

## 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 model document was updated on 25<sup>th</sup> February 2021.

**This version was written on 18<sup>th</sup> May 2021**

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.

**School specific information is highlighted in blue**

*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><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 templates are available on the web shop.</i></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</b> can attend the workplace</li> <li><b>Where it is appropriate to do so, appropriate PPE should be worn</b></li> <li>All staff will wear masks in communal areas and when a social distance of 2m cannot be maintained.</li> </ul>						
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 <u><a href="#">here</a></u></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, Entrances for each bubble identified; system and timetables for lunch time in place to avoid contact between bubbles.</p> <p>(ii) General classroom activities, 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>	2	4	8			















			<ul style="list-style-type: none"> <li>● Review the school's first aid risk assessment and follow <a href="#">HSE Guidance</a>.</li> </ul> <p><b>2c – Buildings and resources</b></p> <ul style="list-style-type: none"> <li>● Ensure all the usual building checks are undertaken to make the school safe.</li> <li>● Engage children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> <li>● Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</li> <li>● Tell pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: <a href="#">guidance for households with possible coronavirus infection</a>)</li> <li>● Maintain staff and visitor signing-in 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</li> <li>● Classrooms and other learning environments organised to maintain space between seats and desks where possible.</li> <li>● Systems in place to reduce congestion in corridors and access via external doors where possible e.g. one-way systems.</li> <li>● Furniture arranged to allow for seating pupils side by side and facing forwards where possible.</li> <li>● Unnecessary furniture moved out of classrooms to make more space</li> <li>● Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance</li> <li>● Kitchens comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>. They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals. To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in 'Keeping occupied spaces well ventilated' in Part 7 of the <a href="#">Schools coronavirus (COVID-19) operational guidance</a> should be used as appropriate to avoid build-up of viral load.</li> <li>● Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> </ul>							
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			<ul style="list-style-type: none"> <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 <b>Kayleigh Vile (HOS)</b></li> <li>Continue taking the <u>attendance register</u> 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 <b>Fire alarm practice to be scheduled in for term 5</b></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> <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 emergency drills as normal (following social distancing as appropriate). Adjustments should be made to the fire drill to allow for social distancing as appropriate <b>(termly and already book in for the year)</b></li> <li>Reconsider e-safety policies and procedures in light of lessons learned during home learning</li> </ul>	2	4	8				

4.	<b>Risk of transmission between parents and pupils during school drop-off and collection times</b>	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. <b>Parents to maintain 2 metre social distancing rule and to wear a mask.</b></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 <b>Reminders of all of the above in weekly newsletter. Monitored by staff on the gate and any issues communicated via phonecall or email.</b></li> </ul>	2	4	8			
5.	<b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b>  The <u>schools coronavirus (COVID-19) operational guidance</u> details the framework for transporting pupils to and from schools	Pupils	<ul style="list-style-type: none"> <li>The <u>schools coronavirus (COVID-19) operational guidance</u> details the framework for transporting pupils to and from schools <b>No pupils use public transport or dedicated school transport. All either walk or travel in parent cars.</b></li> </ul>						
6.	<b>Risk of ongoing contamination from people (staff,</b>	All members of the	<b>Face coverings:</b>	2	4	8			



			<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. <b>Signage requesting hand sanitization before and after using the tablet is in place</b></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 <b>daily</b> 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 virus and/or are showing signs of having the virus (a new, continuous	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"> <li>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</li> </ul>	2	4	8			





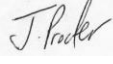




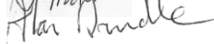


			<p>elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</p> <ul style="list-style-type: none"><li>• These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</li><li>• See updated <a href="#">guidance about Test and Trace Support payments</a></li></ul>							
9.	Contingency planning	All pupils and staff	<ul style="list-style-type: none"><li>• Ensure that contingency plans are in place, being reviewed and updated</li><li>• Leaders and governors should devise contingency plans to cover a potential local outbreak. In such an event the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li></ul>	2	4	8	<ul style="list-style-type: none"><li>• Review contingency plan</li></ul>	2	4	8

**Action Plan (when will the above additional control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed
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
1 <sup>st</sup> review undertaken on:	James Procter Alan Brundle	Signature of Manager:	 	Date:	22.4.21
2 <sup>nd</sup> review undertaken on:	James Procter Alan Brundle	Signature of Manager:	 	Date:	19.5.21

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