

RISK ASSESSMENT- Covid 19 Response January 2021

Please refer to the Policies and Procedures Document January 2021- *Pleaser refer to the school website*
(<https://www.great-chart.kent.sch.uk/covid-19/>)

GOVERNMENT DOCUMENTATION

<https://www.gov.uk/government/publications/our-plan-to-rebuild-the-uk-governments-covid-19-recovery-strategy>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

https://www.kelsi.org.uk/_data/assets/pdf_file/0010/110602/Emotional-Wellbeing-Guidance.pdf

https://www.kelsi.org.uk/_data/assets/word_doc/0012/110604/Safeguarding-Toolkit-for-Full-Opening-of-Schools-September-2020.docx

https://www.kelsi.org.uk/_data/assets/pdf_file/0013/110605/Being-prepared-to-meet-the-differing-needs-of-children.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

https://www.kelsi.org.uk/_data/assets/pdf_file/0014/110606/Online-Safety-Guidance-for-the-Full-Opening-of-Schools.pdf

https://www.kelsi.org.uk/_data/assets/pdf_file/0012/110640/Governance-Guidance.pdf

https://www.kelsi.org.uk/_data/assets/pdf_file/0013/110641/Operational-Guidance.pdf

https://www.kelsi.org.uk/_data/assets/pdf_file/0015/110643/KCC-Framework-School-Meals-FAQs.pdf

School Policies

Child Protection

Wellbeing Policies

Online Safety

Remote Learning Policy, Protocol and Expectations

Health & Safety

Attendance Policy

Behaviour Policy

Introduction

There are important actions that children and young people, their parents and those who work with them can take to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of

approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- A requirement that people who are ill with covid 19 symptoms stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Provision of PPE -face coverings, gloves, aprons
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The procedures to reduce contacts will include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible
- Ensuring good ventilation

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done to control the risk?	What more needs to be done?	Who is responsible
Covid 19	PUPILS Staff and pupils have increased contact and therefore have higher risk of the virus	Staff Pupils Parents	Critical worker/Vulnerable pupils only in school in Year group bubbles: Limited staff on site on a rota basis - see rota to reduce opportunities for transmission.	Staff and parents informed of the rota	HT- Wendy
			As far as reasonably practicable, pupils should be encouraged to stay within their bubbles to minimise contact <ul style="list-style-type: none"> Children will have set play spaces and set seats within the classroom. No sitting on the floor unless in the hall or outside unless EYFS Staff to maintain distance from each other and pupils where possible. If contact is required PPE should be available and worn. 	Staff to define spaces for children Signs to be displayed around the school	Staff AHT- Jenny
			Staff to teach from the front of the classroom, minimise movement and contact. Planning outside learning opportunities where appropriate.	Staff to look at plans to identify outside learning	Staff

		<p>Pupils Yr 1 -6 to bring their own equipment – pencil cases and snack to reduce risk of cross contamination</p> <p>Pupils to have their own tray to keep their belongings.</p> <p>Where possible Maths resources allocated to pupils or cleaned between use.</p>	<p>Staff and parents informed. (Sets made for vulnerable pupils)</p>	<p>HT- Wendy Staff to remind pupils and speak to parents. Messages sent via Google Classroom.</p>
		<p>Soft furnishings removed or cornered off and unnecessary equipment/ resources to be removed</p> <p>Books and equipment can be used by children but will need to be cleaned between use. Books returned by pupils should be placed in a box and quarantined or cleaned.</p> <p>For EYFS allocate equipment available each day so toys are rotated and only used once a week to ensure risk is reduced.</p>	<p>Order more antibacterial spray and blue roll</p> <p>Quarantine area identified.</p>	<p>AHT- Jenny</p>
		<p>Chrome books and ipads will need to be cleaned between use to reduce risk of contamination.</p> <p>If chrome books used keyboards to be wiped with computer safe wipes TAs</p> <p>Pupils to wash hands before and after use.</p>		<p>Teachers</p>

