

## Stoke by Nayland Church of England Primary School

Risk Assessment	<b>COVID-19</b>	<b>Risk Calculator</b>	<b>Likelihood</b>		
Date of Assessment	31/08/2021	Consequence	Unlikely	Possible	Likely
Signed	Kelly McGrath-Wells	Slightly Harmful	Trivial	Acceptable	Moderate
Role	Head of School	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"> <li>○ Risk assessment in front entrance for any visitors</li> <li>○ 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</li> </ul>	Moderate	LSAs/Teachers /VERTAS/Parents

			<p>– <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <ul style="list-style-type: none"><li>○ If parents/child do not want to have a test, then they will need to isolate for 10 days from when the symptoms started.</li><li>○ Hand sanitiser stations at all entrances/exits</li><li>○ Hand washing or sanitising – 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</li><li>○ Good respiratory hygiene promoted/taught ‘catch it, bin it, kill it’</li><li>○ Ensure all surfaces are sanitised and wiped down after use.</li><li>○ 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.</li><li>○ 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.</li><li>○ Person displaying any symptoms must isolate for at least 10 days and be tested</li><li>○ Any members of staff who have helped someone with symptoms do not need to go home to self-isolate unless they develop symptoms.</li></ul>		
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			<ul style="list-style-type: none"><li>○ PPE equipment to be used by any adult supervising /providing personal support for a child who develops symptoms whilst at school. Child to be isolated immediately and use the disabled toilet if needed.</li><li>○ Children in Years 1 – 6 should socially distance where possible,</li><li>○ Staff should remain 1+ metres apart as far as possible.</li><li>○ Staff to wear masks if they wish to</li><li>○ Staff to participate in voluntary LFD testing if they wish to try to identify asymptomatic cases</li><li>○ The school will be one bubble, however at lunchtimes when they are altogether, extra ventilation measures will be taken. During collective worships they will be sat in class groups with space between them. The hall will be well-ventilated.</li><li>○ Children to have their own school resources such as pens/pencils and frequently used items provided by school</li><li>○ Keep class bases well ventilated, windows to be opened at regular intervals throughout the day to ensure a balance of not being too cold. Windows to be opened at playtimes/lunchtimes more fully.</li><li>○ CO2 detectors to be used in classes once they have arrived from DFE</li><li>○ Exit/entrances: All children to be dropped off and collected on the main playground. Parents to follow the current one way system to ensure lots of space between them.</li></ul>		
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			<ul style="list-style-type: none"> <li>○ Social distancing expectations made clear to parents waiting outside via a letter and any other necessary reminders.</li> <li>○ Year 5 and 6 children encouraged to walk to and from school independently</li> <li>○ Only essential items to be brought in from home</li> <li>○ Doors to be propped open where possible to avoid the need to touch them</li> <li>○ Children to spread out in the class where possible and to have forward facing seats where possible</li> <li>○ 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</li> <li>○ Premier Sports coach/French teacher and Music teachers to sanitise hands before coming into SBN – all to keep a safe distance (2m where possible) when rotating round the class groups. All to sanitise their hands between each group</li> <li>○ Music teacher to ensure good ventilation during lessons as they involve singing or playing an instrument</li> <li>○ PE to take place outside where possible</li> <li>○ After School Clubs - to take place outside where possible</li> </ul>		
Spread of germs including COVID-19 on surfaces	Staff	Unacceptable	<ul style="list-style-type: none"> <li>○ Updated risk assessment requested from VERTAS. Confirmation given on using more cloths, changing gloves more frequently, extra cleaning of touched surfaces.</li> </ul>	Moderate	LSAs/Teachers/Office /VERTAS

			<ul style="list-style-type: none"> <li>○ All members of staff to avoid contact with people displaying symptoms inside and outside of school</li> <li>○ 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.</li> <li>○ Staff to clean after using the communal areas of the school.</li> <li>○ Antibacterial spray/wipes in staffroom</li> </ul>		
Spread of germs including COVID-19 on surfaces	Office staff specifically	Substantial	<ul style="list-style-type: none"> <li>○ Socially distance as far as possible</li> <li>○ 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</li> <li>○ Deliveries to be left in the foyer</li> <li>○ No communal pens</li> <li>○ Antibacterial wipes for telephone</li> <li>○ No adults in the school building unless essential</li> <li>○ Prospective parent tours under strict guidelines including the need for face coverings and not entering rooms where the children are learning</li> <li>○ Hand sanitiser for all visitors</li> </ul>	Moderate	Staff/Parents
Child or adult becomes unwell with Covid-19 symptoms	Pupils and staff	Unacceptable	<ul style="list-style-type: none"> <li>○ Child to wait in an isolated area (The Hideout Hub) to be collected</li> <li>○ Area to be cleaned as much as possible when child leaves - leave for 72 hours</li> <li>○ PPE equipment to be used by any adults supervising a child who develops symptoms whilst at school if the child requires personal support.</li> </ul>	Moderate	Staff

