

CHANTRY COVID-19 RISK ASSESSMENT FORM

Workplace	Chantry Community Primary School	Likelihood (L)	X	Severity (S)
Department	Whole School	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 opening during the Covid-19 pandemic	Likely	4	Major (death or serious injury)
Date	23rd November 2020	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Safe whole school community during the Covid019 Pandemic	Low = 1-8	Medium = 9-14	High = 15-25

This document was updated on 23rd November 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.

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:

- If schools are notified of a positive COVID19 test result for a member of staff or a pupil, **contact the DfE Helpline on 0800 046 8687** and select option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team.
- 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

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

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.	<p>Potential transmission to clinically vulnerable staff and pupils</p> <p>Guidance is available in the DfE Guidance for full opening – schools</p> <p>And</p> <p>Education and childcare settings: New National Restrictions from 5 November 2020</p>	All members of school community	<p>1a. Pupils:</p> <p>Schools continue to remain open for all children and young people as they have since the start of the autumn term for the duration of the national restrictions.</p> <p>Being at school is vital for children's education and for their wellbeing.</p> <p>For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further.</p> <p>Communicate with parents of clinically vulnerable and shielding pupils to inform them:</p> <p>Reassure parents and pupils by communicating the additional risk assessments and control measures that are currently being taken</p> <p>Pupils who are under the care of a specialist health professional:</p>	2	3	6				

			Request parents discuss their child's care needs with their health professional to ensure appropriate risk controls . Further advice is available from the Royal College of Paediatrics and Child Health.							
			Arrange provision for any pupil who is unable to attend school because they are complying with clinical and/or public health advice to be able to access to remote education from September							
			<u>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</u>							
			1b. Staff:							
			Chantry will continue to assess the health and safety risks to staff and meet their equality duties as per their local procedures.							
			Governors and leaders should pay regard to the work-life balance and wellbeing of all staff including the headteacher. Chantry have explained to all staff the measures they are proposing putting in place and involve all staff in that process	3	2	6				
			Review systems to support the well-being of staff who may be anxious. Information about the <u>extra mental</u>							

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			<p>possible, with support staff supporting children in the classroom</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</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. https://www.bameednetwork.com/resources</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p>						
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>Education and childcare settings: New National Restrictions from 5 November 2020</p> <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>	4	2	8			

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			<p>assessments is provided by the HSE guidance on working safely.</p> <p>2a – Pupils</p> <p>Staff teaching groups in line with guidance</p> <p>Letter sent to parents on 10/07/20 (reminders sent on 3/09/20 & 2/11/20) 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 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> <ol style="list-style-type: none"> 1. arrival to school 2. returning from breaktime 3. before & after eating 4. when they change rooms 5. After coughing/sneezing <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</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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			do so encourage them to wash hands immediately.								
			Coordinate pastoral support for pupils (parents/carers and staff) who feel anxious returning to school after being isolated for some time								
			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	3	2	6					
			Leaders have already produced individual risk assessments for pupils with EHC plans attending school, these may need amending.								
			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								
			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.								
			SENCo to provide guidance and resources for Teachers to follow the empowerment approach.								

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			guidance is to avoid close face to face contact and minimise time spent within 1m of anyone.								
			Reinforcing learning and practice of good hygiene habits through games, songs and repetition								
			Timetabled staggered breaktime and lunchtimes enabling staggered movement times around the school so groups do not come into contact. No whole school assembly, class assemblies only.	3	2	6					
			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								
			Ongoing leadership support for any emerging anxiety and/or wellbeing issues								
			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.								
			Consider how to offer immediate remote education where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home – see contingency plan.								

			<p>Staff to antibacterial wipe their ID badges on arrival and departure.</p> <p>Ongoing reviewing of the NHS guidance on hand cleaning – see section for pupils above</p> <p>2c – Buildings and resources</p> <p>All the usual pre-term building checks to be undertaken to make the school safe by Caretaker. Follow advice and actions detailed in Legionella risks during the coronavirus outbreak.</p> <p>Classrooms and other areas deep cleaned over Summer.</p> <p>Engage children in education resources such as e-bug and PHE schools resources</p> <p>Classrooms will be organised to maintain space between seats and desks where possible. Cloakrooms will not be used to reduce congestion in corridors. Three KS2 classrooms are to use external doors to reduce congestion in corridors.</p> <p>Arrange furniture to allow for seating pupils side by side and facing forwards where possible.</p> <p>Staggered timings throughout day and separate entrance/exits for all bubbles to avoid any cross over and reduce congestion in corridors.</p>	2	2	4						
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			Equipment that has previously been removed from classrooms, such as books and games, can be used and shared within a group/bubble. Class staff to ensure they are regularly cleaned. Site staff will continue to regularly clean frequently touched surfaces.							
			Halls, dining areas and internal and external sports facilities used for lunch and exercise in line with latest guidance	2	2	4				
			Kitchens comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u> . They should be able to provide food to all pupils who want it, including FSM or universal infant free school meals.							
			Three separate sittings will be required for lunchtime. Cleaning to be completed between sittings. Two bubbles will be in hall at any one time – separated with different access and egress to avoid mixing.							
			To balance the need for increased ventilation while maintaining a comfortable temperature, the measures outlined in ‘Keeping occupied spaces well ventilated’ at <u>Part 8 of the Protective measures guidance</u> should be used as appropriate to avoid build-up of viral load.							