			<p>Classroom re-organised for ease of movement, tables in rows with pupils able to sit next to each other facing forwards in Years 1 -6.</p> <p>Excess furniture moved if space allows.</p>	Staff to look at classroom layout and adjust as necessary	Staff
			<p>PE lessons</p> <p>Physical activity should be encouraged with PE lessons taking place within bubbles. Outside used where possible and activities with limited equipment. Team games to focus on skills and limit physical contact.</p> <p>Health related exercise that enables pupils to maintain social distance should be encouraged.</p> <p>Equipment used will need to be quarantined or cleaned.</p> <p>During lockdown no outside providers on site</p>	Staff to plan activities accordingly and remind pupils. Hand washing after PE or using equipment.	Staff
			PHE posters displayed in all classrooms and explained to pupils and parents.		AHT- Jenny
			Frequent hand washing observed by an adult throughout the day. Hand sanitizer available in all areas.	Staff to get children to wash hands after each activity	Staff
			<p><u>Playtimes</u></p> <p>Play equipment such as trim trails can be used but site managers to clean surfaces after break time and lunch time.</p> <p>Areas identified for each Year group bubble on the playground and field.</p>	Recommend site managers use gloves	Site Managers

			Pupils reminded of social distancing during break times- if possible to use the field.	Staff to remind pupils and to be vigilant	Staff
			Singing- limit singing opportunities when children are facing each other. Must be facing one direction. No choir until further guidance		
			<u>Lunches</u> Menu updated for January with a variety of choices available. Pupils eat in classrooms to remain in bubbles. Nourish to deliver meals to rooms daily. EYFS to eat in the hall and Year 5 second sitting.	Nourish to provide a menu. Parents to be informed	Lucia/ Office
Covid 19	STAFF Staff and pupils have increased contact and therefore have higher risk of the virus	Staff	PPE packs are available if needed for any reason. Stock to be checked and maintained. currently well stocked. Staff encouraged to wear face coverings when moving around the school. Staff are free to wear face coverings in class if they feel safer.	PPE packs made up. Face coverings available	AHT- Jenny Finance team
			Face coverings/ apron and gloves provided for staff who will need to care for a child or adult who may be taken poorly at school with symptoms of covid 19	Pack to be put together Designated members of staff to carry out first aid- Ursula, Kelly, Tala, Luan	AHT- Jenny

			PPE to be used when carrying out first aid- Face mask/ apron and gloves provided for staff	Pack to be put together Designated members of staff to carry out first aid- Ursula, Kelly, Tala, Luan	Office staff
			Members of staff who are clinically vulnerable or extremely clinically vulnerable to complete risk assessment with SLT to agree safe ways of working. All CEV staff currently working from home Pregnant members of staff will have a separate risk assessment carried out	Risk assessments to be formulated	AHT- Jenny
			Staff to work with the same group of children in Year group bubbles and other adults to minimise the risk- as far as reasonably practicable. Midday supervisors allocated to Year group bubbles also. PPA covered within Year group bubbles during lockdown.	SLT to look at staff teams and rotas	SLT
			Rooms used should be well ventilated with windows and doors open where possible.		Staff
			Social distancing in the staff room and use of community room for staff for breaks.		Staff

			All mugs, plates, cutlery etc to be washed in the dishwasher	TAs in school to check the dishwasher is switched on and emptied	TAs
			When working with pupils, adhere to the distancing guidance and wear face coverings.	Staff to remind pupils and other adults	Staff
			Clubs run by outside agencies currently suspended during lockdown.		SLT to discuss these measures
			From 25th Jan 2021 staff home testing to be set up as per government guidance -see separate risk assessment	Staff informed	SLT
Covid 19	WHOLE SCHOOL Staff and pupils have increased contact and therefore have higher risk of the virus	Staff Pupils Parents	<u>Cleaning</u> Stocks of soap, hand sanitiser, blue roll, gloves and anti-bac spray checked and in place.	Site Managers to check stock and order	Site Managers
			Children not to use water fountains orally- only to fill up their water bottles. Children are encouraged to bring water bottles to school. Disposable cups provided if they have no bottle.		Parents to be informed- HT
			All cleaners back on shift to ensure high level of cleaning daily- deep cleaning of all areas Start work at 5pm	Site Managers to remind cleaners of government guidance.	Site Managers

