

RISK ASSESSMENT FORM

Workplace	Chiddingly Primary School	Likelihood (L)	X	Severity (S)
Department		Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kayleigh Vile- Head of School	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School Site	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	School opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	3.12.2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	School able to safely open	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 3rd December 2020. **Latest updates are in red.**

It is being kept under review as updated guidance is published by the Government and reviews of the impact of COVID-19 by Public Health England.

Schools should share the results of their risk assessment with their workforce (including local union representatives). If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so).

The DfE latest documents and guidance webpage is being updated regularly

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Potential transmission to clinically vulnerable staff and pupils Guidance is available in the <u>DfE Guidance for full opening – schools</u>	All members of school community	1a. Pupils: • Schools continue to remain open for all children and young people as they have since the start of the autumn term for the duration of the national restrictions.	2	4	8				

<p>And</p> <p><u>Education and childcare settings: New National Restrictions from 5 November 2020</u></p>		<ul style="list-style-type: none"> • Being at school is vital for children’s education and for their wellbeing. • For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further. <p>Communicate with parents of clinically vulnerable pupils to inform them:</p> <ul style="list-style-type: none"> • Reassure parents and pupils by communicating the additional risk assessments and control measures that are currently being taken. <p>Pupils who are under the care of a specialist health professional:</p> <ul style="list-style-type: none"> • Request parents discuss their child’s care needs with their health professional to ensure appropriate risk controls. Further advice is available from the Royal College of Paediatrics and Child Health. • Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>1b. Staff:</p> <ul style="list-style-type: none"> • The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures. 							
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- Being at school is vital for children's education and for their wellbeing.
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Communicate with parents of clinically vulnerable pupils to inform them:

Pupils who are under the care of a specialist health professional:

1b. Staff:

		<p><i>assessment is in place. As part of the risk assessment consult the <u>health and safety guidance on educational visits</u>.</i></p> <p><i>All overseas visits are prohibited as are residential visits until Easter 2021 when a review will be carried out.</i></p> <p>The following documents on CZone give further information about outdoor learning and school trips:</p> <p><u>Document 1</u> and <u>Document 2</u></p> <p><i>vi) Wraparound provision and extra-curricular activity</i></p> <p>Review local provision in line with national restrictions in place from 5th November (<i>insert local arrangements/ decision by school</i>)</p> <p>Continue to follow government guidance once national restrictions are lifted.</p> <p><i>Chiddingly School will continue to offer wraparound care – daily breakfast club and 2x afterschool childcare clubs.</i></p> <p><i>Forest School is continuing in line with the guidance (see Forest School-specific risk assessment)</i></p> <p><i>1:1 music lessons will continue as will the counselling service as these are Covid-secure sessions.</i></p> <p><i>Breakfast club,</i></p> <p><i>Individual tables for bubbles, individual table activities for each table bubble. Breakfast to be served to the pupils at their tables.</i></p> <p><i>All equipment to be cleaned in line with guidance.</i></p> <p><i>Multi-sports club</i></p> <p><i>Clubs run on consecutive days for each bubble</i></p> <p><i>All activities will take place outside (weather permitting)</i></p> <p><i>All equipment cleaned before and after use</i></p> <p><i>Children to wash their hands before and after handling the equipment</i></p>				<p>uniform rules to allow provision of clean clothes each day)</p> <p>2b – Staff</p> <ul style="list-style-type: none"> Review risks assessments associated with wraparound provision and extra-curricular activity as well as non-overnight educational visits. <p>2c – Buildings & resources</p> <ul style="list-style-type: none"> PHE endorsed ‘systems of control’ now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 4 November 2020. 			
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[illegible]




			<ul style="list-style-type: none"> • Offices are adapted to enable social distancing for teaching, admin and support staff where possible. Stagger use of staff rooms and offices. • Consider any office roles that could be undertaken from home reducing the number of staff in offices • Consider travel and parking arrangements for staff in line with social distancing guidelines 									
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<ul style="list-style-type: none"> • SLT lead identified – Kayleigh Vile (HOS) • Continue taking the <u>attendance register</u> and following up any absences in line with statutory guidance. • Arrange revised fire evacuation drills / lockdown drills regularly (termly and already book in for the year) • Reconsider e-safety policies and procedures in light of lessons learned during home learning • Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned • School to follow risk assessments for premises and accessing outside equipment and areas. • Ensure pupils, parents and staff are aware that DfE guidance states that different groups/bubbles don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. • Share updated fire evacuation information with all staff during daily briefing. • Share updated fire evacuation information with children • Share lockdown procedures with all staff • Follow revised lunch and break rotas to ensure safe movement around school 	2	4	8						

			<ul style="list-style-type: none"> Children to seek permission to use toilets to ensure staff know where children are at all times High expectations of how children move around school upheld by all members of staff 							
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress.</i></p> <ul style="list-style-type: none"> Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule Allocated drop off and collection times in place and parents/carers informed of procedures including the protocols for minimising adult to adult contact (for example, which entrance to use) Ensure parents and carers do not gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). SLT supervise the drop off and collection of pupils and any issues are addressed. Review and revise drop off and pick up protocols as necessary to minimise social contact. Monitored daily by SLT and any amendments or messages are communicated through parentmail to all or individual conversations. 	2	4	8				
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport	Pupils	<ul style="list-style-type: none"> No pupils use public transport or dedicated school transport. All either walk or travel in parent cars 	0	0	0				

	The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools										
6.	Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school	All members of the school community	<ul style="list-style-type: none">• Face coverings: <i>All adults to wear face coverings while moving around the site from the moment of entry. They are not required to be worn outside. This will be communicated to all when booking to visit the school.</i>• Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.• <i>Should any changes to face coverings information need communicating, it will be done through signage, parentmail and physical letters home.</i> <i>Reviewed in weekly meetings with HOS and Site Manager</i> <ul style="list-style-type: none">• Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements• Contractors aware of any changes to school day – e.g. staggered lunchtimes• Minimise any visitors to the school and clear messages shared about social distancing procedures for adults. Ensure record are kept of all visitors; names, dates, and contact details.• Ensure that the school engages with local immunisation services and programmes as normal <i>Flu Vaccine 9.11.2020</i>	2	4	8					

2a – Pupils <ul style="list-style-type: none"> Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on <u>safe working in education, childcare and children's social care</u> Communication re hygiene measures recommended after school and pupils need clean clothes each day. (Relax uniform rules to allow provision of clean clothes each day) 	Signage to go in place for removal of face coverings – KV Communication to go to parents – AB	(9.11.2020) 13.11.2020	9.11.20 13.10.20
2b – Staff <ul style="list-style-type: none"> Review risks assessments associated with wraparound provision and extra-curricular activity as well as non-overnight educational visits. 	Review of risk assessments for Term 2 - KV Premier Sport	13.11.2020	
2c – Buildings & resources <ul style="list-style-type: none"> PHE endorsed 'systems of control' now build upon the hierarchy of protective measures in use since the Covid-19 pandemic. Schools must work through them, adopting measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 4 November 2020. 	Ensure the hierarchy is being followed - PH and KV	11.11.2020	12.11.20

Signature and review

Name of Manager:	Kayleigh Vile	Signature of Manager:		Date:	9.11.2020
1 st review undertaken on:	Kayleigh Vile	Signature of Manager:		Date:	20.11.20
2 nd review undertaken on:	Kayleigh Vile	Signature of Manager:		Date:	3.12.20
3 rd review undertaken on:		Signature of Manager:		Date:	

