

# EDUCATION RESTART

**WE ALL  
MUST DO IT  
TO GET  
THROUGH IT**



**STAY SAFE**



**SAVE LIVES**

**COVID-19: Primary Schools Risk Assessment**

**SCHOOL NAME: Forge Integrated Primary School**

**PRINCIPAL: Neville Watson**

**DATE: August 2021**

# THE BASICS OF RISK ASSESSMENT

## Introduction

Risk Assessment is a process that enables you and your staff to undertake activities in a safe manner. The risk assessment process guides you through an evaluation of what could cause injury or illness in your school; assists you in deciding how likely it is that someone could be harmed and how seriously; and finally enable you to take action to eliminate the hazard, or if this isn't possible, control the risk.

The Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)) outlines Risk Assessment as a five step process. This excel workbook has been developed by the Education Authority to assist you with this five step process to enable you to design solutions which will permit your school to operate in a safe way, as we continue to live with the Covid-19 pandemic.

1. Identify Hazards
2. Assess the Risks
3. Control the Risks
4. Record your findings
5. Review the Controls

## GENERIC RISK ASSESSMENTS FOR SCHOOLS

The generic risk assessments for schools contained within this guidance have been developed using the formulas below. It is unlikely that the generic assessments will be totally appropriate for each individual school which may have different circumstances. **They should therefore be modified by each school by applying the criteria below to the generic assessment, making that assessment specific to the school. By adding precautions specific to your school you should be able to reduce the likelihood score.**

For Example

The risk rating in the generic assessments is calculated using the formula:

### **Likelihood X Severity**

e.g. something 'unlikely' to occur in your opinion (2) multiplied by severity rating of 'significant' (2) would result in a risk rating of 4 which is 'Tolerable' and only requires the control measures to be monitored and reviewed.

This calculation must be made with your school's existing precautions (control measures) in place. If you do have all, or more, of the existing precautions in the generic assessment operating at your school then the risk factor may be lower.

If however, you have identified a particular hazard covered by a generic risk assessment and you do not have all, or any, of the existing precautions listed in place, then your risk factor will be higher and will require further action on your behalf to reduce the risk. This may involve adopting some, or all, of the 'existing precautions' listed and listing them as 'additional precautions' which are in effect further measures you need to implement to control the risk. You may also have other control measures in mind that are not listed and which are equally valid in controlling the risk. It is important that a person (or organisation e.g. EA) is identified as the person (body) responsible for the remedial measures. A feasible date for implementation should also be recorded and no action by this date should prompt a reminder to the responsible person (body).

When the 'additional precautions' are implemented and the risk assessment is reviewed then the 'additional precautions' become 'existing precautions' and the risk factor is recalculated.

Probability Rating - Likelihood		
very likely	Likely to occur immediately or in the short term	4
likely	Could occur in time, or if repeated enough	3
unlikely	Though unlikely, may occur over time	2
very unlikely	Unlikely to occur	1

Severity Rating		
very serious	Single or multiple fatalities, widespread illness, large scale property/equipment damage	4
serious	Serious injury or illness, serious property/equipment damage	3
significant	Significant injury or illness, significant property/equipment damage	2
minor	Minor injuries and/or illness, minor property/equipment damage	1

# RISK ASSESSMENT MATRIX

		PROBABILITY/LIKELIHOOD			
S E V E R E I T Y	X	1	2	3	4
	1	1 Insignificant/ Trivial	2 Low/ Tolerable	3 Low/ Tolerable	4 Low/ Tolerable
	2	2 Low/ Tolerable	4 Low/ Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
	3	3 Low/ Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
	4	4 Low/ Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 - 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 - 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 - 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1

## DYNAMIC RISK ASSESSMENT

Risk assessment is a dynamic rather than static process. Once you have carried out the paper based risk assessments there remains the need to apply this thinking to everything you and your staff do. Dynamic Risk Assessment is defined as "The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident."

