

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	01.03.21,22.4.21	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 updated on 22.4.21

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 Schools coronavirus (COVID-	All members of school community	1a. Pupils: School attendance will be mandatory for all pupils from 8 March. Pupils who are under the care of a specialist health professional: Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to	2	4	8				

	<p><u>19) operational guidance</u></p>		<p>attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>As normal, you should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness. This is especially important in the context of the pandemic and the coronavirus (COVID-19) vaccination programme. If evidence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, rather than a doctors' note. As usual, input from GPs should only be sought where there are complex health needs or persistent absence issues.</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 Pediatrics and Child Health. • Ensure these pupils have the support they need to ensure they are able to access remote learning <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. • 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> <p>Resources shared with available support highlighted.</p> <p>Supply teachers and other temporary or peripatetic teachers <u>Schools coronavirus (COVID-19) operational guidance</u> (can move</p>							
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			<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Where it is appropriate to do so, appropriate PPE should be worn <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"> • 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. 							
2.	Risk of ongoing contamination from pupils and staff	All members of the school community	<p>Follow the DfE's guidance for leaders and staff in schools on use of the NHS COVID-19 app. See the guidance here</p> <p>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</p> <p>(i) Movement around the School site,</p> <p>Entrances for each bubble identified; system and timetables for lunch time in place to avoid contact between bubbles.</p> <p>(ii) General classroom activities,</p> <p>Equipment is not shared where possible and tables are spaced out as much as possible to allow a full curriculum, appropriate to their age group, to be delivered. Whole school resources (such as laptops/sports equipment) are cleaned after their use.</p> <p>(iii) Lunchtime arrangements:</p> <p>Hot meals are provided for both bubbles. There are two sittings and the hall is cleaned in between sittings by Chartwells staff. Chn line up to</p>	2	4	8				

			<ul style="list-style-type: none"> Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. See letter home to parents on how CP will manage these risks. Pupils should continue to have access to a quality arts education. As well as careful social distancing, music lesson should take place in small groups outdoors or in large, well ventilated rooms. When singing, ensure windows are open and as much space between the children as possible Schools should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources 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. schools coronavirus (COVID-19) operational guidance Government recommends sharing risk assessments online through the school's website as good practice. Keep risk assessments under regular review in line with government Provide regular updates for governors. 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. Offices are adapted to enable social distancing for teaching, admin and support staff where possible. 						
3.	Site Safety risks <ul style="list-style-type: none"> Fire procedures Lockdown Movement for lunch / transitions 	All members of the school community	<ul style="list-style-type: none"> SLT lead identified Kayleigh Vile (HOS) Continue taking the attendance register and following up any absences in line with statutory guidance. 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 	2	4	8			





			newsletter. Monitored by staff on the gate and any issues communicated via phonecall or email.							
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 schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools</p>	Pupils	<ul style="list-style-type: none"> The schools coronavirus (COVID-19) operational guidance details the framework for transporting pupils to and from schools <p>No pupils use public transport or dedicated school transport. All either walk or travel in parent cars.</p>							
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	All members of the school community	<p>Face coverings:</p> <p>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.</p> <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 and the local control measures in place. 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 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 Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school 	2	4	8				

			<ul style="list-style-type: none"> • Ensure reception layout is compliant with social distancing guidance e.g. screens, barriers etc. Ensure the DfE guidance for Health and Safety https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is followed. • 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. • 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-19). <u>Thermometer held on site for checking temperature if individual reports feeling unwell</u> Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>) <u>Quarantine room in place to enable isolation (Rainbow Room)</u>. • Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors. • A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school • 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> 							
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"> • 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 • 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. • All handwashing sinks, soap dispensers, hand gel etc are checked <u>daily</u> to ensure stock levels are adequate 	2	4	8				

			<ul style="list-style-type: none"> • 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). • Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers. • Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance 							
8.	Risk of transmission from pupils and staff who have been in contact with the virus and/or are showing signs of having the virus (a new, continuous cough or a high temperature)	All members of the school community	<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>. <i>(see contact details on the first page of this document)</i></p> <ul style="list-style-type: none"> • Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <u>book a test</u>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). • Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. • Revise plans and source suitable PPE supplies (e.g. non latex gloves preferable) to be used by: <ul style="list-style-type: none"> ○ the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite. 	2	4	8				

Review contingency plan	KV (HOS)	3.3.21	
Complete individual staff risk assessments	KV (HOS)	4.3.21	

Signature and review

Name of Manager:	James Procter Alan Brundle	Signature of Manager:	 	Date:	1.3.21
1st review undertaken on:	James Procter Alan Brundle	Signature of Manager:	 	Date:	22.4.21
2nd review undertaken on:		Signature of Manager:		Date:	
3rd review undertaken on:		Signature of Manager:		Date:	