

## MODEL RISK ASSESSMENT FORM

<b>Workplace</b>	Chantry Community Primary School	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Whole School	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	Kate Jenner	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Whole School	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	<b>Preparing for the full reopening of school in September 2020</b>	Likely	4	Major (death or serious injury)
<b>Date</b>	<b>8<sup>th</sup> July 2020</b>	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Safe return of whole school community in September	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

This model document was updated on 3 July 2020.

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.

The [DfE latest documents and guidance webpage](#) is being updated regularly

### COVID-19

#### Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, [book a test](#) and engage with the NHS Test and Trace process in line with current guidance.

#### Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) as soon as practicably possible. **Telephone – 0344 225 3861, Option 3 Option 1.**
- The school will then take actions following the guidance of the PHE Health Protection Team.
- The provider should alert the local authority to a confirmed case by e-mailing [COVID19.SchoolsInformation@eastsussex.gov.uk](mailto:COVID19.SchoolsInformation@eastsussex.gov.uk)

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 contamination arising from the staff and pupils working onsite during the preparation for the full reopening of school	All members of staff and the limited numbers of pupils currently attending school	<p>Maintain and monitor the school's current Phased Return Risk Assessment Control Measures up until 1 September 2020.</p> <p>Provide regular updates for governors – FGB meeting 13/07/20. See <a href="#">Guidance for full opening – schools</a></p> <p>SLT and DSL roles adapted to the ongoing revisions to guidance during partial opening of the school in the summer term</p> <p>HT, senior leaders and DSLs are up-to-date with the DfE full return to school guidance. See <a href="#">Guidance for full opening – schools</a></p> <p>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 <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <p>Stick to school opening times and encourage staff to go home immediately to reduce risk.</p> <p>Follow the Government's <a href="#">COVID-19 cleaning of non-healthcare settings guidance</a></p>	2	3	6	Revisit and update risk assessments for September building on the COVID-19 learning and practices already developed in school			

			<p>Ongoing review of H&amp;S compliance checks during partial opening by Caretaker and SBM - <a href="#">Managing school premises during the coronavirus outbreak</a></p> <p>Stagger use of staff room keep social distancing in offices</p> <p>Hand sanitiser on reception desk – for use before &amp; after sign in. Receptionist to frequently clean i-Pad during school day.</p> <p>Staff to antibacterial wipe their ID badges on arrival and departure.</p> <p>SLT continually auditing staff and considering impact on statutory roles, e.g. headteacher, SENCO, DSL, first aiders, Paediatric first aider.</p>							
2.	<p>Potential transmission to clinically vulnerable staff and pupils returning when school reopens</p> <p>Useful planning resources are detailed in the <a href="#">DfE Guidance for full opening – schools Section 2</a></p>	All members of school community	<p><b>2a. Pupils:</b></p> <p>Communicate to parents that now circumstances have changed it is vital for all children to return to school in September to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p><b>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</b></p> <p>Pupils who will remain on the shielded patient list can also return to school, as can those who have family</p>							



			<p>Support the well-being of staff who may be anxious about returning. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</p> <p>Supply teachers and other temporary or peripatetic teachers can move between schools, but leaders will minimise the numbers of visitors to site where possible</p> <p>Leaders will minimise the numbers of volunteers to site where possible. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2m from pupils and staff where possible</p> <p><b>Clinically vulnerable and/or pregnant staff</b> should follow this guidance <a href="#">clinically-vulnerable, including pregnant women</a>,</p> <p><b>People who live with those who are clinically extremely vulnerable or clinically vulnerable</b> can attend the workplace</p>	3	2	6			
3.	Increased risk of introducing contamination from pupils and staff returning to school in greater numbers in September	All members of the school community	<p><i>The following control measures should be considered in addition to those outlined in Chantry's Covid-19 Risk Assessments for:</i></p> <p>(i) Movement around the School site,</p> <p>(ii) General classroom activities,</p> <p>(iii) Playground activities,</p> <p>(iv) Play equipment</p>						