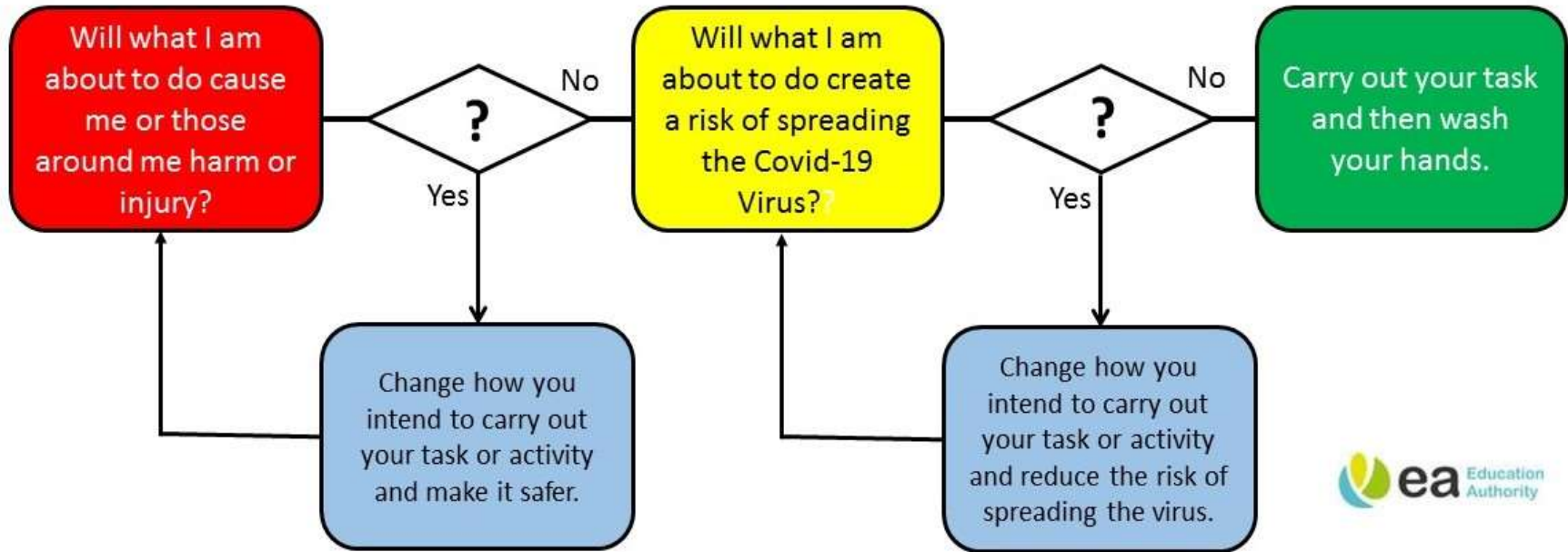
Dynamic risk assessments are frequently carried out by the emergency services and are used when you are faced with a dynamic or fast moving set of circumstances that are not fully covered by your written risk assessments at that time. The process is:



After the event, if it is foreseeable that the risk will occur again in the future, record the actions taken and add them to the written risk assessments so that others can apply the same response.

**Is a dynamic risk assessment needed in all circumstances? - Sometimes it is enough just to apply common sense!**

# Dynamic Risk Assessment





## Implementing a Risk Assessed Approach to Safe Schools

### START OF DAY PROCEDURES

The Start of Day phase requires you to evaluate the risks to your staff, pupils and their parents as they arrive at your school each morning. You will be asked to reflect on how staff will arrive and circulate in the building; how car/bus drop offs will work and how pupils will then enter and circulate in your building. Again at this point in time not all of the information you feel you need may be available and so you will need to use planning assumptions that will be refined as facts clarify.

<b>Completed by:</b>	Neville Watson	<b>Date:</b>	27/08/21	<b>Review Date:</b>	Ongoing
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Forge IPS Belfast				
Morning Arrival of Staff and Pupils				
Identified Hazard	To Whom	Severity	Likelihood	Risk
As staff, pupils and delivery drivers arrive to the school building they will spread/contract the virus through the school and into the wider community due to a lack of social distancing measures.	Pupils	1	3	3
	Staff	3	3	9
	Parents & Community	4	2	8
	Delivery Drivers	2	2	4
Existing Precautions	Additional Precautions	Who		When
'Soft' (30 min window) arrival and slightly staggered departure times for pupils and staff to minimise gatherings in any location.	Signage on school ground reminding of social distancing	School		Since 2020
Communication sent to all parents/carers that should their child appear unwell or display any of the symptoms of Covid-19 they should not be sent to school. Symptoms of Covid-19 include:- • <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature), or;	Repeated August 2021 – flowchart detailing actions emailed to parents.			Repeated August 2021 – flowchart detailing actions emailed to parents.

