



CHANTRY RISK ASSESSMENT FORM

Workplace	Chantry Community Primary School	Likelihood (L)	X	Severity (S)
Department	ESCC	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Kate Jenner	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Whole School	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	17 th May 2021	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe whole school community during the Covid-19 Pandemic	Low = 1-8	Medium = 9-14	High = 15-25

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	All members of school community	1a. Pupils: School attendance is mandatory for all pupils from 8 March. Communicate with parents of clinically vulnerable pupils to inform them: 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	2	3	6				

			<p>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 also see individual risk assessments.</p> <p>Consider staff who may otherwise be at increased risk from COVID-19. PHE's COVID-19: review of disparities in risks and outcomes report. Headteachers should consult with BAME staff to review and revise deployment if appropriate. BAMEed's resources may be helpful in this process. They can be found here: https://www.bameednetwork.com/</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p> <p>Where it is appropriate to do so, appropriate PPE should be worn</p>	3	2	6			
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><i>The following control measures should be considered in addition to those outlined in the East Sussex Model Risk Assessments for:</i></p> <p>(i) Movement around the School site,</p> <p>(ii) General classroom activities,</p>	4	2	8			

			<p>All activities where possible will take place outside, if this is not possible in the hall which will be kept well ventilated.</p> <p>Children will be kept in class bubbles where possible. Where this is not possible key stage bubbles for breakfast club and after-school clubs will be created and used to minimise mixing.</p> <p><i>Early Years are not required to keep children in small consistent groups.</i></p> <p>There is no requirement for anyone to wear a face covering during clubs, measures should be put in place if masks need to be removed on arrival.</p> <p>For sports lessons, pupils remain in their class groups, sports equipment is thoroughly cleaned between each use by different individual groups/sports teacher. We prioritise outdoor sports and use large indoor spaces where this is not possible (school hall). Maximise natural ventilation flows (hall doors remain open).</p> <p>From 29 March, outdoor competition between different schools can take place.</p> <p>Pupils wash their hands before and after PE.</p> <p>Lateral Flow Tests Rapid testing using Lateral Flow Devices (LFD)s will support the return</p>	3	2	6				
			<p>For sports lessons, pupils remain in their class groups, sports equipment is thoroughly cleaned between each use by different individual groups/sports teacher. We prioritise outdoor sports and use large indoor spaces where this is not possible (school hall). Maximise natural ventilation flows (hall doors remain open).</p>	3	2	6				

			<p>to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Testing remains voluntary but strongly encouraged.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>See Section 14 for detailed risk assessment of LFDs.</p> <p>Face Coverings</p> <p>Follow the Schools coronavirus (COVID-19) operational guidance and Face coverings in education guidance</p> <p>Chantry follows the DfE recommendation that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p>	3	2	6				
				3	2	6				

			<p>risk assessment and in staff communications:</p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use</p> <p>2a – Pupils</p> <p>Latest reminder sent to parents on 13/05/2021</p> <p>The overarching principle to apply is reducing the number of contacts between pupils and staff. Chantry will achieve this through keeping groups separate (in class ‘bubbles’) and through maintaining distance between individuals.</p> <p>Review the NHS guidance on hand cleaning Staff MUST ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:</p> <ul style="list-style-type: none"> • arrival to school • returning from breaktime • before & after eating • when they change rooms • After coughing/sneezing <p>Handwashing to be done in classrooms to minimise movement</p>	3	2	6				
--	--	--	--	---	---	---	--	--	--	--

			<p>around school. Classes without sinks will use wash bowl and/or hand sanitiser.</p> <p>Bubbles must not mix in the toilets. Adults must check toilets before use to ensure no mixing. KS1 MUST be supervised at all times (to ensure correct handwashing and when sanitiser is being used due to risk of ingestion). KS2 Children should be encouraged to go at set times to reduce frequency where possible.</p> <p>Toilets will be cleaned twice a day.</p> <p>Adults to continually remind children to wash their hands for 20 seconds.</p> <p>Older pupils should be supported to maintain distance and understand not to touch staff and their peers where possible. <i>(this will not be possible for younger children and those with complex needs)</i>. Contact between groups should be avoided.</p> <p>Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>Remind children regularly not to touch their face with their hands. When they</p>	3	2	6				
			<p>Leaders MUST ensure that school has enough tissues and bins available to support pupils and staff to follow the catch it, kill it bin it approach. Reinforce routines of using a tissue to cough or sneeze and bins for tissue waste.</p> <p>Remind children regularly not to touch their face with their hands. When they</p>	4	2	8				

