

RICK		COVID19 Transition 17 th & 20 th July 2020					
What are the hazards?	Who mig harmed 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	 All Yr R & 1 pods to finish on 16th July for the term meaning they will not return to the pods after transition. This will also allow rooms to be cleaned before transition pods use them. KW/Vulnerable pods to continue until 20th July with those children attending transition on the Monday wherever possible. Transition pods with max 7 children with 2 adults. Chairs to be set up 1m+ apart. These are to be in outside areas as much as possible. Children or parents must not have any Covid-19 Symptoms if they attend. Each pod to have their own area & be escorted by the teacher in their pod to & from the front grass and if possible by an outdoor route. 	 Parents to be advised Parents to be advised Text to parents the day before transition to remind not to attend if have any symptoms. 	Admin Staff			



Date: 9th July 2020 What are you already doing (existing Control Do you need to do anything else to manage Action by What are the Who might be Action by Done hazards? harmed and **Measures**)? this risk (Additional Control Measures)? whom? when? how? • Children/adults to be asked to use toilets • Text to parents the day before transition to Admin Staff 16/07/2020 before they attend if possible to keep usage to remind not to attend if have any symptoms. a minimum. • Staff to bring in own lunch and eat in their 16/07/2020 Admin Staff to be advised. pods designated area as staff rooms will be closed. • Chairs & tables (if used) will be cleaned between pods by designated staff. • Indoor pods will be well ventilated with door and windows left open. • Resources used will be kept ot an absolute minimum and anything used by children leaving, will be removed from the classroom or disinfected. • Staff and children reminded to cover coughs Spread of Pupils Ensure enough tissues are available in the Site Manager 16/07/2020 infection from and sneezes with a tissue and put it in the bin. classroom for use. Staff Teaching and coughes and If a tissue is not available sneeze into their Teaching staff to remind child of this support sneezes Visitors elbows measure. staff.



Date: 9th July 2020 What are you already doing (existing Control Do you need to do anything else to manage Action by What are the Who might be Action by Done this risk (Additional Control Measures)? hazards? harmed and **Measures**)? whom? when? how? Spread of Pupils • All staff to thoroughly wash or sanitise their Ensure soap dispensers are topped up. Cleaners 16/07/2020 infection due to hands between pods. Staff Good supply of soap to be kept in stock in All staff poor hand washing Hand sanitiser or hand washing facilities to be order to meet demand. procedures available to children/parents during transition. Visitors Spread of • Tables/Chairs to be wiped down after each Ensure soap dispensers have not run out. Teaching and 16/07/2020 infection from transition pod and at the end of the day cleaned Support Inform Site Manager if soap needs replacing. by the cleaners. external Staff frequently • Toilets to be cleaned regularly throughout the Teaching and Support Staff touched surfaces day. and resources.



Date: 9th July 2020 What are you already doing (existing Control Do you need to do anything else to manage Action by What are the Who might be Action by Done hazards? harmed and **Measures**)? this risk (Additional Control Measures)? whom? when? how? Spread of Pupils • Start and finish times to be staggered for all • Parents to be advised of timings by letter. Admin 16/07/2020 infection at peak transition pods. Siblings to attend at the same Staff • Advise teachers to meet children on the Staff times e.g. drop off times if possible. grass. and collection • Staff to be on the front grass to greet groups Parents 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. Spread of • Ensure designated staff have cleaning Site Manager to ensure we have stock. Site Manager | 16/07/2020 infection due to equipment. ineffective • Staff to ensure if possible, children only use cleaning their own allocated resources or if not possible Teacher/LSA then other items are wiped down after use. clean between pods Child & Staff who • Staff and pupils who have a shielding letter or \circ Any staff or parent who feels themselves or Staff 16/07/2020 are shielding note from their GP should not attend school. their child falls into this category should members & advise the Headteacher. parents.



		nurst 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
Risk of catching other diseases from children/staff who are unwell.		 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 <u>NHS.UK</u> 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. 	Parnets to be informed 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.	All staff members.		



		hurst Primary School	Date: 9th July 2020			
What are the nazards?	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
		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. • 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		 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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Risk of infection from First Aid/Personal Care	Staff & Pupils	 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 nfection via communal areas.	Staff Parents Pupils	 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 & 	This should be minimal as they will be advised by text to use toilets at home before the visit.			
		 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. 				



Site Name:	Shambleh	urst Primary School	Date: 9th July <i>2020</i>		ambie	burst Primary 3
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
Staff being isolated in their pod in the event of an emergency or Safeguarding situation.	Pupils Staff	 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	 Vulnerable children to be offered 1 to1 appointments. Yr R & Y1 children to be able to bring 1 adult. 	Individual parents to be advised. Parents to be advised.	Admin Admin	15/07/2020 15/07/2020	

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



Date Reviewed	Signature	Role



Site Name: Shamblehurst Primary School Action Plan for Risk Assessment

Date: 9th July 2020

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 High Medium Low	Action required	Person Responsible	Target Date	Date of Completion
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date