<ul style="list-style-type: none"> <li>• <b>a new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or;</li> <li>• <b>anosmia</b> - the loss or a change in your normal sense of smell (it can also affect your sense of taste) Source: <a href="https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice">https://www.nidirect.gov.uk/articles/coronavirus-covid-19-overview-and-advice</a></li> </ul>			
<p>Hand-over of children in the morning is structured to maintain social distancing of at least 2 metres. Children are received into school/centre by a member of staff, maintaining social distancing protocols.</p>			Since 2020 - Ongoing
<p>All staff/children to wash their hands before coming to school/centre, before going home, during day and when they get home.</p>			Ongoing
<p>Hand sanitiser provided at all entrance and exit points, anyone accessing the building must use hand sanitiser.</p>			Ongoing
<p>It may be necessary to introduce one-way systems for arrival/departure or designate areas or entrances for the arrival of particular groups. If possible access classrooms directly from the external classroom doors. Consideration to be given to the risk of finger entrapment and how this risk can be mitigated. Refer to: <a href="https://www.eani.org.uk/publications/health-safety/guidance-on-finger-entrapment-in-educational-establishments">https://www.eani.org.uk/publications/health-safety/guidance-on-finger-entrapment-in-educational-establishments</a></p>			

Forge Integrated Primary School			
Morning Arrival of Staff and Pupils			
Existing Precautions	Additional Precautions	Who	When
Information sent to parents on new arrangements and informing them that they cannot gather at entrance gates or doors, or enter the school building (unless they have a pre-arranged appointment, which should be conducted safely, observing social distancing).			Since 2020 and ongoing
Inform parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend.			Ongoing
Particular consideration should be given to the arrangements for parents of children with complex needs or disabilities, who may normally drop their children off within the school building.			Ongoing
Upon staff arrival to school they should proceed to their designated classroom.			Ongoing
Upon arrival to school pupils should proceed to their designated class room/Playground Zone			Ongoing
The disembarkation of pupils arriving on school buses or via Translink services should be supervised by a member of school staff to ensure that social distancing protocols are maintained. Members of staff fulfilling this role should wear a Hi-Vis vest.			N/A
If possible try to arrange delivery times with companies, when this is not possible all deliveries to be directed to a central point.			Ongoing

## Implementing a Risk Assessed Approach to Safe Schools

### DURING THE SCHOOL DAY

**You will need to evaluate the risks to your staff and pupils as they move around your school and participate in classes and other activities during the school day. You will be asked to reflect on how your school day will need to adapt to the current public health agency advice and decide on changes that you are going to implement. Again at this point in time not all of the information you feel you need may be available and so you will need to use planning assumptions that will be refined as facts clarify.**

Forge IPS Belfast				
Circulating in the School Building				
Identified Hazard	To Whom	Severity	Likelihood	Risk
The Covid-19 virus will spread through the school and into the wider community due to a lack of social distancing measures.	Pupils	1	3	3
	Staff	3	3	9
	Parents & Community	4	2	8
	Delivery Drivers & Visitors to School	2	2	4
Existing Precautions	Additional Precautions	Who		When
Reorganise classrooms and other learning environments maintaining social distancing space where possible, (strict social distancing requirements between all pupils will be relaxed but will remain in place between adults (at 2m). Adults are expected to maintain at least 2m from pupils also, but it is accepted that this is not always possible. Remove any unnecessary equipment at this time and seek appropriate storage for this equipment. Displays, unnecessary cupboards and soft furnishings. This is designed to enable successful and effective cleaning of all surfaces.	<b><i>Some classes have been relocated to bigger spaces – P7 to library. Some small room 1:1 spaces are not currently being used.</i></b>	Principal		Ongoing

<p>In circumstances in which it may not be possible or appropriate for social distancing to be applied to some very young children who require additional support needs, e.g. where close contact with staff is necessary to their wellbeing. In such circumstances, bespoke approaches should be determined by individual or group risk assessments, with full regard to the best interests of children, young people and staff.</p>	<p>Staff working in close contact with vulnerable or very young children will wear PPE when possible. Bubble system in place to reduce cross contact.</p>	<p>Principal and staff</p>	<p>Ongoing</p>
<p>Pupils and staff use hand sanitiser on entry to the classroom.</p>			<p>Ongoing</p>
<p>The majority of staff in education will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>• where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained</li> <li>• where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> <p>Source:  <a href="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">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</a></p>			<p>Ongoing</p>
<p>Teachers to be issued with their own hand sanitiser, staff encouraged to protect their skin by applying emollient cream regularly.</p>		<p>Principal, caretaker, all staff</p>	<p>Ongoing</p>

