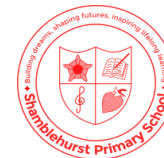




Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

Risk		COVID19 Risk Assessment Lockdown 5 <sup>th</sup> Jan 2021				
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	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>○ Class pods of 15 children during lockdown with consistent adults created for Y2-Y6. Children can join a pod (a new admission) but must have no Covid symptoms. Yr R &amp; Y1 have continuous provision and additional space therefore class pod limit of 17.</li> <li>○ Year groups will form a bubble</li> <li>○ Y2 to Y6 desks to face front &amp; to sit side by side</li> <li>○ Bubbles to have separate lunch &amp; break times.</li> <li>○ Pods to eat lunch in their allocated classroom, lunch will be delivered by the lunch staff.</li> <li>○ The playground will partitioned in to 2 areas so that 2 year group bubbles can be outside at the same break &amp; lunch time.</li> <li>○ Staff tea/coffee areas &amp; fridges are in the staff room. Only 3 staff allowed in socially distanced at any time. Face coverings to be worn by staff in here unless you are eating.</li> <li>○ After school care to keep children in year group if takes place although currently suspended .</li> <li>○ Parents to wear face coverings on school site.</li> <li>○ <b>Staff to socially distance by 2 metres with all other staff even if meeting with other teachers in their year bubble to keep them safe.</b></li> <li>○ Staff to wear face coverings in communal areas.</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure staff are aware</li> <li>○ Parents of new children to be asked to confirm the new child has no symptoms.</li> <li>○ A comprehensive document showing the schools protocol and procedures will be compiled and sent to staff and parents.</li> <li>○ Email parents to remind</li> <li>○ Email staff to remind</li> <li>○ Email staff to remind</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>Head/Admin Man</p> <p>Head/Admin Man</p>	<p>05/01/2020</p> <p>When admitted</p> <p>End of Summer Term</p> <p>04/01/2021</p> <p>03/01/2021</p> <p>03/01/2021</p> <p>04/01/2021</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

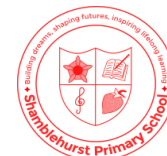
	Pupils Staff	<ul style="list-style-type: none"> <li>○ PPA – where the use of external provision is unavoidable, then this will be provided by 1 member of staff who will teacher outside and maintain a distance of 2 metres from children and other staff. During wet weather, he will be in the hall, which will be very well ventilated and is at large space. He will maintain 2 metres distance when in there and therefore would not be deemed a close contact. He will however attend to pupils in the event of an emergency.</li> </ul>	Email Staff member providing PPA cover	All staff to be aware	05/01/2021	y
Spread of infection from coughs and sneezes	Pupils Staff Visitors	<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 can be worn in class if preferred.</li> <li>○ Rooms must be well ventilated with doors and windows open. Children can wear extra layers that are not uniform.</li> </ul>	<p>Ensure enough tissues are available in the classroom for use.</p> <p>Teaching staff to remind child of this measure.</p> <ul style="list-style-type: none"> <li>○ Email staff to remind.</li> </ul>	<p>Site Manager</p> <p>Teaching and support staff.</p> <p>Head/Admin Manager</p>	<p>03/09/2020</p> <p>04/01/2021</p>	<p>y</p> <p>y</p>



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

<p>Spread of infection due to poor hand washing procedures</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> <li>○ All staff &amp; children to thoroughly wash their hands at key times during the school day when:               <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> </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. <b>Where this is not possible, frequently touched equipment will be fogged daily. Stairwell rail to be cleaned twice daily.</b></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>Advise site staff</p>	<p>Teaching and Support Staff  Site Staff</p>	<p>03/09/2020  05/01/2021</p>	<p>y  y</p>



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

<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> </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 or fogged.</li> <li>○ Classroom staff to clean tables/chairs/door handles at regular intervals during the day e.g. break and before and after lunch.</li> <li>○ Cleaner to clean toilets more 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>Remind staff</p> <p>Cleaning equipment to</p>	<p>Site Manager</p> <p>Teacher/LSA clean daily.</p>	<p>03/09/2020</p> <p>05/01/2020</p>	<p>y</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 or home learning Seesaw, Tapestry 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. Staff should collect a thermometer from the office if they suspect a child has a temperature. They can phone for it if they are alone.</li> </ul>	<p>Headteacher to write to parents informing them of these arrangements.</p> <p>Staff to be reminded by email</p>	<p>Headteacher</p> <p>Admin Manager/Head</p>	<p>03/09/2020</p> <p>04/01/2021</p>	<p>y</p>



