

Key to Residual Risk Assessment

	The residual risk is unacceptable. Further action must be taken to mitigate the risk	Completed: August 2021 Shared with H&S rep: 27.8.21 Shared with LAB: Shared with whole staff: 1.9.21
	The residual risk is high, other mitigation should be considered if possible	
	The residual risk is moderate	
	There is low residual risk	

		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

We look forward to welcoming all children back to Morningside from Thursday 2nd September.

We will be welcoming our new children to the 2 Year Old Nursery, our Reception classes and the Nursery 3 and 4 year olds from Monday 6th September.




We have scrutinised guidance from central government and made the necessary changes/ updates to ensure that we are compliant with all legislation.

In addition, all school risk assessments relating the health and safety have been reviewed and updated. We have carefully considered guidance set out by the joint unions and welcome feedback from staff, parents and pupils.


Please send any questions / comments to admin@morningside.hackney.sch.uk




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"> Allocated entrances Parents are advised to maintain social distancing at the school gate Encourage families to walk or cycle to school Pastoral staff and SLT member available daily at the entrances to answer parent questions and pass on information from parents to teachers 	SLT Pastoral team	
Drop off	Social distancing at drop off	<ul style="list-style-type: none"> SLT / Pastoral presence at drop off One member of staff from each class to greet pupils and supervise handwashing and sanitising on arrival 	SLT Pastoral team	
Pick up	Social distancing on collection	<ul style="list-style-type: none"> SLT / Pastoral presence at collection One member of staff from each class to dismiss pupils 	SLT Pastoral team	

2. IN CLASS/LEARNING ENVIRONMENT



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Classroom	Transmission of virus	<ul style="list-style-type: none"> Class sizes capped at 30, smaller numbers where possible Adequate ventilation at all times Ventilation reviewed regularly CO2 monitors available 	SLT	

		<ul style="list-style-type: none"> Pupils and staff regularly reminded that maintaining social distancing reduces the risk of transmission 		
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 Daily supervision of handwashing and sanitising on arrival Supervision of handwashing/support for pupils unable to complete appropriately All staff regularly remind pupils about hand hygiene Signage with instructions and key messages including catch it, kill it, bin it Lidded bins in all classrooms that are emptied regularly (double-bagged) Classrooms are well ventilated (doors/windows open) 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 Portal to be shared with all staff to ensure that new protocols are known and understood by all 	<p>All staff</p> <p>SLT</p> <p>Pastoral team</p> <p>Premises manager</p>	
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 	<p>All staff</p> <p>Premises manager</p>	
Toilets	Intimate care	<ul style="list-style-type: none"> Trained staff available PPE available and used Handwashing Staff briefing Signage Ensure adequate stock levels 	<p>SLT</p> <p>Janet -PPE</p>	



3. BREAKTIME and LUNCHTIME

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Playground	Prevent spread/transmission of virus	<ul style="list-style-type: none"> Staggered lunchtimes with no more than 2 year groups at the same time 	Premises manager SLT	
Lunch Hall	Prevent spread/transmission of virus	<ul style="list-style-type: none"> Frequent cleaning of surfaces Adequate ventilation Staggered lunchtimes with no more than 2 year groups at the same time 	SLT Pastoral team	

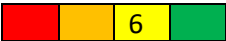
4. OFFICE AREAS

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 All staff understand the importance of social distancing Air conditioning systems cleansed and switched off Frequent cleaning of surfaces No hot desking Adequate ventilation CO2 monitoring in place 	Finance and Office manager Premises manager SLT	
Other offices	Prevent spread/transmission of virus	<ul style="list-style-type: none"> Frequent cleaning of surfaces Adequate ventilation 	SLT Pastoral team All office users	





5. SHARED AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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 • 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) • Frequent cleaning of surfaces in any spaces to be used 	Premises manager SLT All staff	
	Transmission	<ul style="list-style-type: none"> • Large groups avoided where possible (reviewed termly) e.g. whole school assemblies • Whole staff meetings will be held on Google Meets 		



6. 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 Portal to be shared with all staff to ensure that new protocols are known and understood by all 	Pastoral team	



7. GENERAL WELFARE


AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Child develops symptoms of Covid-19 A confirmed case of Covid-19 in the setting	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's family advised to get a PCR test for the child 	Pastoral team Janet	
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> Regular wipe down of high traffic touch points with cleaning substance (children in class, school keeper in all other areas) Adequate ventilation Soap provision and sanitiser provision checked every morning Bins emptied 2x per day and double bagged Handwashing/sanitising on entry and departure 	Premises manager	
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"> No new procedures in place 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	

8. 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 at risk of not attending work/underperforming due to anxiety	<ul style="list-style-type: none"> Staff Vulnerability Risk Assessment carried out with all members of staff Clear and consistent messages Supervision offered to all staff Access to staff assistance programme for all staff Staff encouraged to share their anxieties with leaders. Leaders to be in close contact with teams and to support and signpost 	Sheena	
Workload	Stress caused by increased workload	<ul style="list-style-type: none"> Arrangements in place to support planning for all teachers 	Jo	

9. 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 	Sheena	
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	

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 context of distancing and isolation within groups	<ul style="list-style-type: none"> Short notice closure protocol in place 	Janet	
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10. Learning

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
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	
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	