All classrooms provided with basic cleaning kit and stored in appropriate safe location. Material Safety Data Sheets and COSHH assessments should be made available to staff who would not ordinarily use cleaning substances.		Principal, caretaker, cleaning staff	Ongoing
<b>INSERT SCHOOL NAME HERE</b>			
Circulating in the School Building			
<b>Existing Precautions</b>	<b>Additional Precautions</b>	<b>Who</b>	<b>When</b>
Pupils are organised into small groups of consistent membership known as bubbles/pods/clusters. The class group will not interact with other groups within the school. Bubbles should be kept as consistent as possible and where possible staff should not move across multiple bubbles as a matter of routine.		Principal, All Staff	Ongoing
The number of teachers (and other staff) that mix with a class is restricted to as few as possible. In supervised learning environments staff should avoid crossing over bubbles.		Principal, All Staff	Ongoing
Pupils have their own allocated seating space and desktop which they will use throughout the school day; desks to be cleaned down at the end of the school day, using designated cleaning substances which are proven to be effective against the spread of Covid-19.		Principal, All Staff	Ongoing
Pupils have allocated resources such as pens that are assigned to them.		Principal, All Staff	Ongoing
Resources for the day are placed on each desk prior to the arrival of pupils into class.		Principal, All Staff	
Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.		Principal, All Staff	

<p>Pupils should not bring items, such as toys, from home into school. A lunch box/bag which is named and which can be cleaned every day, a water bottle clearly named which can be cleaned every day and a coat are permitted. If possible avoid the use of multiple school bags or rucksacks.</p>	<p>Only P6/7 pupils bring schoolbags. Younger pupils bring only luchbags and coat</p>	<p>Principal, All Staff</p>	<p>Ongoing</p>
<p>Medication e.g. inhalers should be brought into school on the first day back, these should be kept in school from that point in a sealed bag.</p>		<p>Principal, All Staff</p>	<p>Ongoing</p>
<p>Where possible, all spaces should be well ventilated using natural ventilation (opening windows).</p>		<p>Principal, All Staff</p>	<p>Ongoing</p>
<p>Consider the use of outdoor learning facilities, if these are to be used, parents must be advised to apply sun cream to their children before arrival at school and provide sun hats. In winter a warm coat, hat, scarf and gloves are advised to be worn.</p>		<p>Principal, All Staff</p>	<p>Ongoing</p>
<p>If teachers collect individual students work for marking, this should be marked within the classroom, they should apply good hand washing procedures or use hand sanitiser at regular intervals and should be discouraged from touching their face after handling pupil's books. The use of gloves is not recommended as the misuse or removal of gloves incorrectly, could inadvertently cause contamination. Consider the use of other forms of feedback techniques such as verbal feedback, whole class feedback, self-assessment or comments written onto post-it notes etc.</p>		<p>Principal, All Staff</p>	<p>Ongoing</p>
<p>Deliveries to be handed over at main entrance door/office or left outside the door. Staff taking in deliveries to wash hands immediately after handling anything that has come in to school. Contractors to be admitted on site by appointment only –</p>		<p>Office staff, caretaker</p>	<p>Ongoing</p>

contractors not to be in areas where children or staff are. One member of staff to sign contractors in and out show them to the work area with social distancing to be maintained at all times. Contractors to use hand sanitiser on entry.			



Forge IPS Belfast				
Suspected or Confirmed Case of Covid-19 in School				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Suspected or confirmed case in staff member or pupil or staff with a family connected to the learning hub. No symptoms of Covid-19 displayed within the school or later that day.	Pupils	1	3	3
	Staff	3	3	9
	Parents & Community	4	2	8
	Delivery Drivers & visitors to School	2	2	4
Existing Precautions	Additional Precautions	Who		When
PHA Guidance Flowchart for Close Contacts within a school setting followed		<i>Principal, All Teaching Staff</i>		As of August 2021
Consult PHA website for most up to date guidance.		<i>Principal, All Teaching Staff</i>		August 2021 and Ongoing
Normal system of work in relation to cleaning should be maintained with particular attention to high contact areas, toilets, door handles, telephones, grab rails.		Caretaker, cleaning team		Ongoing
Everyone over five years of age in Northern Ireland with symptoms of coronavirus is now eligible for testing.				
The school management team will work with the PHA team to identify all close contacts and notify them of the need to self isolate for 10 days.				Ongoing
Class and visitors registers will establish who will be in that child or staff members bubbles.				Ongoing

