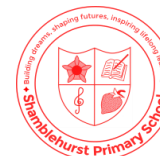


Site Name: Shamblehurst Primary School

Date: 9th July 2020

| 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 |
|--|------------------------------|--|---|----------------------------|-----------------|------|
| Spread of infection due to poor hand washing procedures | Pupils Staff Visitors | <ul style="list-style-type: none"> All staff to thoroughly wash or sanitise their hands between pods. Hand sanitiser or hand washing facilities to be available to children/parents during transition. | <p>Ensure soap dispensers are topped up.</p> <p>Good supply of soap to be kept in stock in order to meet demand.</p> | Cleaners All staff | 16/07/2020 | |
| Spread of infection from external frequently touched surfaces and resources. | | <ul style="list-style-type: none"> Tables/Chairs to be wiped down after each transition pod and at the end of the day cleaned by the cleaners. Toilets to be cleaned regularly throughout the day. | <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 | 16/07/2020 | |



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|--|------------------------------|--|---|--|-----------------|------|
| 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 transition pods. Siblings to attend at the same times if possible. Staff to be on the front grass to greet groups of parents & encourage social distancing. They should walk the pod to their area via an outside route if possible. Children should be taken back to the front grass for promptly at the collection time to avoid congestion. | <ul style="list-style-type: none"> Parents to be advised of timings by letter. Advise teachers to meet children on the grass. | Admin Staff | 16/07/2020 | |
| Spread of infection due to ineffective cleaning | | <ul style="list-style-type: none"> Ensure designated staff have cleaning equipment. 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 ensure we have stock. | Site Manager Teacher/LSA clean between pods | 16/07/2020 | |
| Child & Staff who are shielding | | <ul style="list-style-type: none"> Staff and pupils who have a shielding 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. | 16/07/2020 | |



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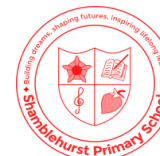
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|--|------------------------------|--|--|---------------------------|-------------------|------|
| <p>Risk of catching other diseases from children/staff who are unwell.</p> | | <ul style="list-style-type: none"> ○ Children/staff who exhibit COVID19 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. ○ Current guidance states: When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. | <p>Parents to be informed them of these arrangements.</p> <p>Staff to be vigilant of this rule and inform member of SLT/Admin if they have concerns regarding children who are unwell in school.</p> | <p>All staff members.</p> | <p>16/07/2020</p> | |



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|--|------------------------------|---|--|-------------------|-----------------|------|
| | | <p>Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be contacted and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <ul style="list-style-type: none"> ○ If a child, parent or staff member tests positive then we will contact all members of the original and transition meeting pods to ask them to isolate and be tested following the Government guidance at that time. | | | | |
| Risk of infection from individuals travelling from other countries | | <ul style="list-style-type: none"> ○ Staff/visitors who have returned from abroad should follow Government guidance before attending. ○ Staff to advise SLT and Admin if they are aware of pupils who fit this. | Follow Government Guidance. | All staff members | 16/07/2020 | |



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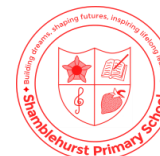
| What are the hazards? | Who might be harmed and how? | What are you already doing (existing Control Measures)? | Do you need to do anything else to manage this risk (Additional Control Measures)? | Action by whom? | Action by when? | Done |
|--|------------------------------|--|--|-----------------|-----------------|------|
| Risk of infection from First Aid/Personal Care | Staff & Pupils | <ul style="list-style-type: none"> ○ First Aid/Personal Care to be done in transition pods by teachers/LSA to minimise contact with other groups/staff in case COVID19 symptoms are then displayed in the future in a pod. ○ 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. ○ If an emergency occurs then a staff member will go to the office to get a first aider. | PPE & First Aid to be available in rooms/outside | Admin | 16/07/2020 | |



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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. ○ Year R toilets only to used by any visiting children during the transition meetings. Yr R & Yr 1 parents to use the men's toilet only. ○ 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. | This should be minimal as they will be advised by text to use toilets at home before the visit. | | | |



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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, pockets, bags or cupboards and out of site and not be on desks. | | | | |
| Vulnerable Children/Parents | Children/Parents | <ul style="list-style-type: none"> Vulnerable children to be offered 1 to1 appointments. Yr R & Y1 children to be able to bring 1 adult. | Individual parents to be advised. | Admin | 15/07/2020 | |
| | | | Parents to be advised. | Admin | 15/07/2020 | |

| | | |
|-----------------------------------|-----------|------|
| Risk Assessor Tracy Riley | Signature | Date |
| Responsible Manager Anna Jones | Signature | Date |



Site Name: Shamblehurst Primary School

Date: 9th July 2020

| 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 | | | | |
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| Responsible Manager | Signature | Date |
|---------------------|-----------|------|