			<p>do so encourage them to wash hands immediately.</p> <p>Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time</p> <p>Ensure appropriate support is made available for pupils with SEND by deploying support staff and accommodating visiting specialists in line with the DfE Guidance for full opening – schools and the EEF guidance on making the best use of teaching assistants</p> <p>Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.</p> <p>Work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community PHE review of the impact of Covid-19 on BAME groups</p> <p>Ongoing vigilance, monitoring and support for any emerging pastoral, anxiety and/or mental health issues. Information about the extra mental health support for pupils and teachers is available. Consider additional support for pupils, parents and staff impacted by latest PHE reports on impact upon different groups.</p>	4	2	8				
				3	2	6				

			<p>whole school assembly, class assemblies only.</p> <p>Teaching staff to review the NHS guidance on hand cleaning – see <i>section for pupils above</i></p> <p>A timetable for outdoor areas allows for all classes to enjoy activities outdoors as much as possible to reduce time indoors and reduce movement around the school buildings</p> <p>For sports lessons, pupils are in consistent groups, sports equipment is thoroughly cleaned between each use by different individual groups.</p> <p>Prioritise outdoor sports and use large indoor spaces where this is not possible. Maximise natural ventilation flows. The ‘recreational team sport framework’ must be followed.</p> <p>Competitions against other schools, such as fixtures, are prohibited.</p> <p>There are specifics about swimming, and changing rooms, hand sanitising and PPE – meaning that at this time we are unable to take classes to swim at Battle Abbey Pool.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities, Chantry work with Premier Sport and are satisfied that it is safe to do so. Chantry have considered carefully how such arrangements</p>	2	2	4				
--	--	--	--	---	---	---	--	--	--	--

			<p>operate within their wider protective measures.</p> <p>Staff room use is restricted to preparing food/drink and then finding a spot to eat around the school. Social distancing remains a priority for all staff. Staff to sanitise/wash their hands when entering staff room.</p> <p>Ongoing leadership support for any emerging anxiety and/or wellbeing issues</p> <p>Staff to antibacterial wipe their ID badges on arrival and departure.</p> <p>Staff to sanitise their hands prior to using the sign-in i-pad and the photocopier. Sanitiser is available in each area.</p> <p>2c – Buildings and resources</p> <p>Regular building checks are being completed as per maintenance guidance. Weekly and termly to make the school safe.</p> <p>School deep clean took place over February half term.</p> <p>Engage children in education resources such as e-bug and PHE schools resources</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p>	2	2	4			
				3	2	6			

			<p>measures to the fullest extent possible. Guidance for full opening: schools - Section 1 Public Health Advice to minimise Covid-19 risks 4 November 2020.</p> <p>Chantry's whole school risk assessment is shared online through the school's website.</p> <p>Chantry's risk assessments are under regular review in line with government guidance</p> <p>Chantry provide regular updates for governors.</p> <p>HT and SBM constantly reviewing school's staffing audit as situations may change. Consider the impact on statutory roles e.g. headteacher, SENCO, DSL, first aiders, paediatric first aider.</p>							
3.	<p>Site Safety risks</p> <ul style="list-style-type: none"> • Fire procedures • Lockdown • Movement for lunch / transitions • Toilets • Security including risk of theft • Data breaches 	All members of the school community	<p>SBM & HT lead.</p> <p>Continue taking the attendance register and following up any absences in line with statutory guidance.</p> <p>School to follow risk assessments for premises and accessing outside equipment and areas.</p> <p>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</p>	2	3	6				