INSERT SCHOOL NAME HERE				
Teaching Staff Shortages due to Covid-19				
Identified Hazard	To Whom	Severity	Likelihood	Risk
A shortage of teaching staff and/or a reduction in leadership capacity due to Covid-19. Concurrent issues further reducing leadership capacity.	Pupils	2	3	6
	Staff	3	3	9
	Parents & Community	1	3	3
Existing Precautions	Additional Precautions	Who		When
Use NISTR register to employ substitute teachers.		Principal, SLT		Ongoing
Text alert service to parents to notify them of any exceptional closures due to insufficient staff cover.		Principal, secretary, SLT		Ongoing
Notify DE and school managing authority in the event that an exceptional closure may be necessary.		As Above		Ongoing
Face to face meetings within school must must comply fully with current health advice on social distancing, where possible use digital platforms to conduct any meetings.		As above		Ongoing

Forge IPS Belfast				
Support Staff Shortages due to Covid-19				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Shortage of support service staff such as • Building Supervisor/Cleaning • Admin Staff	Pupils	2	3	6
	Staff	3	3	9
	Parents & Community	1	3	3

• Learning Support Resulting in non-delivery of essential services				
Existing Precautions	Additional Precautions	Who		When
Contact EA for cover arrangements.		Principal, caretaker		Ongoing
Classroom Assistants to provide temporary cover for admin.		Principal		Ongoing
Reassign support staff to core health & safety functions within the school.				Ongoing
Text alert service to parents to notify them of any exceptional closures due to insufficient staff cover.				Ongoing

Forge IPS Belfast				
Contact Infection				
Identified Hazard	To Whom	Severity	Likelihood	Risk
That contact activities (including contact with resources/tools) will act as an infection route.	Pupils	1	3	3
	Staff	3	1	3
	Parents & Community	1	1	1
Existing Precautions	Additional Precautions	Who		When

Daily disinfecting equipment which pupils are in regular contact with if equipment is shared across bubbles.			Ongoing
Each child to be assigned their own desk and equipment which they use. Workstations should be allocated consistently to the same staff and children rather than having spaces that are shared. Make sure that each workstation is wiped down and disinfected before the next person uses it.			Ongoing
There should be routine cleaning and disinfection of frequently touched objects and surfaces. Desk surfaces, chairs, doors, light switches, banisters, sinks and toilets will be cleaned more regularly.			Ongoing
Cleaning of the staff areas should be considered as part of the overall cleaning strategy. Staff should use their own cup/cutlery and ensure these are cleaned straight after use.			Ongoing

Forge IPS Belfast				
Risk of Fire and Building Evacuation Procedures				
Identified Hazard	To Whom	Severity	Likelihood	Risk
The risk of fire remains, however, there is a need to ensure that evacuation and assembly procedures comply with current PHA guidance as far as possible.	Pupils	3	1	3
	Staff	3	1	3
	Parents & Community	1	1	1
Existing Precautions	Additional Precautions	Who		When

Advice on what to do if you discover a fire has not changed. Staff and pupils should always exit the building by the nearest available exit. The use of one way systems which may have been created to avoid interaction between classes during Covid-19 do not apply in the event of a fire.			Ongoing
Routine weekly testing of the fire alarm system within the school building should continue as normal. Any faults to be logged to EA Maintenance.			Ongoing
Fire escape routes need to be reviewed and kept clear at all times.			Ongoing
Daily cleaning of bins, to avoid build-up of combustibles.			Ongoing
Staff who are not familiar with the building should be made aware, on their first day of attendance, of actions to be taken in the event of a fire, emergency escapes routes and the position of the assembly point.			Ongoing
Register kept of all persons present in the building.			Ongoing
Fire Extinguishers must not be used to prop open doors, they must remain in situ.			Ongoing
Evacuation arrangements for children with complex needs or disabilities should be reviewed in light of any changes.			Ongoing
Hand sanitiser dispensers should not be placed above or close to any potential sources of ignition. E.g. radiators, light switches, electrical sockets.			Ongoing
Stocks of highly flammable hand sanitiser (those containing alcohol) should be stored			Ongoing

in a flame resistant cupboard with a capacity of no more than 50 litres. Larger schools, who require holdings of hand sanitiser greater than 50 litres, should contact their EA Fire Safety Officer for advice on safe storage. Where possible schools should hold stock of no more than 50 litres at any one time. Any significant spillage of hand sanitiser should be dealt with immediately by removing all sources of ignition, ventilating the area and diluting the spill with water.			
Empty hand sanitiser containers should be disposed of by rinsing the container with large quantities of cold water. Empty containers can then be recycled or disposed of in general waste.			Ongoing
Carry out a fire drill. Remembering to maintain social distancing whilst vacating the building and at assembly points, you may need to spread out the assembly points to maintain social distancing.			Ongoing

