



Site Name: Shamblehurst Primary School

Date: 20th May 2020

Risk	Re-opening School 1st June 2020 following lockdown re COVID19
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done
Social distancing rules not being adhered to	Pupils Staff Visitors Parents	<ul style="list-style-type: none"> ○ Class pods of 15 children with 2 adults created. Children can join a pod at a later date but only if no-one in the pod or in their household has symptoms and as long as they have been practicing social distancing. ○ Pods to have separate lunch & break times. ○ Pods to eat lunch in their allocated classroom, lunch will be delivered by the lunch staff. ○ 2 Meter distancing rule to be followed by everyone at all times. ○ The school is split into 4 areas with corridors blocked so that year group pods are keep separate with their own toilets. ○ A one-way system to be implemented in areas less than 2 meters wide. 	<ul style="list-style-type: none"> ○ Ensure staff know that pods must not mix. 	All Staff	01/06/2020	



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Spread of infection from coughes and sneezes	Pupils Staff Visitors	<ul style="list-style-type: none"> ○ Staff and children reminded to cover coughs and sneezes with a tissue and put it in the bin. ○ If a tissue is not available sneeze into their elbows. ○ Cleaning staff wear gloves when emptying bins at the end of the day. 	<p>Ensure enough tissues are available in the classroom for use.</p> <p>Teaching staff to remind child of this measure.</p> <p>Admin Manager to order PPE.</p>	<p>Site Manager</p> <p>Teaching and support staff.</p> <p>Admin Manager</p>	01/06/2020	
Spread of infection due to poor hand washing procedures	Pupils Staff Visitors	<ul style="list-style-type: none"> ○ All staff & children to thoroughly wash their hands at key times during the school day including when: <ul style="list-style-type: none"> - entering the school, - before preparing/handling/consuming food, - after playtime or coming back into the building from outside (for example break, lunchtime or outdoor learning activity including PE), - before going home at the end of the day. 	<p>Ensure soap dispensers are topped up.</p> <p>Good supply of soap to be kept in stock in order to meet demand.</p>	<p>Cleaners</p> <p>All staff</p>	01/06/2020	



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Spread of infection from external frequently touched surfaces and resources.		<ul style="list-style-type: none"> Children to wash their hands as previously mentioned. Tables to be wiped down at break and lunch times. Cleaners will clean daily when school ends Children to have their own allocated desk and chair with a named plastic cup with their own pen/pencil. Year R to have their own Carpet space and resources as above. 	<p>Ensure soap dispensers have not run out.</p> <p>Inform Site Manager if soap needs replacing.</p> <p>Teaching and Support Staff</p>	Teaching and Support Staff	1/06/2020	
Spread of infection at peak times e.g. drop off and collection	Pupils Staff Parents	<ul style="list-style-type: none"> Start and finish times to be staggered for all year groups. Staff to be on the playground to break up any groups of parents each morning and afternoon to move parents on. 	<ul style="list-style-type: none"> Parents to be advised of new time schedule. Teachers/LSA's to meet children in the classroom and ensure their external doors are open to ensure children can come in and ensure pinch points and groups of adults do not occur. 	Admin Staff	01/06/2020	



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Spread of infection due to ineffective cleaning		<ul style="list-style-type: none"> Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard daily. Staff to ensure if possible, children only use their own allocated resources or if not possible then other items are wiped down after use. 	Site Manager to check cleaners and Rapid Clean staff are cleaning all surfaces as per cleaning schedule.	Site Manager Teacher/LSA clean daily.	01/06/2020	
Child & Staff who are shielding		<ul style="list-style-type: none"> Staff and pupils who need to shield and have a NHs letter or note from their GP should not attend school. 	<ul style="list-style-type: none"> Any staff or parent who feels themselves or their child falls into this category should advise the Headteacher. 	Staff members & parents.	01/06/2020	
Risk of catching other diseases from children/staff who are unwell.		<ul style="list-style-type: none"> Children/staff who exhibit COVID19 symptoms will be isolated in a designated room and parents contacted immediately to collect them. Rooms will be deep cleaned and the pod and staff advised. Government guidance will be followed. Parents to be reminded any children who are unwell should not be in school and of 48 hour rule following bouts of sickness and diarrhoea. 	Headteacher to write to parents informing them of these arrangements. Staff to be vigilant of this rule and inform member of SLT/Admin if they have concerns regarding children who are unwell in school.	Headteacher All staff members.	01/06/2020	



