

CHANTRY SCHOOL RISK ASSESSMENT FORM

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| 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 | Managing Covid-19 in a school setting | Likely | 4 | Major (death or serious injury) |
| Date | 2nd September 2021 (based on model document dated 21/8/21) | 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? | Control measures | Risk Rating | | | What additional control measures can be put in place to reduce the risk further? | Revised Risk Rating | | |
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| 1. | Potential transmission to clinically vulnerable staff and pupils | All members of school community | Unless they are CEV, Chantry have sent a letter to parents/carers to encourage them and staff to follow the guidance that applies to everyone . | 3 | 2 | 6 | | | | |

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| | | | <p>Chantry will communicate with parents of clinically vulnerable pupils to inform them:</p> <p>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 have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Chantry has conducted Individual Risk Assessments to</p> | | | | | | | |

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| | | | <p>help identify any additional action that needs to be taken to mitigate risks for any CEV members of staff</p> <p>Chantry will where relevant 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>While members of these groups are no longer required to shield, the school will appreciate arrangements being made for them to reduce their face-to-face contact during periods of high viral prevalence, as part of our outbreak management plan.</p> <p>The school will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.</p> | | | | | | | |

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| | | | <p>Governors and leaders should pay regard to the wellbeing of all staff including the headteacher.</p> <p>Chantry has explained to all staff the measures they are proposing putting in place and involve all staff in that process (inset day training 1/9/21).</p> | | | | | | | |
| 2. | Risk of ongoing contamination from pupils and staff | All members of the school community | <p>It is no longer necessary to keep pupils in consistent groups or 'bubbles'. Assemblies can resume and there is no longer a need to make alternative arrangements to avoid mixing at lunch. Music and PE lessons can continue as normal.</p> <p>Chantry have control measures in place and they have been well communicated (inset day training 1/9/21, Parent letter 3/9/21):</p> <p>Hand hygiene: Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean</p> | 3 | 2 | 6 | | | | |

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| | | | <p>their hands regularly with soap and water or hand sanitiser.</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>Respiratory hygiene: The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p>Cleaning: Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces.</p> <p>The school follows the government guidance on cleaning of non-healthcare settings.</p> <p>Ventilation: The school will be well ventilated with windows and doors opened to create air flow.</p> | | | | | | | |

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| | | | <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air flow in these areas, giving particular consideration to when holding events where visitors such as parents are on site.</p> <p>Parents will be hosted in the hall which has great ventilation potential – 2 double doors and high level windows.</p> <p>Staff room is a smaller room which is more congested but has large high level windows which will be opened by caretaker in the morning.</p> <p>The caretaker opens windows in all rooms when opening the school each morning.</p> | | | | | | | |

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| | | | <p>Contingency plans are in place outlining how the school would operate if there were an outbreak within school or local area.</p> <p>The school will call the dedicated advice service who will escalate the issue to the local health protection team, where necessary and advise if any additional action is required, such as implementing elements of your contingency plan.</p> <p>Communicate to parents that pupils should not come into school if they have symptoms or have had a positive test result.</p> <p>Anyone who develops COVID-19 symptoms, will be sent home and told to follow public health advice.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> | | | | | | | |

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| | | | <p>Appropriate PPE should also be used if close contact is necessary.</p> <p>Testing</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>The school will maintain its capacity to deliver high-quality remote education for the next academic year, for pupils who are of compulsory school age and pupils who are below compulsory school age but who would usually be taught in a class with compulsory school aged children (most commonly in a reception class). Including for pupils who are abroad and facing challenges to return due</p> | | | | | | | |

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| | | | <p>to COVID-19 travel restrictions, for the period they are abroad.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. The school will access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>Educational visits can resume with risk assessments in place which include systems of controls at the destination. Check the provider has assessed the risk and implemented appropriate control measures. Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education</p> | | | | | | | |

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| | | | <p>settings should consult the health and safety guidance on educational visits when considering visits.</p> <p>You MUST ensure there is adequate financial protection in place in the event of a COVID-19 cancellation. You MUST consult with your insurers to find out if there are any COVID-19 exceptions.</p> <p>Chantry will continue to offer wraparound provision, such as breakfast and after-school clubs, for those children eligible to attend school to help support the children of critical workers.</p> <p>Bubbles in wraparound provision are not required but the measures around cleaning, hand washing, and ventilation is in place.</p> <p>Face Coverings</p> | | | | | | | |

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| | | | <p>Although face coverings are no longer required in classrooms or communal areas in schools for pupils, staff and visitors, the contingency plan will acknowledge that, if there is an outbreak a director of public health might advise the school that face coverings should temporarily be worn in communal areas or classrooms.</p> <p>School has a small contingency supply of face masks available. Children of primary school age and early years children should not be advised to wear face coverings.</p> <p>Chantry has the below process for managing face coverings in school that is clearly communicated:</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</p> | | | | | | | |

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| | | | <p>them in individual, sealable plastic bags between use.</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>Ensure all the usual building checks are undertaken to make the school safe.</p> <p>Health and Safety, and safeguarding policies and practices kept up to date in line with current DfE guidance.</p> <p>Keep risk assessments under regular review in line with government guidance.</p> <p>Ensure the contingency plan outlines extra action to take if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed</p> | | | | | | | |

