



<b>Risk</b>	<b>COVID19 Risk Assessment Updated 9th Nov 2020</b>
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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
<p>Social distancing rules not being adhered to</p> <p>Not minimising contact between individuals</p>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>Parents</p>	<ul style="list-style-type: none"> <li>o Class pods of 30 children with consistent adults created. Children can join a pod (a new admission) but must have no Covid symptoms.</li> <li>o Year groups will form a bubble</li> <li>o Y2 to Y6 desks to face front &amp; to sit side by side</li> <li>o Bubbles to have separate lunch &amp; break times.</li> <li>o Pods to eat lunch in their allocated classroom, lunch will be delivered by the lunch staff.</li> <li>o The playground will be partitioned in to 2 areas so that 2 year group bubbles can be outside at the same break &amp; lunch time.</li> <li>o Staff tea/coffee areas &amp; fridges are in the staff room. Only 5 staff allowed in socially distanced at any time. Face coverings to be worn by staff in here.</li> <li>o After school care to keep children in year group</li> <li>o Parents to wear face coverings on school site.</li> </ul>	<ul style="list-style-type: none"> <li>o Ensure staff know that bubbles must not mix.</li> <li>o Parents of new children to be asked to confirm the new child has no symptoms.</li> <li>o A comprehensive document showing the schools protocol and procedures will be compiled and sent to staff and parents.</li> <li>o Lunch staff who also work in Hedgehogs not to be on playground with year group bubbles at lunchtime to maintain bubble integrity.</li> <li>o Email staff.</li> <li>o Email staff</li> </ul>	<p>All Staff</p> <p>Admin Manager</p> <p>Headteacher/Admin Manager</p> <p>Head/Admin Manager</p> <p>Head/Admin Man</p>	<p>03/09/2020</p> <p>When admitted</p> <p>End of Summer Term</p> <p>1/11/2020</p> <p>1/11/2020</p>	<p>y</p> <p>y</p> <p>y</p> <p>y</p> <p>y</p>



<p>Spread of infection from coughs and sneezes</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> <li>○ Staff and children reminded to cover coughs and sneezes with a tissue and put it in a lidded bin.</li> <li>○ If a tissue is not available sneeze into their elbows.</li> <li>○ Cleaning staff wear gloves when emptying bins the end of the day.</li> <li>○ Face coverings to be worn in communal areas by staff and in class if preferred.</li> </ul>	<p>Ensure enough tissues are available in the classroom for use.</p> <p>Teaching staff to remind child of this measure.</p> <p>○ Email staff.</p>	<p>Site Manager  Teaching and support staff.  Head/Admin Manager</p>	<p>03/09/2020   1/11/2020</p>	<p>y   y</p>
<p>Spread of infection due to poor hand washing procedures</p>	<p>Pupils Staff Visitors</p>	<p>○ All staff&amp; children to thoroughly wash their hands at key times during the school day when:</p> <ul style="list-style-type: none"> <li>- entering the school,</li> <li>- before preparing/handling/consuming food,</li> <li>- before/after playtime or coming back into the building from outside (for example break, lunchtime or outdoor learning activity)</li> <li>- before going home at the end of the day.</li> <li>- After using the toilet, or if they cough or sneeze into their hands.</li> <li>- All staff to be given hand held sanitiser.</li> </ul>	<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>Good supply of hand sanitiser to be held.</p>	<p>Cleaners  All staff</p>	<p>03/09/2020</p>	<p>y</p>



<p>Spread of infection from external frequently touched surfaces and resources.</p>		<ul style="list-style-type: none"> <li>○ Children to wash their hands as previously mentioned.</li> <li>○ Tables/door handles to be wiped down at regular intervals. Cleaners will clean these daily when school ends</li> <li>○ Children to have their own allocated desk and chair with their own frequently used stationery set - pen/pencil or if not possible then other resources are disinfected after use, or left for 72 hours.</li> <li>○ Reading books can be taken home but must only be returned on a Friday to allow for 72 hours before being re-issued.</li> </ul>	<p>Ensure soap dispensers have not run out.</p> <p>Inform Site Manager if soap needs replacing.</p> <p>Teaching and Support Staff</p>	<p>Teaching and Support Staff</p>	<p>03/09/2020</p>	<p>y</p>
<p>Spread of infection at peak times e.g. drop off and collection</p>	<p>Pupils Staff Parents</p>	<ul style="list-style-type: none"> <li>○ Start and finish times to be staggered for all year groups. Parents must be on time.</li> <li>○ Staff will be on playground to break up groups</li> <li>○ Parents to wear face coverings on school site.</li> <li>○ Teachers to ensure all classes are off the playground by 2.20pm before parents arrive each day.</li> <li>○ Children cannot come to the office at the end of the day if parents are late. They must remain in their pod.</li> </ul>	<ul style="list-style-type: none"> <li>○ Parents to be advised of new time schedule.</li> <li>○ Teachers/LSA's to meet children in the classroom, ensure their external doors are open to ensure children can come in and ensure groups of adults do not occur.</li> <li>○ Teachers/LSA's to be advised.</li> <li>○ Teachers/LSA's to be advised.</li> </ul>	<p>Admin Staff</p>	<p>03/09/2020</p>	<p>y</p>