				Cleaning guidance shared with cleaners.	
			If pupils have any type of toilet accidents PPE to be worn.	Parents to be informed	HT- Wendy
			Site Managers to discuss with cleaners the deep cleaning they will need to do daily- see guidance above- including the use of cloths to avoid cross contamination.	Site Managers to ensure we have enough cleaning products	Site Managers
			Adult and pupil toilets to be cleaned regularly during the school day- at least x 2 times when children are in school eg after break time and lunch time Site Managers and cleaners to use gloves Signs to be displayed when cleaning in progress		Site Managers
			Site Managers to social distance when working together.		Site Managers
Covid 19	PARENTS/ VISITORS Staff and pupils have increased contact and therefore have higher risk of the virus	Staff	<u>Movement around the school</u> Specific entrance and exits identified for each year group and signage up.	Parents to be informed Signs to be made and displayed	HT- Wendy AHT- Jenny
		Pupils			
		Children			

			<p>Each Year group to use separate gates and doors and signage to remind parents to social distance</p> <p>All staff in school to supervise the gate and allow children through at staggered times. Face coverings advised.</p>	Parents to be informed	HT- Wendy
			<p>Start and finish times to be staggered:</p> <p>Drop off</p> <ul style="list-style-type: none"> • Y6/Y3- 8:30am • Y5/Y2- 8:35am • Y1/Y4 8.40am • EYFS 8.45am <p>Collection</p> <ul style="list-style-type: none"> • Y6/Yr 3- 2:50pm • Y5/Y2- 2:55pm • Y1/Y4-3.00 pm • EYFS 2.40pm <p>Staff to supervise pupils to ensure they keep apart</p>	Parents to be informed	HT- Wendy
			<p>Movement around the school to be limited during the day.</p> <p>If moving around face coverings to be worn.</p>	.	Staff

			<p>Parents should not come into the school unless it is essential</p> <p>Social distancing at the main office –messages via email/telephone where possible to reduce contact.</p> <p>Screen to be kept shut if possible.</p> <p>Face coverings to be worn, unless exempt.</p>	Parents to be informed signage displayed at gates and office	HT- Wendy Jenny
			<p>Visitors to the school site should be limited and only essential visitors should be admitted (e.g. lunch delivery, activity providers).</p> <p>Suppliers and contractors should be encouraged to attend the site for essential business only and if possible, outside of the teaching hours.</p> <p>Staff encouraged not to have personal deliveries to school</p>		Office staff
Covid 19	Staff and pupils have increased contact and therefore have higher risk of the virus	Pupil Staff	<p><u>General</u></p> <p>Year group/ class assemblies only -See rota in large/small hall</p>		
			<p>Breakfast Club to run with Year group tables set up to maintain bubbles in the large hall. Resources will be allocated and rotated to ensure safety.</p> <p>No school run clubs in Term 3</p> <p>After School Club -Kent Play Clubs unable to run</p>		Mrs Ostridge and BC staff

			<p>Staff to be asked to test their temperature before coming to school.</p> <p>Parents to be asked to test their own and their child's temperature before coming to school.</p>		
			<p><u>If displaying symptoms.....</u></p> <p>Staff and parents to follow government guidance:</p> <p>If member of staff/ pupil displays symptoms:</p> <ul style="list-style-type: none"> • Self isolate for 10 days • Book for a test- isolate other members of the family for 10 days <p>If a pupil displays symptoms:</p> <ul style="list-style-type: none"> • Parent informed and pupil moved to a room away from other people (if in school) Adult to wear PPE . • Pupil to remain off school for 10 days • All other family members to remain away from school for 10 days <p>Follow Government advice with regards to positive test results. Contact Health protection Team</p> <p>Booking tests: Pupils and parents- Parents phone 119 Coronavirus help line Staff- https://self-referral.test-for-coronavirus.service.gov.uk/</p>	<p>HT to inform parents and staff of the guidance</p>	<p>HT to remind parents and staff</p>

			All doors to be propped open		Site Managers
			Public events and lettings suspended during lockdown.		