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| | | | <p>below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>At the point of reaching a threshold (outlined at the top of the document), review and reinforce the testing, hygiene and ventilation measures already in place and consider:</p> <ul style="list-style-type: none"> • whether any activities could take place outdoors, including exercise, assemblies, or classes | | | | | | | |

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| | | | <ul style="list-style-type: none"> ways to improve ventilation indoors, where this would not significantly impact thermal comfort one-off enhanced cleaning focussing on touch points and any shared equipment | | | | | | | |
| 3. | Site Safety risks <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>SLT lead identified as Headteacher and/or Business Manager</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>Toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Share any updated fire evacuation information with all staff during daily briefing and with children.</p> <p>Arrange emergency drills as normal upon the return to</p> | 2 | 3 | 6 | | | | |

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| | | | <p>school to ensure pupils are familiar with any changes</p> <p>High expectations of how children move around school upheld by all members of staff.</p> <p>Any incidents are logged, and the risk assessment is evaluated, and changes made as a result of lessons learned.</p> <p>Reconsider e-safety policies and procedures in light of lessons learned during home learning.</p> | | | | | | | |
| 4. | Risk of transmission between parents and pupils during school drop-off and collection times | All members of the school community | <p>Any parents who have had a positive test or who are displaying symptoms of COVID-19 should not be attending the school.</p> <p>Chantry have continued with staggered drop off and collection times to reduce risk of transmission at these times.</p> | 2 | 3 | 6 | | | | |
| 5. | Risks of possible transmission to pupils who travel to school by dedicated school | Pupils | Recommend to parents and carers that face masks are worn in enclosed and crowded spaces where pupils may come | 3 | 2 | 6 | | | | |

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| | transport (including statutory provision) or wider public transport | | into contact with people they don't normally meet. This includes public transport and dedicated transport to school or college. | | | | | | | |
| 6. | Risk of ongoing contamination from people (staff, parents/carers, visitors, contractors and/or deliveries) coming into school | All members of the school community | <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements.</p> <p>Volunteers and visitors are welcome to visit schools but should be made aware of the control measures.</p> <p>Communicate clearly that anyone displaying symptoms of COVID-19 should not attend school and arrange to take a PCR test as soon as possible.</p> <p>Arrangements are in place for strict handwashing/sanitising procedures as soon as</p> | 3 | 2 | 6 | | | | |

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| | | | <p>pupils/staff/visitors/contractors arrive in school.</p> <p>Before visitors attend performances or sporting events, the school will encourage them to self-assess for symptoms of coronavirus (COVID-19). These are:</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste | | | | | | | |
| 7. | Risk that contamination exists within the school environment due to ineffective hygiene measures. | All members of the school community | <p>Regular cleaning should take place of equipment and areas.</p> <p>Risk assessment to identify any areas where cleaning should be more frequent.</p> <p>Enhanced cleaning schedule is in place to ensure effective hygiene standards comply with latest guidance - cleaning of non-healthcare settings.</p> <p>All handwashing sinks, soap dispensers, hand gel etc. are checked 2 times a day to</p> | 2 | 3 | 6 | | | | |

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| | | | <p>ensure stock levels are adequate.</p> <p>School leaders to inspect daily to ensure good/effective hygiene levels.</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, continuous cough or a high temperature) | All members of the school community | <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> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for</p> | 3 | 2 | 6 | | | | |

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| | | | <p>households with possible or confirmed coronavirus (COVID-19) infection,</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.</p> <p>Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Headteachers should communicate to staff that if they are displaying symptoms they should be tested 'as soon as practicably possible.'</p> <p>Positive cases and symptoms</p> | | | | | | | |

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| | | | <p>Communicate to parents that contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial | | | | | | | |

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| | | | <ul style="list-style-type: none"> they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Seek public health advice if a pupil, student, child or staff member is admitted to hospital</p> | | | | | | | |

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| | | | <p>with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p> <p>Be clear about the thresholds for contacting PHE (listed above and at the top of the contingency plan)</p> | | | | | | | |
| 9. | Contingency planning | All pupils and staff | Contingency plans are in place and reviewed regularly. | 2 | 2 | 4 | | | | |

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

| Action | By Whom? | Deadline | Date Completed |
|--|-------------|----------|----------------|
| Inset day to explain measures and changes to staff | Kate Jenner | 1/9/2021 | 1/9/2021 |
| Letter to parents to explain measures and changes | Kate Jenner | 3/9/21 | |
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Signature and review

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|---|-------------|------------------------------|-------------------|--------------|-----------|
| Name of Manager: | Becky Reed | Signature of Manager: | <i>Becky Reed</i> | Date: | 3/09/2021 |
| 1st review undertaken on: | Kate Jenner | Signature of Manager: | <i>Becky Reed</i> | Date: | 3/09/2021 |
| 2nd review undertaken on: | | Signature of Manager: | | Date: | |
| 3rd review undertaken on: | | Signature of Manager: | | Date: | |