

## CHIDDINGLY RISK ASSESSMENT FORM: COVID-19

Workplace	Chiddingly Primary School	Likelihood (L)	X	Severity (S)
Department	All	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kayleigh Vile	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 re-opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	01.03.21	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	School open to all pupils	Low = 1-8	Medium = 9-14	High = 15-25

This version was written on 5<sup>th</sup> March 2021. Update in purple

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 <a href="#">Schools coronavirus (COVID-</a>	All members of school community	<b>1a. Pupils:</b> School attendance will be mandatory for all pupils from 8 March. <b>Pupils who are under the care of a specialist health professional:</b> <ul style="list-style-type: none"> <li>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 Pediatrics and Child Health.</li> <li>Ensure these pupils have the support they need to ensure they are able to access remote learning</li> </ul>	2	4	8				

	<p><u>19) operational guidance</u></p>	<p><b>1b. Staff:</b></p> <ul style="list-style-type: none"> <li>• The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</li> <li>• Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Review systems to support the well-being of staff who may be anxious. Information about the <u>extra mental health support for pupils and teachers</u> is available. <u>A Wellbeing for Education Return programme is available for schools.</u></li> </ul> <p><b>Resources shared with available support highlighted.</b></p> <p>Supply teachers and other temporary or peripatetic teachers <u>Schools coronavirus (COVID-19) operational guidance</u> (can move between schools, but leaders should consider how to minimise the numbers of visitors to site where possible.</p> <p><b>Visitors will be limited to professionals, peripatetic teachers and meetings where a virtual set-up is inappropriate (i.e. to share a lot of info, gain signatures, and discuss sensitive info). A separate risk assessment will be shared prior to the visitor attending and either signature or emailed confirmation that they are happy with the restrictions in place will be needed.</b></p> <ul style="list-style-type: none"> <li>• Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible</li> </ul> <p><b>Volunteers will mostly stick to one bubble, except when hearing readers needs to take priority. A separate risk assessment will be shared prior to the volunteer attending and either signature or emailed confirmation that they are happy with the restrictions in place will be needed.</b></p> <ul style="list-style-type: none"> <li>• Schools are being strongly encouraged by the DfE to continue to host ITT trainees.</li> </ul> <p><b>Conduct individual staff risk assessments for COVID-19 in line with the latest guidance.</b> <i>Guidance on completing an individual risk assessment and</i></p>							
--	--	--	--	--	--	--	--	--	--

			<p>templates are available on the web shop. To be reviewed with staff prior to 8.3.21</p> <ul style="list-style-type: none"> <li>Consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen.</li> <li>Conduct an assessment to help identify any additional action that needs to be taken to mitigate risks. Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, should be part of the general workplace risk assessment. Take appropriate sensible action to reduce, remove or control the risks.</li> <li>Refer any CEV to this guidance: <u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></li> <li><b>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</b></li> <li><b>Where it is appropriate to do so, appropriate PPE should be worn</b></li> </ul> <p>All staff will wear masks in communal areas and when a social distance of 2m cannot be maintained.</p> <p>CEV staff are advised not to attend the workplace until at least 31 March 2021.</p> <p>Employers should talk to their staff about how they will be supported, including to work from home.</p> <p>CEV individuals should continue to shield even after they have been vaccinated.</p> <p><u>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u></p> <ul style="list-style-type: none"> <li>Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</li> </ul>							
2.	Risk of ongoing contamination from pupils and staff	All members of the	Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance <u>here</u>	2	4	8				



			<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>Bubbles to be separated within the club</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><i>Sensory circuits will continue for invited children and a separate risk assessment is available for this from the school office.</i></p> <p><i>All risk assessments have been updated in line with this guidance:</i></p> <p><i>guidance for those who run community activities, holiday clubs, after-school clubs etc</i></p> <p>There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival.</p> <p>Any changes to the risk assessment and procedure will be communicated to the community through parent mail and/or paper copies of letters</p> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• In primary schools, the DfE recommends that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</li> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</li> </ul> <p>These are available in the PPE room for use as appropriate. They must be thoroughly cleaned once used.</p> <ul style="list-style-type: none"> <li>• Some individuals are exempt from wearing face coverings. This applies to those who: <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> </li> </ul> <p>Parents will be asked to wear masks on drop-off and pick up.</p> <ul style="list-style-type: none"> <li>• Schools should have a small contingency supply available</li> </ul>									
--	--	--	--	--	--	--	--	--	--	--	--	--

[illegible]











