

Stoke by Nayland Church of England Primary School

Risk Assessment	COVID-19	Risk Calculator	Likelihood		
Date of Assessment	7/1/2021	Consequence	Unlikely	Possible	Likely
Signed	Kelly McGrath-Wells	Slightly Harmful	Trivial	Acceptable	Moderate
Role	Senior Teacher	Harmful	Acceptable	Moderate	Substantial
		Extremely Harmful	Moderate	Substantial	Unacceptable
			No action required	If reasonably practicable take some action to reduce the risk	Action must be taken to remove or reduce the risk

Unlikely	Probability of happening is close to zero
Possible	Has happened in the past and could happen again
Likely	Almost certain to happen, to be expected
Slightly Harmful	Superficial injuries, minor cuts, bruises, first aid treatments
Harmful	Time off work / school, ambulance / A&E needed, temporary disability
Extremely Harmful	Death, fractures, amputation, permanent disability

Identified Hazard	Who may be harmed	Risk rating before controls (consequence x likelihood)	Control measures	Risk rating after controls (consequence x likelihood)	Control measures by (initial)
Spread of germs including COVID-19	Staff, pupils and parents	Unacceptable	<ul style="list-style-type: none"> ○ Risk assessment in front entrance for any visitors ○ Staff/Children/family members with any symptoms (dry cough, raised temperature, changes to taste/smell) must not come into school and must self-isolate following Government guidelines (currently at least 10 days). Anyone with symptoms should be tested 	Moderate	LSAs/Teachers /VERTAS/Parents

			<ul style="list-style-type: none">– www.gov.uk/guidance/coronavirus-covid-19-getting-tested○ Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms and follow gov guidance for when they may leave the house○ Hand sanitiser stations at all entrances/exits EYFS children to be supervised by an adult○ Hand washing (for 20 seconds with soap) – to be completed on entry to school, then when coming in from outside, before going into communal spaces, when leaving communal and before/after eating and sneezing/coughing○ Good respiratory hygiene promoted/taught ‘catch it, bin it, kill it’○ Ensure all surfaces are sanitised and wiped down after use.○ Temperature to be taken if someone appears to have a raised temperature. If person has a raised temperature, they are to be isolated and sent home immediately. ‘Stay at home: guidance for households with possible or confirmed coronavirus infection’ and ‘Track and Trace’ advice to be given.○ If a new continuous dry cough develops, or the person has a loss of or change in their normal sense of taste or smell the person is to be isolated and sent home immediately. ‘Stay at home: guidance for households with possible or confirmed coronavirus infection’ and ‘Track and Trace’ advice to be given.		
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			<ul style="list-style-type: none"> ○ Person displaying any symptoms must isolate for at least 7 days and be tested – see above for members of the same household. ○ Any members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they develop symptoms. ○ If anyone in the school tests positive – school should contact the local health team. Those who have been in close contact (direct close contact, within 1-2m for more than 15 minutes, travelling in a small vehicle with an infected person) must be sent home and told to self-isolate for 10 days ○ PPE equipment to be used by any adult supervising a child who develops symptoms whilst at school. Child to be isolated immediately and use the disabled toilet if needed. ○ Children in Years 1 – 6 should socially distance as much as possible, ○ Staff should remain 1+ metres apart as far as possible. ○ Give frequent reminders to avoid touching of the face and about not touching their peers as much as possible. ○ All Critical Worker and Vulnerable worker children will now form one bubble and staff may move freely in the bubble ○ Children to have their own school resources such as pens/pencils and frequently used items provided by school 		
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			<ul style="list-style-type: none"> ○ Class bases to have a window open at all times and a full ventilation at each playtime. Windows to be opened at playtimes/lunchtimes more fully. ○ Collective Worship is in the whole school bubble ○ Social distancing expectations made clear to parents waiting outside via a letter and any other necessary reminders. Only one parent to drop off and collect. Parents asked to wear face masks at drop of and pick up ○ Groups to be allocated specific toilets: Oak – Year 6 toilets, Saplings – own toilet and one from main cubicle with door label, other children to use main toilets. Children to access the toilet one at a time with permission. – adults to supervise this ○ No parents to be allowed inside the building unless exceptional circumstances. Essential meetings require face coverings. ○ Only essential items to be brought in from home ○ Additional cleaning mid-way through the day from Caretaker/LSAs to continue ○ Doors to be propped open where possible to avoid the need to touch them ○ Children to spread out in the class where possible and to have forward facing seats where possible ○ Children involved in cleaning – use of Milton or antibacterial wipes. Children to place objects in solution, adults to take these out using gloves/clean hands 		
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			<ul style="list-style-type: none"> ○ Playground equipment to be cleaned at the end of each day ○ If resources are not cleaned they should be rotated/kept out of reach for 48 hours (72 hours for plastics) ○ Books from home to be placed in 'quarantine' on a Friday to be put back into circulation on a Monday ○ Premier Sports coach to sanitise hands and to only support children in the hall or outside class teachers will bring them to the hall ○ No contact sports currently for PE lessons ○ PE to take place outside where possible ○ Early Bird Club – separate tables for each class ○ Tea bird club – separate tables for separate bubbles 		
Spread of germs including COVID-19 on surfaces	Staff	Unacceptable	<ul style="list-style-type: none"> ○ Updated risk assessment requested from VERTAS. Confirmation given on using more cloths, changing gloves more frequently, extra cleaning of touched surfaces. ○ All members of staff to avoid contact with people displaying symptoms inside and outside of school ○ Staff must quarantine for 14 days after travelling abroad. A reminder given that staff are expected to be ready for work at the beginning of each term. ○ Staff to clean after using the communal areas of the school. Face coverings to be worn in the kitchen where spacing is more difficult. ○ Staff to ○ Antibacterial spray/wipes in staffroom 	Moderate	LSAs/Teachers/Office /VERTAS