Forge IPS, BELFAST				
Provision of First Aid & Intimate Care				
Identified Hazard	To Whom	Severity	Likelihood	Risk
Infection could be spread between adults and children during the provision of play, first aid & intimate care (including medication) as social distancing is not possible.	Pupils	3	3	9
	Staff	3	3	9
Existing Precautions	Additional Precautions	Who		When

<p>Designated members of staff are trained in First Aid at Work or Emergency First Aid. Reference should be made to Health and Safety Manual for Principals and Governors the recommended guidance on number of first aiders required within your school.</p> <p><a href="https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors">https://www.eani.org.uk/school-management/health-safety/manual-for-principals-and-governors</a> In 'supervised learning' a specific first aid risk assessment should be carried out. Consideration should be given if staff or pupils have any individual health conditions which may necessitate the presence of a trained first aider within the school. If this is not required it may be appropriate to use appointed persons. See first aid guidance at the link above for the definition of an appointed person.</p>		<p><i>Neville Watson &amp; Kathy McStravick trained in Emergency FAW</i></p> <p><i>Valid Emergency FA held by:</i>  <i>Angela Masterson</i>  <i>Palma McAleer</i>  <i>Grainne Kerr</i>  <i>Paula Salmon</i>  <i>Sara Gowan</i></p>	<p>Ongoing</p>
<p>Where it is not possible to maintain a 2 metre or more distance away from an individual, whilst administering first aid, disposable gloves, face mask and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items. Additional information on the administration of CPR during Covid-19 is available on the EA Website <a href="https://www.eani.org.uk/education-restart">https://www.eani.org.uk/education-restart</a> under the Health and Safety FAQ's.</p>			<p>Ongoing</p>
<p>The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</p>			<p>Ongoing</p>
<p>When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge</p>			<p>Ongoing</p>

of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.			
Clean your hands thoroughly with soap and water or hand sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination.			
Consider not using outdoor fixed playground equipment during this period. If equipment is to be used pupils should sanitise their hands before using fixed play equipment and equipment should be cleaned between groups.			
Staggering of break and lunch times so limited number of children are in the playground at any one time to reduce the need for first aid.			
Follow all normal protocols for first aid and intimate care and consider enhancements to provide extra protection for staff and pupils.			
PPE appropriate to the need should be worn by adults providing first aid and intimate care to children or to other adults. Additional training will be necessary for Aerosol Generating Procedures (AGP's) for pupils who require these procedures.			
Consider the PPE needs and provide packs for adults assisting children with medication and intimate care. (This may include aprons, visors and masks in addition to the gloves normally worn).			
Follow all normal protocols for first aid and intimate care and consider enhancements to provide extra protection for staff and pupils.			
PPE appropriate to the need should be worn by adults providing first aid and intimate care to children or to other adults.			





## Implementing a Risk Assessed Approach to Safe Schools

### END OF DAY PROCEDURES

The End of Day phase requires you to evaluate the risks to your staff, pupils and their parents as they leave your school each afternoon. You will be asked to reflect on how pupils will circulate and leave your building and how bus lines/car pick-ups will work. You will also need to review how staff will circulate and leave the building. Again at this point in time not all of the information you feel you need may be available and so you will need to use planning assumptions that will be refined as facts clarify.

Forge Integrated Primary School				
Afternoon Departure of Staff and Pupils				
Identified Hazard	To Whom	Severity	Likelihood	Risk
As staff and pupils leave from the school building they will spread/contract the virus through the school and into the wider community due to a lack of social distancing measures.	Pupils	1	3	3
	Staff	3	3	9
	Parents & Community	3	3	9
Existing Precautions	Additional Precautions	Who		When
Staggered arrival and departure times for pupils and staff to minimise gatherings in any location.				Ongoing
Hand-over of children in the afternoon is structured to maintain social distancing of at least 2 metres between adults. Children are received by parent/carer from a member of staff, maintaining social distancing protocols. Schools may need to designate areas where students can wait for transport home, e.g. supervised in a classroom.				

Staggered departure times for staff to minimise gatherings in any location. E.g. Staffroom, office areas, foyer.			
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