			<p>and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share updated fire evacuation information with all staff during daily briefing.</p> <p>Share updated fire evacuation information with children</p> <p>Share lockdown procedures with all staff</p> <p>Follow revised lunch and break rotas to ensure safe movement around school</p> <p>Children to seek permission to use toilets to ensure staff know where children are at all times</p> <p>High expectations of how children move around school upheld by all members of staff</p> <p>Any incidences are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Arrange revised fire evacuation drills / lockdown drills regularly</p> <p>Reconsider e-safety policies and procedures in light of lessons learned during home learning</p>	2	3	6				
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<i>To be read in conjunction with Chantry Risk Assessment for Access and Egress – Covid-19 Amend July20.</i>							

			<p>The below has been communicated to parents in letter dated 25/2/21:</p> <p>Where children are accompanied to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule.</p> <p>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)</p> <p>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).</p> <p>School office is closed unless they have a pre-arranged appointment. Contact to school must be done through SLT on playground, email class teacher or school office, or telephone the school office.</p> <p>Members of SLT will supervise drop off and collection times at all access/egress points</p> <p>Continue to review and revise drop off and pick up protocols as necessary to minimise social contact.</p> <p>Parents requested to wear face-coverings while on school grounds.</p>	2	2	4			
5.	Risks of possible transmission to pupils who travel to school by dedicated school transport (including	Pupils	Dedicated school transport (including statutory provision)						

	<p>statutory provision) or wider public transport</p> <p>The DfE Guidance for full opening – Section 2 details a new framework for transporting pupils to and from schools</p>		<p>Chantry do not have any pupils that use dedicated school transport.</p> <p>Wider public transport</p> <p>Communicate to parents that children can continue to use public transport where necessary but encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance</p> <p>Leaders to liaise with partners to consider staggered start times to enable more journeys to take place outside of peak hours where feasible</p> <p>Consider using ‘walking buses’ or working with their local authority to promote safe cycling routes.</p>	3	2	6			
6.	<p>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</p>	<p>All members of the school community</p>	<p>Face coverings:</p> <p>See section 2 above.</p> <p>All visitors will be asked to wear a face covering when entering the building. It is noted on the H&S information they agree to when signing into our online-sign in system. Within this system they are also reminded not to enter if they</p>	2	3	6			

[illegible]

			<p>England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>)</p> <p>Review effectiveness of revised site management systems – e.g. corridor use and hand washing routines etc to ensure appropriate social distancing for any visitors.</p> <p>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</p>									
7.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	<p>Site staff follow DfE Planning Guidance for full reopening – Section 2 School Operations and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed when there is a suspected or confirmed case</p> <p>All frequently touched surfaces, equipment, toilets, door handles, and toilets used during the day will be cleaned thoroughly twice daily.</p> <p>All handwashing sinks, soap dispensers, hand gel etc are checked 2 times a day to ensure stock levels are adequate</p> <p>Inspect daily to ensure good/effective hygiene levels</p>	2	3	6						

			<p>Ensure frequent enhanced cleaning of surfaces that pupils are frequently touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters each day, using standard cleaning products.</p> <p>Equipment such as books and games, are regularly cleaned along with all touched surfaces.</p> <p>Any books that go between home and school are quarantined for 72 hours</p> <p>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).</p> <p>Consider how outdoor play equipment is used ensuring more frequent cleaning. Review any use of shared equipment by wrap-around care providers.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance</p>									
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,	All members of the school community	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. (see contact details on the first page of this document)</p>	4	2	8						

			<p>cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.</p> <p>Revise plans and PPE supplies in the light of experience or any updated guidance.</p> <p>The PCR test kits sent to schools can be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing 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> <p>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school.</p>							
9.	Contingency planning	All pupils and staff	<p>Ensure that contingency plans are in place, being reviewed and updated</p> <p>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. See Chantry Contingency Plan – approved by Governors 11/11/2020</p>	3	2	6				