<p>Spread of infection due to ineffective cleaning</p>		<ul style="list-style-type: none"> <li>○ Ensure cleaning staff are thoroughly cleaning the surfaces for which they are responsible.</li> <li>○ Shared resources are thoroughly disinfected after use or left for 72 hours.</li> <li>○ Classroom staff to clean tables/chairs/door handles at regular intervals during the day.</li> <li>○ Cleaner to clean toilets regularly during day.</li> </ul>	<p>Site Manager to check cleaners and Rapid Clean staff are cleaning all surfaces as per cleaning schedule.</p> <p>Cleaning equipment to be in each class.</p>	<p>Site Manager</p> <p>Teacher/LSA clean daily.</p>	<p>03/09/2020</p>	<p>y</p>
<p>Child &amp; Staff who are shielding</p>		<ul style="list-style-type: none"> <li>○ Work will be provided for all children isolating via Seesaw or with paper copies. Parents should contact the office for these.</li> <li>○ Staff are able to wear a visor for close 1 to 1 work or if they are classed as vulnerable.</li> </ul>	<p>Remote Learning letter sent to parents.</p> <p>Paper packs to be available in office to copy.</p>		<p>6/11/2020</p>	<p>y</p>
<p>Risk of catching other diseases from children/staff who are unwell.</p>		<ul style="list-style-type: none"> <li>○ Children/staff who exhibit COVID19 symptoms will be isolated in the SEND room and parents contacted immediately to collect them. The second back up isolation room is the Headteachers office.</li> <li>○ Any staff supervising the child/staff will either keep 2m away or wear recommended PPE - mask/gloves/apron/face shield.</li> <li>○ Rooms will be deep cleaned following a suspected case, and the pod and staff advised. Government isolation guidance will be followed.</li> <li>○ The allocated toilet for use with a suspected case is the ladies staff toilets 1 &amp; 2 by the office.</li> </ul>	<p>Headteacher to write to parents informing them of these arrangements.</p> <p>PPE to be in each isolation room.</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>Headteacher</p> <p>All staff members.</p>	<p>03/09/2020</p>	<p>y</p>



		<ul style="list-style-type: none"> <li>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.</li> </ul>				
Risk of infection due to external visitors	<p>Risk to: Children, staff, wider members of the community.</p>	<ul style="list-style-type: none"> <li>Visitors to site to be kept to a minimum and avoided if possible. Specialists &amp; SEND support will be allowed.</li> <li>Supply teachers are to be used as a last resort.</li> <li>Any visitor must use the hand gel provided when entering the school. They must not have any symptoms. Visitors use toilet cubicle 1.</li> <li>Teachers will not be available to speak on playground</li> <li>School to engage in NHS track &amp; trace -visitor to provide number on entry system in 'Meeting Who Box'</li> <li>School site to be locked after children arrive.</li> </ul>	<p>Staff to be advised.</p> <p>The class LSA's will be used wherever possible to cover teacher absence.</p> <p>Parent to be advised that they should not approach teachers and should liaise by telephone &amp; emails via the school office for telephone appointments.</p> <p>All visitors must sign in to enable NHS track and trace to be supported.</p>	All staff who bring visitors onto the site.	03/09/2020	y
Risk of transferring infection during school trips	<p>Children Staff Public</p>	<ul style="list-style-type: none"> <li>School residential trips at the current time will not be attended until the DFE advises this is OK.</li> <li>Day trips will only go ahead if stringent pre visit checks and risk assessments are made. These trips should be at outdoor venues if possible.</li> </ul>	Trip organisers to be advised.	Group Leaders	03/09/2020	y



