

Site Name: Shamblehurst Primary School

Date: 19th July 2021

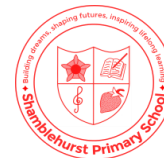
Risk		COVID19 Risk Assessment Full revised 19/07/2021				
What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional)	Action by whom?	Action by when?	Done
<p>Social distancing rules not being adhered to</p> <p>Not minimising contact between individuals</p>	<p>Pupils</p> <p>Staff</p> <p>Visitors</p> <p>Parents</p>	<p>o Until the end of the summer term (23/07/21) bubbles will remain intact. From 1st Sept, year groups will no longer form a bubble. If the school has an outbreak of Covid these may be introduced again, this will form part of our outbreak plan. Bubbles will only be introduced again if absolutely necessary, and after taking advise from the DFE. An 'Outbreak' is defined by the DFE as having several cases in a 14 day period. At this time we will seek guidance form the DFE helpline 0800 046 8687.</p> <p>o Teachers can decide the best layout of tables and classrooms for learning.</p> <p>o Until the end of the summer term (23/07/21) we will continue to have staggered lunches and all children will eat in their bubbles. From 1st Sept KS1 & KS2 will have separate lunch and break times to reduce crowding. From 1st Sept all KS1 Children will eat in the hall unless the school implements its outbreak plan, when this will revert back to them eating in the classrooms. KS2 will continue to eat in classrooms.</p>	<p>o Ensure staff are aware</p> <p>o Parents of new children to be asked to confirm the new child has no symptoms.</p> <p>o Email parents</p> <p>o Emailed to staff</p> <p>o Email parents</p> <p>o Email to staff</p>	<p>All Staff</p> <p>Admin Manager</p> <p>Teachers</p>	<p>19/07/2021</p> <p>When admitted</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>



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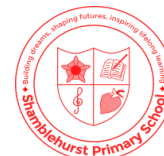
	<ul style="list-style-type: none">○ Up until 23/07/2021 after-school care provided by Hedgehogs, for all years will stay in their bubbles and will use their designated room. From September Hedgehogs will use one large designated room. This will be reviewed in light of any outbreaks.○ School run clubs will resume on 20th September, These may be cancelled if an outbreak occurs.○ Parents to be asked to wear face coverings on school site up until the end of the summer term 23/07/21. We would like to encourage parents to wear a mask whilst infections remain high. We will re-introduce parents wearing a mask if we have an outbreak.○ Staff to wear face coverings in communal areas up until 23/07/2021. Visors can be worn if they are exempt. From 1st Sept 2021 a face covering is not required to be worn by school staff, but will may be re-introduced if an outbreak occurs. Staff are able to wear a mask if they feel they want to.				
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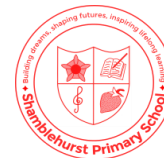
<p>Spread of infection from coughs and sneezes & poor ventilation</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> ○ Staff and children reminded to cover coughs and sneezes with a tissue and put it in a lidded bin. ○ If a tissue is not available then all should sneeze into their elbows. ○ Cleaning staff wear gloves and aprons when emptying bins the end of the day. ○ Rooms must still be well ventilated with doors and windows open. Children can wear extra layers that are not uniform during winter months. ○ Teachers/LSA's should use their judgement to check that the room is not too cold/hot. Each room has different heating, doors and positions in the school so they will all need different combination to get the right balance. ○ It suggests the use of high level windows if you have them to avoid drafts. 	<p>Ensure enough tissues and lidded bins are available in the classroom for use</p> <p>○ Email staff</p>	<p>Site Manager Teaching and support staff. Head/Admin Manager</p>	<p>19/07/2021 19/07/2021</p>	<p>y y</p>
<p>Spread of infection due to poor hand washing procedures</p>	<p>Pupils Staff Visitors</p>	<ul style="list-style-type: none"> ○ All staff & children to thoroughly wash their hands at key times during the school day. Especially when: <ul style="list-style-type: none"> - before preparing/handling/consuming food, - before/after playtime or coming back into the building from outside (for example break, lunchtime or outdoor learning activity) - before going home at the end of the day. - After using the toilet, or if they cough or sneeze into their hands. - All staff and classes to be given hand held sanitiser. - Any use of food in class must be fully risk assessed by the teacher/LSA. 	<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>19/07/2021</p>	<p>y</p>



