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 	SLT	 2
Pupils with high levels of anxiety for a		<ul style="list-style-type: none"> Usual routines in place wherever possible with clear explanations as to why not when that is the case PHSE lessons 	Sheena	 2

variety of reasons		<ul style="list-style-type: none"> • Daily briefings with good information sharing • 1:1 where necessary • Sheena to speak to parents and/or social workers where there are concerns • Carefully chosen learning materials 		
Pupils who have experienced DV		<ul style="list-style-type: none"> • DSL to use current procedures to inform key staff and keep them updated • Close links with social care • Individual care plans where appropriate • Support from HLT 	Sheena	
Pupils who are unable to understand school rules or are unable to comply		<ul style="list-style-type: none"> • Risk assessed and socially distanced meeting with parent convened to draft support plan • Support from REU • Well briefed 1:1s 	Sheena	
Visitors	Visitors on site spread or introduce the disease	<ul style="list-style-type: none"> • Only essential visitors to be allowed on site • Visitor protocol in place • Deliveries before 8am and after 4pm wherever possible 	Admin team Premises manager Ben	
Death of member of school community		<ul style="list-style-type: none"> • Follow Bereavement Policy 	Sheena	
Fire safety	Risk of harm in case of fire	<ul style="list-style-type: none"> • Evacuation procedures reviewed to take COVID-19 changes into account • No new procedures in place for fire drill • All staff aware of fire safety procedures • Pupils aware of fire safety procedures • Fire practice on calendar regularly • Fire marshalls on site and aware of new procedures 	Premises manager	
Hydration	Ensuring all pupils have access to water in the	<ul style="list-style-type: none"> • Water bottles given out and collected daily • Each child has an individually labelled bottle 	Pastoral team	

	absence of drinking fountains	<ul style="list-style-type: none"> Staff do not handle bottles 		
Staff and pupil safety	Risk of transmission	<ul style="list-style-type: none"> SLT to know and understand the Test and Trace programme 	SLT	 1
Public transport (we do not have children who travel by school transport)	Risk of transmission	<ul style="list-style-type: none"> Use of face coverings for children over the age of 11 if they travel by public transport 		

9. STAFF SAFETY AND WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff safety	Risk of transmission Concern over the comparatively increased risk of COVID-19 to those of BAME backgrounds or those with certain conditions e.g. obesity or diabetes Staff who are extremely clinically vulnerable or clinically vulnerable	<ul style="list-style-type: none"> Staff Vulnerability Risk Assessment carried out with all members of staff Identification of minimal permissible staffing levels to support reopening SLT to organise and manage workflow for those staff who are self isolating 	Sheena	 1
Staff safety	Resources / stationery	<ul style="list-style-type: none"> Staff to have their own labelled resources wherever possible 	SLT	 1

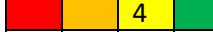
Staff travel	Public transport being overcrowded	<ul style="list-style-type: none"> staff encouraged to follow government guidelines when travelling on public transport School to encourage walking or cycling to work wherever possible Make staff aware of cycle scheme 	Janet	
Staff toilets	Not enough toilets for one per bubble	<ul style="list-style-type: none"> Toilets cleaned during the day Designated toilets for each group Ensure plentiful supply of cleaning products and ensure all staff are clear on cleaning protocols after using facilities 	Premises manager	
Staff room	Staff sharing fridge/microwave / kettle takes them outside their bubble Social distancing to be observed	<ul style="list-style-type: none"> Addition staff room space provided Cleaning Signage to remind staff of social distancing guidelines Staggered lunctimes Tables wiped down after lunch Kettles, milk, tea, coffee, water and biscuits provided for staff 	Premises manager Ben	
Anxiety	Staff at risk of not attending work/underperforming due to anxiety	<ul style="list-style-type: none"> Clear and consistent messages Supervision Access to staff assistance programme Staff encouraged to share their anxieties with leaders. Leaders to be in close contact with teams and to support and signpost 	Janet Sheena	
Workload	Stress caused by increased workload	<ul style="list-style-type: none"> Arrangements in place to support planning for all teachers Support from SLT for colleagues who are working remotely due to being clinically vulnerable 	Jo Gamze Sam Jade	