			<ul style="list-style-type: none"> <li>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a></li> <li>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. <a href="#">schools coronavirus (COVID-19) operational guidance</a></li> <li>Government recommends sharing risk assessments online through the school's website as good practice.</li> <li>Keep risk assessments under regular review in line with government</li> <li>Provide regular updates for governors.</li> <li>Continue routine updates to the school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</li> <li>Offices are adapted to enable social distancing for teaching, admin and support staff where possible.</li> </ul>						
3.	<b>Site Safety risks</b> <ul style="list-style-type: none"> <li>Fire procedures</li> <li>Lockdown</li> <li>Movement for lunch / transitions</li> <li>Toilets</li> <li>Security including risk of theft</li> <li>Data breaches</li> </ul>	All members of the school community	<ul style="list-style-type: none"> <li>SLT lead identified <a href="#">Kayleigh Vile (HOS)</a></li> <li>Continue taking the <a href="#">attendance register</a> and following up any absences in line with statutory guidance.</li> <li>School to follow risk assessments for premises and accessing outside equipment and areas.</li> <li>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.</li> <li>Share updated fire evacuation information with all staff during daily briefing. Share updated fire evacuation information with children <a href="#">Fire alarm practice to be scheduled in for w/c 8<sup>th</sup> March</a></li> <li>Follow revised lunch and break rotas to ensure safe movement around school</li> <li>Children to seek permission to use toilets to ensure staff know where children are at all times</li> </ul>	2	4	8			

			<ul style="list-style-type: none"> <li>• High expectations of how children move around school upheld by all members of staff</li> <li>• Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</li> <li>• Arrange revised fire evacuation drills / lockdown drills regularly (termly and already book in for the year)</li> <li>• Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>							
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessment for Access and Egress and Movement around the school site.</p> <ul style="list-style-type: none"> <li>• Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule and to wear a mask.</li> <li>• 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).</li> <li>• 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).</li> <li>• SLT supervise the drop off and collection of pupils and any issues are addressed.</li> <li>• Review and revise drop off and pick up protocols as necessary to minimise social contact. Reminders of all of the above in weekly newsletter. Monitored by staff on the gate and any issues communicated via phonecall or email.</li> </ul>	2	4	8				
5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</p> <p>The <a href="#">schools coronavirus (COVID-19) operational</a></p>	Pupils	<ul style="list-style-type: none"> <li>• The <a href="#">schools coronavirus (COVID-19) operational guidance</a> details the framework for transporting pupils to and from schools. No pupils use public transport or dedicated school transport. All either walk or travel in parent cars.</li> </ul>							

	<a href="#">guidance</a> details the 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	<p><b>Face coverings:</b></p> <p><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></p> <ul style="list-style-type: none"><li>• Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</li><li>• Contractors aware of any changes to school day – e.g. staggered lunchtimes and the local control measures in place.</li><li>• 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.</li><li>• Ensure that the school engages with local immunisation services and programmes as normal</li><li>• Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</li><li>• Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school</li><li>• Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc.</li></ul> <p>Ensure the DfE guidance for Health and Safety <a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools">https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools</a> is followed.</p> <ul style="list-style-type: none"><li>• As DfE guidance advises limiting the number of visitors, we recommend schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible.</li><li>• For any staff member or pupil who feels unwell, check for <u>recognised symptoms of COVID-19</u>. Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-</li></ul>	2	4	8				

			<p>19). Thermometer held on site for checking temperature if individual reports feeling unwell</p> <p>Isolate and send children and staff home immediately if they display symptoms (See section 7 below) <u>Quarantine room in place to enable isolation (Rainbow Room).</u></p> <ul style="list-style-type: none"> <li>Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</li> <li>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</li> <li>Revise visitor arrangements to ensure social distancing and hygiene e.g. where someone physically signs in with the same pen or using a tablet in Reception areas. <u>Signage requesting hand sanitization before and after using the tablet is in place</u></li> </ul>						
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<ul style="list-style-type: none"> <li>Site staff follow <u>schools coronavirus (COVID-19) operational guidance</u> and are aware of the <u>COVID-19: cleaning of non-healthcare settings guidance</u> which should be followed when there is a suspected or confirmed case</li> <li>With some children in school, all frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will need to be cleaned thoroughly each day.</li> <li>All handwashing sinks, soap dispensers, hand gel etc are checked <u>daily</u> to ensure stock levels are adequate</li> <li>Ensure resources shared between classes or bubbles, (e.g. sports, art and science equipment) is cleaned frequently. It MUST be meticulously cleaned between its use by different bubbles or rotated to allow it to be left unused and out of reach 48 hours (72 hours for plastics).</li> <li>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</li> <li>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</li> </ul>	2	4	8			
8.	Risk of transmission from pupils and staff who have been in contact with the	All members of the	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <u>Public Health England health protection team</u>. (see contact details on the first page of this document)</p>	2	4	8			









3 <sup>rd</sup> review undertaken on:		Signature of Manager:		Date:	
---------------------------------------	--	-----------------------	--	-------	--