			<p><b>3a – Pupils</b></p> <p>Staff teaching groups in line with guidance</p> <p>Letter sent to parents on 10/07/20 to communicate to ensure awareness that all pupils in all year groups are expected to return and that the usual rules on school attendance apply from September. Also communicate what limited equipment that they are expected to bring in to school.</p> <p>Review the NHS <a href="#">guidance on hand cleaning</a> Staff <b>MUST</b> ensure that pupils engage in regular handwashing for 20 seconds with soap and water (or use sanitiser) at the following times:</p> <ol style="list-style-type: none"><li>1. arrival to school</li><li>2. returning from breaktime</li><li>3. before &amp; after eating</li><li>4. when they change rooms</li><li>5. After coughing/sneezing</li></ol> <p>Handwashing to be done in classrooms to minimise movement 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. KS2 Children should be encouraged to go at set times to reduce frequency where</p>	3	2	6			
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			<p>possible. Toilets will be cleaned twice a day. Adults to continually remind children to wash their hands for 20 seconds.</p> <p>Ensure any staff or pupils who wear face coverings on the way to school are following the processes for removal, storage/disposal of the mask and that they must hand wash on arrival in line with the guidance on <a href="#">safe working in education, childcare and children's social care</a></p> <p>Review Behaviour Policy in line with DfE <a href="#">Guidance for full opening – schools</a> 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 <b>MUST</b> 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. Bins will be emptied twice per day.</p> <p>Remind children regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.</p>							
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			<p>groups do not come into contact. No whole school assembly, class assemblies only.</p> <p>New timetable allows for all classes to enjoy activities outdoors as much as possible to increase time indoors and reduce movement around the school buildings</p> <p>Ongoing leadership support for any emerging anxiety and/or wellbeing issues</p> <p>Limit of 6 staff in staffroom at any one time for a period of more than 15 minutes. Staff to maintain social distancing during lunch and break times</p> <p>Ongoing reviewing of the NHS <a href="#">guidance on hand cleaning</a> – see <i>section for pupils above</i></p> <p><b>3c – Buildings and resources</b></p> <p>All the usual pre-term building checks to be undertaken to make the school safe by Caretaker. If buildings have been closed or had reduced occupancy water system stagnation can occur due to lack of use. Follow advice and actions detailed in <a href="#">Legionella risks during the coronavirus outbreak</a>.</p> <p>Classrooms and other areas deep cleaned over Summer.</p>	3	2	6	<p>SLT producing contingency plan to continue remote education if it should become applicable from September</p>			
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			<p>Ensure good ventilation and where possible doors will to be propped open to reduce door handle contact etc <i>(Ensure fire safety &amp; safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted)</i>. All classroom doors will be propped open during the school day.</p> <p>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</p> <p>Thorough cleaning of rooms and equipment at the end of each day and between use by different groups</p> <p>Water fountain in playground is taped off and may not be used. Pupils must bring in named water bottles.</p>							
4.	<p><b>Site Safety risks</b></p> <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	<p>SLT lead identified – SBM/HT</p> <p>In autumn term resume taking the attendance register and following up any absences in line with statutory guidance</p> <p>School to follow newly adapted risk assessments for premises and accessing outside equipment and areas.</p> <p>Ensure pupils, parents and staff are aware that DfE guidance states that</p>	2	3	6	<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>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.</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 – staff to supervise to ensure no mixing of bubbles</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>Reviews of site safety in the light of windows and doors being open to aid good ventilation.</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>							
5.	Risk of transmission between parents and pupils during	All members of the school community	To be read in conjunction with Chantry Risk Assessment for Access and Egress.							

	<b>school drop-off and collection times</b>		<p>Communicate to parents and carers that if children need accompanying to school, only one parent to drop-off or collect. Parents to maintain 2 metre social distancing rule</p> <p>Inform parents/carers and pupils their allocated drop off and collection times and the process for doing so, including 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>Arrange SLT supervision of drop off and collection</p> <p>Continue to review and revise drop off and pick up protocols as necessary to minimise social contact</p>	2	2	4			
6.	<p><b>Risks of possible transmission to pupils who travel to school by dedicated school transport (including statutory provision) or wider public transport</b></p> <p>The <a href="#">DfE Guidance for full opening – Section 2</a> details a</p>	Pupils	<p><b>Dedicated school transport (including statutory provision)</b></p> <p>Chantry do not have any pupils that use dedicated school transport.</p> <p><b>Wider public transport</b></p> <p>Communicate to parents that public transport capacity is likely to continue</p>						

	new framework for transporting pupils to and from schools		<p>to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.</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>Where possible encourage parents, staff and pupils to walk or cycle to school. Consider using 'walking buses' or working with their local authority to promote safe cycling routes.</p> <p>Children under the age of 11 are exempt from wearing face coverings on public transport. <a href="#">See updated transport guidance</a></p> <p>Refer any families using public transport to the <a href="#">safer travel guidance for passengers</a>.</p>	3	2	6			
7.	<b>Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school</b>	All members of the school community	<p>Current government guidance states, <i>"Wearing a face covering or face mask in schools or other education settings is not recommended... changing habits, cleaning and hygiene are effective measures in controlling the virus."</i></p> <p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements</p> <p>Contractors aware of any changes to school day – e.g. staggered lunchtimes</p>	2	3	6			