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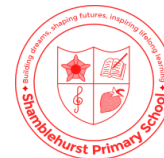
Spread of infection from external frequently touched surfaces and resources.		<ul style="list-style-type: none"> Children to wash their hands regularly and this will continue in September. Tables/door handles to be wiped down at regular intervals. Cleaners will clean these daily when school ends. Year R & Year 1 rooms will be fogged each lunchtime. 	<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>Site Manager</p>	<p>19/07/2021</p> <p>19/07/2021</p>	<p>y</p> <p>y</p>
	<p>Pupils</p> <p>Staff</p> <p>Parents</p>	<ul style="list-style-type: none"> Start and finish times to be staggered for all year groups until 23/07/21. From September Early Years, KS1 & KS2 will have different start times. The carpark gate will continue to be used to help avoid crowds and congestion and staff will be on gate to ensure cars do not enter or exit during the start and finish times. The carpark will be closed from 8.25am until 9am & 3pm until 3.30pm from September. Parents will be requested to wear face coverings on site up to 23/7/21. We would like to encourage parents to continue to wear masks whilst the infection remains high.. We may also ask for this to be introduced again as part of our Outbreak Plan. 	<ul style="list-style-type: none"> Parents/Staff to be advised by email 	<p>Admin</p> <p>Staff</p>	<p>19/07/2021</p>	<p>y</p>
Spread of infection due to ineffective cleaning		<ul style="list-style-type: none"> Ensure cleaning staff are thoroughly cleaning the surfaces for which they are responsible. Classroom staff to clean tables/chairs/door handles at regular intervals during the day e.g. break and before and after lunch. Cleaner to clean toilets more regularly during day. If an outbreak occurs rooms will be deep cleaned. 	<p>Site Manager to check cleaners and Rapid Clean staff are cleaning all surfaces as per cleaning schedule.</p>	<p>Site Manager</p> <p>Teacher/LSA clean daily.</p>	<p>19/07/2021</p> <p>19/07/2021</p>	<p>y</p> <p>y</p>



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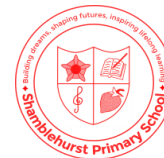
<p>Child & Staff who are shielding</p>		<ul style="list-style-type: none"> ○ Work will be provided for all children isolating or home learning Seesaw or with paper copies. Parents should contact the office for these. ○ Staff can continue to wear a mask or visor if they want to, or are vulnerable or have underlying health conditions and they can use a screen for one to one work. ○ Staff who are pregnant - we will follow the DFE & Public Health England advice as soon as we are advised by the staff member. 	<p>Seesaw to be update for September with new classes.</p> <p>Staff to be advised.</p>	<p>IT Lead</p> <p>Admin</p>	<p>19/07/2021</p> <p>19/07/2021</p>	<p>y</p> <p>y</p>
<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 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. ○ From 16th August children under 18 will no longer be required to isolate even if they are contacted by NHS Track and Trace as a close contact of a positive Covid case. Instead, they will be advised to take a PCR test by Track & Trace, We will also advise this to parents. If they are positive then they would need to follow the isolation guidance at that time. ○ Any staff supervising the child/staff with symptoms should wear recommended PPE - mask/gloves/apron/face shield. Pregnant staff will not stay with suspected Covid cases. ○ Rooms will be deep cleaned following a suspected case, and the pod and staff advised. Government isolation guidance at that time will be followed and a PCR test advised to be taken. ○ 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. 	<p>Staff to be reminded by email</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>Admin Manager/Head</p> <p>All staff members.</p>	<p>19/07/2021</p>	<p>y</p>