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

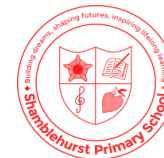
		<ul style="list-style-type: none"> <li>○ Any staff supervising the child/staff with symptoms will either keep 2m+ away or wear recommended PPE - mask/gloves/apron/face shield.</li> <li>○ Rooms will be deep cleaned following a suspected case, and the pod and staff advised. Government isolation guidance 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> <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>	<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>	All staff members.		
Risk of infection due to external visitors	Risk to: Children, staff, wider members of the community.	<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 <b>will not</b> 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>○ <i>School site to be locked after children arrive.</i></li> </ul>	<p>Staff to be advised.</p> <p>The class LSA's will be used wherever possible to cover teacher absence.</p> <p>Parents/staff to be re-advised that they should not have face to face meetings and should liaise by telephone &amp; emails via the school office.</p>	All staff who bring visitors onto the site.	03/09/2020	y
				Head/Admin	04/01/2020	



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

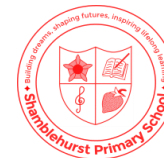
Risk of transferring infection during school trips	Children Staff Public	<ul style="list-style-type: none"> <li>○ School residential trips at the current time will not be attended until the DFE advises this is OK.</li> <li>○ Day trips will only go ahead if stringent pre visit checks and risk assessments 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 &amp; Spring 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
Risk of infection from First Aid/Personal Care	Staff & Pupils	<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> </ul>	Admin Assistant to print and provide registers and bump notes to pods.	Admin	03/09/2020	y



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

		<ul style="list-style-type: none"> <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>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>				

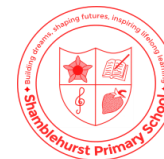


Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

			Parents to be advised.	Admin	3/09/2020	y
Spread of infection via communal areas.	Staff Parents Pupils	<ul style="list-style-type: none"> <li>○ Only two people allowed in office reception area at a time. Social distancing signs and marks are displayed on the floor and these marks must be used.</li> <li>○ No indoor PE &amp; No Assemblies.</li> <li>○ Staff toilets to be allocated to staff.</li> <li>○ 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.</li> <li>○ Staff to be advised not to use the staff room, and eat in their allocated classrooms and year group bubble.</li> <li>○ Hand sanitiser to be located by reception desk and photocopier for increased hand hygiene at pinch points.</li> <li>○ Face coverings to be worn in communal areas and in school grounds by staff.</li> <li>○ No staff other than the Admin/SLT Bubble to be allowed in the Admin Office. Staff to wait at the entrance and they will be helped.</li> </ul>	Advise Staff		03/09/2020	y
				Admin/Head	04/01/2021	y





Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

Staff being isolated in their pod in the event of an emergency or Safeguarding situation.	Pupils Staff	<ul style="list-style-type: none"> <li>Staff are allowed to use their mobile phones for medical or Safeguarding emergencies or if alone and need help <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>Email staff to remind</p>	<p>Admin Manager</p> <p>Admin/Head</p>	<p>03/09/2020</p> <p>04/01/2021</p>	<p>Y</p> <p>Y</p>
Use of face masks	Pupils Staff Visitors	<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.</p> <p>Visitors to be advised on arrival to be advised.</p>	<p>Admin Manager</p>	<p>06/11/2020</p>	<p>Y</p>



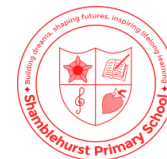
Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

Risk of Infection Spreading during lunchtimes	Pupils Staff	<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> <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>	Email Staff  Advise Staff	Admin Manager	06/11/2020	Y
---	-----------------	--	---------------------------------	---------------	------------	---

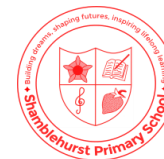
Risk Assessor T Riley	Signature	Date
Responsible Manager A Jones	Signature	Date

Date Reviewed	Signature	Role
---------------	-----------	------



Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

Site Name: Shamblehurst Primary School

Date: 5<sup>th</sup> Jan 2021

**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
---------------------	-----------	------