10. Safeguarding

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Vulnerable Pupils	Vulnerable pupils not attending and possibly not engaging with home learning	<ul style="list-style-type: none"> Follow LA protocols SENDCo/SLT to liaise with parents Sheena sends home workpacks to all vulnerable pupils who cannot attend CSC links where necessary Good communication – link with class 	Sheena	 3
Pupils/ parents who have concerns about returning to school	Pupils not attending	<ul style="list-style-type: none"> Support in place to address concerns 	Sheena Pastoral team	 3
Changes to Safeguarding Arrangements		<ul style="list-style-type: none"> PA Safeguarding policy in place and reviewed regularly with staff 	Sheena	 1
Absence	Pupils not attending	<ul style="list-style-type: none"> 1st day calls in place for registered pupils Home visits on day 2 Protocols in place for pupils with a social worker 	SLT Admin team Pastoral team	 2
Staff absence	An increase in staff absence impacts on the ability of a school to provide ensure the safety of pupils within the normal parameters or school health and safety and in the current	<ul style="list-style-type: none"> Short notice closure protocol in place 	Janet	 1

	context of distancing and isolation within groups			
Bullying related to COVID	Pupils/families have experienced online abuse or bullying while at home Pupils bring attitudes about COVID into school	<ul style="list-style-type: none"> • PHSE • Daily briefings for staff and pupils • Support for families • Referrals where necessary • Safer Schools App • Virtual assemblies 	Janet Sheena	 2
First Aid provision	Not enough qualified first aiders on site No paediatric first aider on site	<ul style="list-style-type: none"> • Staffing to include the correct ratio of suitably qualified staff on a daily basis • All support staff have first aid qualification • Admin team and SLT are first aid trained and can support if needed 	Sheena	 2
Secondary transfer	Vulnerable pupils may be at risk	<ul style="list-style-type: none"> • School to liaise with local authority and secondary schools • Good information flow to ensure all pupils have started at secondary school 	Pastoral team Sheena	 2

11. Learning-please also see: Morningside Transition Plan (July 2020)

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement	Teaching time	<ul style="list-style-type: none"> • Condensed lunchtimes for staff to ensure that the same amount of teaching time is available due to staggered start and finish times 	Janet	 4
Local lockdown	Falling behind	<ul style="list-style-type: none"> • Remote Learning Plan in place • CPD for staff to build capacity to educate pupils remotely if necessary 	Jo SLT	 4

Underachievement of key groups	Falling behind	<ul style="list-style-type: none"> Monitoring and review of learning as part of Transition Plan 	Jo SLT	
Gaps in curriculum provision	Falling behind	<ul style="list-style-type: none"> Curriculum has been reviewed and revised A gradual return to the curriculum by summer 2021 	Jo SLT	
Pupil readiness for learning	On return to school, pupils are not ready to access learning due to social, emotional and behavioural needs or response to trauma	<ul style="list-style-type: none"> Phased and careful return to school New establishment phase building on existing good practice Plans for pupils with identified needs or EHCPs Clear pupil management processes in place Planning meets pupil needs e.g. carefully selected texts and PHSE sessions Clear communication and information sharing Support from pastoral team where appropriate 	Jo Phase leaders Sheena Class teachers	
Staff absence	An increase in staff absence impact on the ability of a school to provide adequate learning for pupils	<ul style="list-style-type: none"> Short notice closure protocol in place 	Janet	

12. FINANCE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
School budget	Additional expenditure	<ul style="list-style-type: none"> School tracking additional expenditure Budget review meetings 	Finance and Admin manager	

13. KEY DECISIONS

We look forward to welcoming all children back to Morningside from Friday 4th September.

We will be welcoming back our youngest children from the 2 Year Old nursery, our Reception classes and the Nursery 3 and 4 year olds from Wednesday 9th September.

The Deputy Head teacher has worked with all staff to complete the Staff Vulnerability Risk Assessment.

We have written a Transition Plan. The plan outlines specific actions that the school will undertake as part of the restart cycle and refers to areas of the 20/21 School Development Plan that will continue to be implemented.

In March the systems and structures that were put in place for vulnerable pupils and the children of key workers proceeded as planned. We then re-opened to a wider group in June. During this period staff had full confidence in the safety measures in place. Before updating this risk assessment we reviewed systems and made changes that are necessary before we welcome pupils back. We also scrutinized guidance from central government and made the necessary changes/ updates to ensure that we are compliant with legislation. In addition, all school risk assessments relating the health and safety have been reviewed and updated.

Please note, the assessment above will be used by the Central Team and the Governors COVID Committee in their oversight role. Please provide sufficient detail.

Signed

Date

Headteacher, Central team, COVID committee