			<p>Minimise any visitors to the school and clear messages shared about social distancing procedures for adults</p> <p>Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible</p> <p>Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school</p> <p>Receptionist to clean Sign-in i-Pad after use with antibacterial wipe</p> <p>A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school</p> <p>For any staff member or pupil who feels unwell, check for <a href="#">recognised symptoms of COVID-19</a>. Public Health 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>								
8.	Risk that contamination exists within the school environment due to ineffective hygiene measures.	All members of the school community	Site staff follow <a href="#">DfE Planning Guidance for full reopening – Section 2 School Operations</a> and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> which								



		<p>should be followed should be followed following a suspected or confirmed case</p> <p>With all children back in school, all frequently touched surfaces, equipment, toilets, sinks, door handles, light switches, desks, bannisters and toilets used during the day will need to be cleaned thoroughly twice per day by site staff.</p> <p>Teaching staff to complete frequent enhanced cleaning of toys, books, desks, chairs, resources using standard cleaning products.</p> <p>Ensure resources shared between classes or bubbles, (eg sports, art and science equipment) are 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>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> <p>Safe return of equipment previously removed from classrooms, such as books and games, will be completed for September which can be used and shared within a group/bubble. As</p>	2	3	6			
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			<p>above they will receive regular cleaning along with all touched surfaces.</p> <p>Outdoor play equipment will receive frequent cleaning.</p> <p>Cleaning schedule in place to ensure effective hygiene standards</p>							
9.	<p><b>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 cough or a high temperature)</b></p>	<p>All members of the school community</p>	<p>Schools MUST ensure they understand the NHS Test and Trace process and how to contact the local <a href="#">Public Health England health protection team</a></p> <p>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-19 to be ready and willing to: <a href="#">book a test</a>, provide details of who they have been in close contact with and to then self-isolate in line with current government guidance</p> <p>Revise plans and source suitable PPE supplies to be used by:</p> <ul style="list-style-type: none"> <li>the supervising member of staff if a 2m distance cannot be maintained during isolation of an unwell child onsite.</li> <li>staff caring for pupils with routine intimate care needs that involve the use of PPE</li> <li>The plan should identify any likelihood of behavioural, SEND and possible use of restraint issues etc that may apply</li> </ul>	4	2	8				

			<p>If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p> <p>Isolate the pupil / member of staff immediately to a room behind a closed door. If appropriate arrange adult supervision in line with guidelines. Ideally open a window for ventilation. Separate bathroom facilities should be used if necessary, which should then be cleaned and disinfected before use by anyone else.</p> <p>Arrange for deep clean of medical room and other facilities as necessary before they are used again. The <a href="#">cleaning of non-healthcare settings guidance</a> describes the 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>Employers have a duty of care for all staff and should ensure that staff who are sent home displaying symptoms of COVID-19 are tested as soon as practicably possible. Headteachers should communicate to staff that if they are displaying symptoms they</p>							
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			number of other pupils self-isolate as a precautionary measure.							
10.	Contingency planning for a potential local outbreak	All pupils and staff	<p>During the partial closure since March staff have developed expertise and experience in supporting home learning across the curriculum.</p> <p>For individuals or groups of self-isolating pupils, remote education plans are in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see DfE guidance on <a href="#">remote education support</a>).</p> <p>Leaders and governors have 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. The <a href="#">DfE full return to school guidance – section 5</a> outlines the scope required and provides links to resources to support these plans.</p>	3	2	6				
11.	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</p>	2	3	6				

			<p>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>							
12.	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 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/carer</p> <p>SLT to be notified of serious incidents/first aid issues</p>	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 <sup>rd</sup> July 2020	
Share updated fire evacuation information with all staff during daily briefing.	SBM	INSET Day – 3 <sup>rd</sup> /4 <sup>th</sup> September 2020	
Share lockdown procedures with all staff	SBM	Share lockdown procedures with all staff	
Share updated fire evacuation information with children	Teachers	First week back – by 11 <sup>th</sup> September 2020	
SLT producing contingency plan to continue remote education if it should become applicable from September	HT	7 <sup>th</sup> September 2020	

**Signature and review**

<b>Name of Manager:</b>	Kate Jenner	<b>Signature of Manager:</b>		<b>Date:</b>	7/07/2020
<b>1<sup>st</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>2<sup>nd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	
<b>3<sup>rd</sup> review undertaken on:</b>		<b>Signature of Manager:</b>		<b>Date:</b>	