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Risk of infection due to external visitors	Risk to: Children, staff, wider members of the community.	<ul style="list-style-type: none"> ○ Visitors to site to be kept to a minimum and avoided if possible. ○ Any visitor must use the hand gel provided when entering the school. They must not have any symptoms. They must maintain social distancing. 	Staff to be advised.	All staff who bring visitors onto the site.	01/06/2020	
Risk of transferring infection during school trips	Children Staff Public	<ul style="list-style-type: none"> ○ <i>School trips at the current time will not be attended until the DFE advise this is OK.</i> 	Trip organisers to be advised.	Group Leaders	01/06/2020	
Risk of transferring the infection during clubs	Children Staff	<ul style="list-style-type: none"> ○ All recreational after clubs will be cancelled so that pods do not mix. ○ <i>After and before school care to be provided to the Keyworker/vulnerable children pods only.</i> 	Parents to be advised by letter.	Headteacher	01/06/2020	
Risk of infection from individuals travelling from other countries		<ul style="list-style-type: none"> ○ Staff/volunteers/visitors who have returned from abroad should self-isolate for 14 days. ○ Staff to advise SLT and Admin if they are aware of pupils who fit this. 	Follow Government Guidance.	All staff members	01/06/2020	



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Risk of skin irritation due to over washing.		<ul style="list-style-type: none"> o School to use hypo-allergenic soap to take into account any pupils with skin sensitivity. o Children to be observed washing hands to ensure they are not over-washing. o Children to dry their hands thoroughly. 		All staff members	01/06/2020	
Risk of infection from First Aid/Personal Care	Staff & Pupils	<ul style="list-style-type: none"> o First Aid/Personal Care to be done in pods by teachers/LSA to minimise contact with other groups/staff in case COVID19 symptoms are then displayed in the future in a pod. o In the event of an emergency staff are allowed to use their mobile phone to contact emergency services or office, Headteacher, Deputy Head or Admin Manager to gain help. o Personal protective equipment, disposable ice packs, first aid registers and bump notes to be provided to each pod. o If an emergency occurs then a staff member will go to the office to get a first aider. o Any parent of a child who regularly needs personal care and therefore changes of clothes due to soiling or wetting, should be asked to provide supplies of spare clothing. 	Admin Assistant to print and provide registers and bump notes to pods.	Admin	01/06/2020	



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Spread of infection via communal areas.	Staff Parents Pupils	<ul style="list-style-type: none"> ○ Only two people allowed in office reception at a time. Social distancing signs and marks are displayed on the floor and these marks must be used. ○ Staff toilets to be allocated to staff. ○ Office to be blocked off as the area is too small to ensure social distancing. Requests for files, stationery or first aid equipment will be made at the door. ○ Staff to be advised not to use the staff room, and eat in their allocated classrooms and pod. 				



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Staff being isolated in their pod in the event of an emergency or Safeguarding situation.	Pupils Staff	<ul style="list-style-type: none"> Staff are allowed to use their mobile phones for medical or Safeguarding emergencies only to contact the Headteacher, Deputy Head, Admin Manager or office to gain help. Mobile phones must be stored in drawers, bags or cupboards and out of site and not be on desks. 	Staff to be advised and numbers given.	Admin Manager	01/06/2020	

Risk Assessor	Signature	Date
Responsible Manager	Signature	Date

Date Reviewed	Signature	Role
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Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No	Hazard not fully controlled	Priority rating	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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