			<ul style="list-style-type: none"> ○ Staff to avoid (where possible) going into other classes/designated outdoor areas ○ Teaching staff are to avoid using the office to make calls but are to use the study room instead to prevent cross contamination 		
Spread of germs including COVID-19 on surfaces	Office staff specifically	Substantial	<ul style="list-style-type: none"> ○ Socially distance as far as possible ○ Only one person in the front foyer at a time – parents informed of this and a note placed on the front door. Parents requested to e-mail or phone where possible and encouraged to use balance transfers rather than bring in cash ○ Deliveries to be left in the foyer ○ No communal pens ○ Antibacterial wipes for telephone ○ No adults in the school building unless essential ○ Prospective parent tours under strict guidelines including the need for face coverings and not entering rooms where the children are learning ○ Hand sanitiser for all visitors 	Moderate	Staff/Parents
Child or adult becomes unwell with Covid-19 symptoms	Pupils and staff	Unacceptable	<ul style="list-style-type: none"> ○ Child to wait in an isolated area (The Hideout Hub) to be collected ○ Area to be cleaned as much as possible when child leaves - leave for 72 hours ○ PPE equipment to be used by any adults supervising a child who develops symptoms whilst at school ○ PPE instructions on office door ○ Extra PPE equipment ordered ○ Staff member to go home ○ Child/adult to go for testing. If person tests positive, school should contact the local health team. Those who have been in close contact (direct close contact, within 1-2m for more than 	Moderate	Staff

			<p>15 minutes, travelling in a small vehicle with an infected person) must be sent home and told to self-isolate for 10 days</p> <ul style="list-style-type: none"> ○ If a person is negative, they can return to the school. ○ Parent contacts up to date ○ Parents expected to come to the school quickly ○ Positive test result – a deep clean of the school will be required before children return ○ Review staff arrangements of class to continue to operate safely 		
Keeping children and staff safe	Pupils and staff	Moderate	<ul style="list-style-type: none"> ○ First aid qualified member of staff on site daily. All first aid that is administered MUST be recorded and the record available for inspection. Individual books for classes set up in each class base ○ First aider in each group ○ First aid kit in each class ○ Children to be talked through any first aid needed as much as possible ○ PPE in each class base to be used if required ○ PPE to be used for an intimate care ○ Parents to be called to support with first aid/intimate care if needed ○ DSL available daily ○ DSL to follow up non-attendance of vulnerable children ○ CME to continue ○ All activities undertaken by staff to follow the existing risk assessments or to be risk assessed. ○ Posters to display reminders of good hygiene and distancing 	Acceptable	LSA/Teacher/ MB/LH/SS /KMW

			<ul style="list-style-type: none"> ○ 'New rules' re-established in each class to follow in these circumstances ○ Staff to travel to school in their own cars ○ Taxi children to be grouped in classes where possible and should come through the main entrance to school and be divided into class groups for Early Bird club ○ Children to be kept in class groups as far as possible for after school and Tea bird Club ○ Practise fire drill in the first week of term ○ Contingency plans for local outbreaks can be found at: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks 		
Breaktime/ Lunchtime arrangements	Pupils and staff	Substantial	<ul style="list-style-type: none"> ○ Break time and lunchtime play altogether lunch in the hall altogether ○ Milton buckets/antibacterial wipes for equipment cleaning ○ Equipment to be cleaned more regularly. ○ Staff to remain socially distanced during any break times at the same time ○ 'Grab and go' school lunch offer ○ Children to bring own drink bottle each day ○ Staff to have their own refillable drink mugs 	Acceptable	Staff/children
Mental Health	Everyone	Moderate	<ul style="list-style-type: none"> ○ Sharing of risk assessment with all staff members ○ Reassurance given to staff and opportunities provided to talk through necessary procedures/any concerns 	Acceptable	Staff/Children/Families

			<ul style="list-style-type: none">○ Mental health support shared with parents and staff○ Support days in place for SEND children prior to September○ All children expected to be in school unless public health advises otherwise or child is self-isolating○ Additional time provided for DSL in first few weeks of term to help provide support to staff/children○ DSL to follow up non-attendance of vulnerable children○ Adjustments made surrounding staff's own children where possible○ Reminders about help available for staff○ Resources shared via e-mail and social media○ Lots of PSHE activities planned into learning○ Additional outdoor playtime when needed○ Extended lunchtimes/break times to give breaks to staff members and children when needed○ Re-establishing 'new rules' in groups○ Identify children who may have developed anxiety or been affected by bereavement○ Contact School Nursing Service/EWO where needed○ www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-comissioning○ Provide bereavement packs for children, Contact (to be confirmed in Marks absence)○ If children need to self-isolate, children will be sent a grid of activities to complete based on learning in the class, using Oak		
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			<p>Academy/Celebrity Supply teacher resources where possible. Regular teacher contact to be made over the phone where possible</p> <ul style="list-style-type: none">○ Virtual meetings if possible○ Children to wear school uniform using normal cleaning methods.○ All children with an EHCP to have their own risk assessment and shared with LA○ FW to have reminder cards about socially distancing in place○		
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