Risk of transferring the infection during clubs	Children Staff	<ul style="list-style-type: none"> <li>○ All extra curriculum clubs will be cancelled in the Autumn Term so that pods/bubbles do not mix.</li> <li>○ After school care to be provided within year group bubbles by Hedgehogs.</li> <li>○ There will be no breakfast club.</li> </ul>	Parents to be advised by letter.	Headteacher	03/09/2020	y
Risk of infection from individuals travelling from other countries		<ul style="list-style-type: none"> <li>○ Staff/volunteers/visitors who have returned from abroad should self-isolate for 14 days if the country they have been to requires it. Current guidance for that country should be followed at the time they return.</li> <li>○ Staff to advise SLT and Admin if they are aware of pupils who fit this.</li> </ul>	Advise staff/parents to follow Government Guidance.	All staff members	03/09/2020	y
Risk of skin irritation due to over washing.		<ul style="list-style-type: none"> <li>○ School to use hypo-allergenic soap to take into account any pupils with skin sensitivity.</li> <li>○ Children to be observed washing hands to ensure they are not over-washing.</li> <li>○ Children to dry their hands thoroughly.</li> </ul>		All staff members	03/09/2020	y



<p>Risk of infection from First Aid/Personal Care</p>	<p>Staff &amp; Pupils</p>	<ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Lunchtime First Aid to be carried out by lunch staff. Each lunch slot is to have an allocated named person to do first aid stationed on the playground.</li> <li>○ In the event of a medical emergency staff are allowed to use their mobile phone to contact emergency services or office, Headteacher, Deputy Head or Admin Manager to gain help.</li> <li>○ Personal protective equipment, disposable ice packs, first aid registers and bump notes to be provided to each pod.</li> <li>○ 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. PPE should be worn when helping the child.</li> <li>○ Diabetic children not to use hand sanitiser.</li> </ul>	<p>Admin Assistant to print and provide registers and bump notes to pods.</p>	<p>Admin</p>	<p>03/09/2020</p>	<p>y</p>
<p>Managing Confirmed cases of Covid-19 in the school community</p>		<p>School will contact PHE.</p> <p>PHE DFE Education support line 0800 046 8687</p> <p>The school must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact - within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p>				



		<p>School will inform parents of the infection however, we will not disclose personal details of effected children/families.</p> <p>School will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the Governments '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'. Other members of their household should also follow the guidance</li> </ul>	<p>Parents to be advised.</p>	<p>Admin</p>	<p>3/09/2020</p>	<p>y</p>
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<p>Staff being isolated in their pod in the event of an emergency or Safeguarding situation.</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> <li>○ Staff are allowed to use their mobile phones for medical or Safeguarding emergencies <b>only</b> to contact the Headteacher, Deputy Head, Admin Manager or office to gain help.</li> <li>○ Mobile phones must be stored in drawers, bags or cupboards and out of site and not be on desks.</li> </ul>	<p>Staff to be advised and numbers given.</p>	<p>Admin Manager</p>	<p>03/09/2020</p>	<p>Y</p>
<p>Use of face masks</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> <li>○ If children use public transport to get to school then face masks as per the government guidance should be worn. These should be removed when entering the school and then stored in plastic bag or if disposable placed in a lidded bin. Hands must then be washed.</li> <li>○ Staff to be advised of how to safely store/remove face coverings.</li> </ul>	<p>Staff &amp; parents to be advised by email. Visitors to be advised on arrival to be advised.</p>	<p>Admin Manager</p>	<p>06/11/2020</p>	<p>Y</p>
<p>Risk of Infection Spreading during lunchtimes</p>	<p>Pupils Staff</p>	<ul style="list-style-type: none"> <li>○ Lunch staff will not enter classrooms unless it is wet play to minimise contact with pupils except in Year 1 &amp; R.</li> <li>○ Gloves will be worn by lunch staff to deliver lunches.</li> <li>○ Teachers/LSA's will hand our lunches except in Year R &amp; 1. Year R and 1 dinner ladies will wear gloves to do this.</li> </ul>	<p>Advise Staff</p>	<p>Admin Manager</p>	<p>06/11/2020</p>	<p>Y</p>



		<ul style="list-style-type: none"> <li>○ A glove will be used by staff to hand out cutlery in class.</li> <li>○ Any rubbish, crates and used cutlery will be placed outside the class door.</li> <li>○ Lunch staff will keep 2 metres plus from each other when entering or on playground.</li> </ul>				
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Risk Assessor T Riley	Signature	Date
Responsible Manager A Jones	Signature	Date

Date Reviewed	Signature	Role
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Site Name: Shamblehurst Primary School

Date: 9th Nov 2020






**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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