			<ul style="list-style-type: none"> <li>○ PPE instructions on office door</li> <li>○ PPE equipment in staffroom</li> <li>○ Staff member to go home</li> <li>○ Child/adult to go for testing. If person tests <b>positive</b>, 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</li> <li>○ If a person is <b>negative</b>, they can return to the school.</li> <li>○ Parents/child not wanting a test must isolate for 10 days.</li> <li>○ Parent contacts up to date</li> <li>○ Parents expected to come to the school quickly</li> <li>○ Positive test result – a deep clean of the school will be required before children return</li> <li>○ Review staff arrangements of class to continue to operate safely</li> </ul>		
Keeping children and staff safe	Pupils and staff	Moderate	<ul style="list-style-type: none"> <li>○ First aid qualified member of staff on site daily. All first aid that is administered <b>MUST</b> be recorded and the record available for inspection. Individual books for classes set up in each class base</li> <li>○ First aider in each group</li> <li>○ First aid kit in each class</li> <li>○ Children to be talked through any first aid needed as much as possible</li> <li>○ PPE in each class base to be used if required</li> <li>○ PPE to be used for an intimate care</li> <li>○ Parents to be called to support with first aid/intimate care if needed</li> </ul>	Acceptable	LSA/Teacher/ MB/LH/SS /KMW

			<ul style="list-style-type: none"> <li>○ DSL/ADSL available daily</li> <li>○ DSL /ADSL to follow up non-attendance of vulnerable children</li> <li>○ CME to continue</li> <li>○ All activities undertaken by staff to follow the existing risk assessments or to be risk assessed.</li> <li>○ Posters to display reminders of good hygiene and distancing</li> <li>○ 'New rules' re-established in each class to follow in these circumstances</li> <li>○ Staff to travel to school in their own cars</li> <li>○ Taxi children to sanitise hands on arrival</li> <li>○ Contingency plans for local outbreaks can be found at:</li> <li>○ <a href="#">Contingency plan DFE</a></li> </ul>		
Breaktime/ Lunchtime arrangements	Pupils and staff	Substantial	<ul style="list-style-type: none"> <li>○ Lunchtime – All children to go into the hall together but ensure good ventilation</li> <li>○ Break time and lunchtime play together but encouraging distancing where possible</li> <li>○ Each group with own equipment</li> <li>○ Milton buckets/antibacterial wipes for equipment cleaning</li> <li>○ Equipment to be cleaned more regularly.</li> <li>○ Staff to remain socially distanced during any break times at the same time</li> <li>○ Children to bring own drink bottle each day</li> <li>○ Staff to have their own refillable drink mugs</li> </ul>	Acceptable	Staff/children
Mental Health	Everyone	Moderate	<ul style="list-style-type: none"> <li>○ Sharing of risk assessment with all staff members</li> </ul>	Acceptable	Staff/Children/Families

			<ul style="list-style-type: none"> <li>○ Reassurance given to staff and opportunities provided to talk through necessary procedures/any concerns</li> <li>○ Mental health support shared with parents and staff</li> <li>○ All children expected to be in school unless public health advises otherwise or child is self-isolating</li> <li>○ DSL/ADSL to follow up non-attendance of vulnerable children</li> <li>○ Adjustments made surrounding staff's own children where possible</li> <li>○ Reminders about help available for staff</li> <li>○ Resources shared via e-mail and social media</li> <li>○ Lots of PSHE activities planned into learning</li> <li>○ Additional outdoor playtime when needed</li> <li>○ Extended lunchtimes/break times to give breaks to staff members and children when needed</li> <li>○ Re-establishing 'new rules' in groups</li> <li>○ Identify children who may have developed anxiety or been affected by bereavement</li> <li>○ Contact School Nursing Service/EWO where needed</li> <li>○ <a href="http://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-comissioning">www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-comissioning</a></li> <li>○ Provide bereavement packs for children, Contact Jane Addis for support from the church pastoral team or Rev Val</li> <li>○ If children need to self-isolate, children will be sent a grid of activities to complete based on learning in the class or be given learning to access on Teams, using Oak Academy/Celebrity</li> </ul>		
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			<p>Supply teacher resources where possible. Regular teacher contact to be made over the phone where possible</p> <ul style="list-style-type: none"><li>○ Children to wear school uniform using normal cleaning methods.</li><li>○ All children with an EHCP to have their own risk assessment and shared with LA</li></ul>		
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