10.	Increased amount of hazardous substances in school – children accessing cleaning materials/chemicals	Pupils	<p><i>Refer to relevant school risk assessments – Staff drive/ Risk Assessments</i></p> <p>Additional cleaning materials and hand sanitisers will be used in school.</p> <p>COSHH documents in place for all items in SBM office.</p> <p>All cleaning items and hand sanitisers to be kept out of the reach of children at all times – either in child-locked sink cupboards in classrooms or on high shelf.</p> <p>Cleaners chemicals are kept locked in cleaners cupboard.</p>	2	3	6				
11.	Risk of cross-infection when dealing with first aid incidents	Pupils/Staff	<p><i>Refer to relevant school policy – Staff drive/Policies</i></p> <p>Staff to be aware of medical conditions and dietary requirements of all pupils in class.</p> <p>Staff to ensure correct medication is available, in date and named.</p> <p>First Aider to administer medication and log on Medical tracker</p> <p>First Aider to ensure PPE is available for use. Gloves and aprons for all first aid needs. Where there are symptoms of Covid-19 additional Mask should be worn and social distance kept where possible. PPE is available in first aid cupboard in staff room (if items used</p>	3	2	6				

			<p>please report to SBM for replacement).</p> <p>Only one member of staff to deal with incident in well ventilated area – see information above regarding PPE/symptoms procedure.</p> <p>First aid incidents to be dealt with by trained first aider, logged on medical tracker and advised to parent/carers</p> <p>SLT to be notified of serious incidents/first aid issues</p>							
12.	<p>Staff Lateral Flow Testing: Contact between subjects and staff increasing the risk of transmission of Covid-19 (collection & registration of tests)</p>	<p>Staff Pupils Contacts Visitors</p>	<p>All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough)</p> <p>Face coverings/masks to be worn by subjects at all times whilst on the premises</p> <p>Hand hygiene: All subjects to use hand sanitiser provided on arrival & adherence to this enforced by reception staff.</p> <p>Social distancing: Two metre social distancing to be maintained between subjects; verbal reminders if necessary from reception, queue management & sampling staff.</p> <p>A one-way flow of subjects through the building is to be initiated and maintained at all times.</p> <p>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</p>	3	2	6				

13.	Not enough employees sign up to the testing: Unable to identify asymptomatic members of staff at an early stage – increasing the transmission risk of Covid-19	Staff Pupils Contacts Visitors	SLT discuss benefits with staff All safety measures stated in above are still followed (social distancing/hygiene measures/face coverings)	3	2	6				

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

Action	By Whom?	Deadline	Date Completed
Revisit and update risk assessments for September	SBM	23 rd July 2020	20.07.20 & 01.09.20
Share updated fire evacuation information with all staff during daily briefing.	SBM	INSET Day – 3 rd /4 th September 2020	07.09.20
Share lockdown procedures with all staff	SBM	First week back – by 11 th September 2020	14/09/20
Share updated fire evacuation information with children	Teachers	First week back – by 11 th September 2020	14/09/2020
SLT producing contingency plan to continue remote education if it should become applicable from September	HT	30 th October 2020	Ongoing – G-suite is in progress. Contingency plan went to Gvs for approval 11/11/2020
G-Suite staff training	SBM	23 rd November 2020	After this date remote learning via G-suite (Google Classroom) will be launched
Reminders to all staff in January of cleaning/hygiene/risk assessment and fire evacuation measures.	SBM	8 th January 2021	14 th January 2021
Preparation for full re-opening – March 21 – Powerpoint reminders and risk assessment sent to whole staff.	SBM	8 th March 2021	2 nd March 2021
Update sign-in 'welcome' page to include face covering guidance.	SBM	8 th March 2021	5 th March 2021

Signature and review

Name of Manager:	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	7/07/2020
1st review undertaken on: 23.07.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	23/07/2020
2nd review undertaken on: 01.09.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	01/09/2020
3rd review undertaken on: 11.09.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	11/09/2020
4th review undertaken on: 22.09.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	22/09/2020
5th review undertaken on: 13.10.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	13/10/2020
6th review undertaken on: 09.11.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	09/11/2020
7th review undertaken on: 23.11.2020	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	23/11/2020
8th review undertaken on: 05.01.2021	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	05/01/2021
9th review undertaken on: 25.01.21	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	25.01.21
10th review undertaken on: 01.03.21	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	01.03.21
11th review undertaken on: 17.03.2021	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	17.03.21
12th review undertaken on: 17.05.21	Kate Jenner	Signature of Manager:	<i>Becky Reed</i>	Date:	17.05.21