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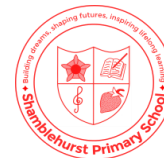
		<ul style="list-style-type: none"> o Staff who are not yet vaccinated or have not had their second dose will be encouraged to do so, o Tracking close contacts will revert to the NHS Track and Trace team from 19th July 2021 and educational settings will no longer undertake this. The school will continue to support this when asked by the Track & trace team. 				
Risk of infection due to external visitors	Risk to: Children, staff, wider members of the community.	<ul style="list-style-type: none"> o Supply teachers are to be used as a last resort. o Visitors will be allowed. Visitor must use the hand gel provided when entering the school. They must not have any symptoms. o School site to be locked after children arrive to minimise footfall. 	Staff to be advised. Staff to be advised.	All staff who bring visitors onto the site.	19/07/21	y
Risk of transferring infection during school trips	Children Staff Public	<ul style="list-style-type: none"> o School residential trips at the current time will not be attended until the Autumn Term. Full risk assessments assessing the venues ventilation and cleaning will be undertaken. o Day trips will only go ahead and pre visit checks and risk assessments are made. Full risk assessments assessing the venues ventilation and cleaning will be undertaken o For all new trips booked, the refund and rescheduling policy will be checked from the venue in case of cancellation re Covid. 	Trip organisers to be advised.	Group Leaders	19/07/21	y
Risk of transferring the infection during clubs	Children Staff	<ul style="list-style-type: none"> o All extra curriculum clubs will resume from 20th September. Details to follow at the start of the Autumn term. o <i>Before and after</i> school care will resume to its normal hours from 8th Sept and will use one room. This will be reviewed if an outbreak occurs. o School run clubs may be cancelled if an outbreak or there are staff isolations. 	Parents to be advised by letter.	Headteacher	10/09/2021	y



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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 if the country they have been to requires it. Current guidance for that country should be followed at the time they return. ○ Parents should be mindful of the implication on children's education of possible isolation periods. ○ Staff to advise SLT and Admin if they are aware of pupils who go abroad while restrictions stand. 	Advise staff/parents to follow Government Guidance.	All staff members	19/07/2021	y
Risk of skin irritation due to over washing.		<ul style="list-style-type: none"> ○ School to use hypo-allergenic soap to take into account any pupils with skin sensitivity. ○ Children to be observed washing hands to ensure they are not over-washing. ○ Children to dry their hands thoroughly. 		All staff members	19/07/2021	y
Spread of infection via communal areas.	Staff Parents Pupils	<ul style="list-style-type: none"> ○ Assemblies will resume in September. These may be cancelled as part of our Outbreak Plan, ○ Staff may use any toilet, however toilets will still need to be cleaned after every time staff use them. ○ Hand sanitiser/wipes will still be available for use at pinch points. 	Remind Staff/Parents		19/07/2021	y



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

Date Reviewed	Signature	Role
To be reviewed 1 st Sept 2021 or earlier if guidance changes.		



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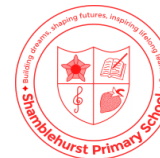
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Action Plan for Risk Assessment

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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OUTBREAK PLAN

An 'Outbreak' is defined as several cases in a 14 day period. The following measures would be followed/considered:

1. Seek advice from the DFE helpline Tel: 0800 046 8687.
2. Areas will be deep cleaned.
3. The re-introduction of bubbles will be considered and advice taken and only used in extreme cases.
4. Masks being worn by staff in communal areas.
5. Masks being worn by parents/visitors to the school site.
6. Cancelling clubs.
7. Cancelling trips.
8. Hedgehogs after school club arrangements.
9. Lunchtime eating arrangements.
10. Playtimes.
11. Cancelling assemblies.
12. Work with Public Health and health protection teams.
13. Assist NHS Test and Trace.
14. Ensure remote learning is available to all affected pupils.