			<p>Ensure good ventilation and where possible doors will to be propped open to reduce door handle contact etc <i>(Ensure fire safety & 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. Follow the specific HSE guidance on Air conditioning and ventilation during the coronavirus pandemic</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> <p>Schools should review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of Covid-19 to enable a return to full capacity in the autumn term. <i>See Covid specific risk assessments on Staff Drive/Risk Assessments/Covid-19 RA's.</i></p>	3	2	6				
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	<ul style="list-style-type: none"> • Toilets • Security including risk of theft • Data breaches 		<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 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. Advice on this can be found in Health and Safety Executive guidance on air conditioning and</p>	2	3	6				
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			<p>ventilation during the coronavirus outbreak.</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> <p>Share updated fire evacuation information with all staff during daily briefing (7.09.20).</p> <p>Share updated fire evacuation information with children (7.09.20).</p> <p>Share lockdown procedures with all staff</p>							
4.	Risk of transmission between parents and pupils during school drop-off and collection times	All members of the school community	<p><i>To be read in conjunction with Chantry Risk Assessment for Access and Egress – Covid-19 Amend July20.</i></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-</p>	2	2	4				

			<p>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> <p>See parent letters dated 14/07/20, 03/09/20, 09/09/20, 02/11/20.</p>							
5.	<p>Risks of possible transmission to pupils who travel to school by dedicated school transport (including 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>	Pupils	<p>Dedicated school transport (including statutory provision)</p> <p>Chantry do not have any pupils that use dedicated school transport.</p> <p>Wider public transport</p> <p>Communicate to parents that public transport capacity is likely to continue 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</p>	3	2	6				

			<p>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. See updated transport guidance</p> <p>Refer any families using public transport to the safer travel guidance for passengers.</p>							
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><i>(refer to the government guidance on face coverings and local school arrangements included in section 2 above)</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> <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 COVID-19: guidance for households with possible coronavirus infection)</p> <p>Minimise any visitors to the school and clear messages shared about social distancing procedures for adults.</p>	2	3	6				

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		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				
		Strict handwashing procedures in place as soon as pupils/staff/visitors/contractors arrive in school				
		Receptionist to clean Sign-in i-Pad after use with antibacterial wipe				
		School reception is closed to parents. Members of SLT are on the playground at the beginning and end of the day. Parents are asked to speak with staff on the playground, call or email in to school.	2	3	6	
		A copy of the COVID-19 specific risk assessment for catering and cleaning contractors is kept by the school				
		For any staff member or pupil who feels unwell, check for recognised symptoms of COVID-19 . Public Health England advise routinely taking the temperature of pupils is not recommended as it is an unreliable method for identifying coronavirus (COVID-19).				
		Isolate and send children and staff home immediately if they display symptoms (<i>See section 7 below</i>)				
		Ensure the DfE guidance for Health and Safety				

			https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools is adhered to.							
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 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>Equipment such as books and games, are regularly cleaned along with all touched surfaces.</p>	2	3	6				

			<p>Any books that go between home and school are quarantined for 72 hours</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 above they will receive regular cleaning along with all touched surfaces.</p> <p>Outdoor play equipment will receive frequent cleaning.</p> <p>Enhanced cleaning schedule in place to ensure effective hygiene standards and comply with latest guidance.</p>							
8.	<p>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)</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 Public Health England health protection team (see contact details on the first page of this document)</p> <p>Leaders to ensure staff and parents understand their responsibility should they be showing symptoms of COVID-</p>	4	2	8				

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			<p>In line with government guidance school MUST not share the names or details of people with COVID-19 unless essential to protect others</p> <p>If school should have two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may indicate an outbreak. Leaders MUST continue to work with their local health protection team who will be able to advise if additional action is required. This may include recommending a larger number of other pupils self-isolate as a precautionary measure.</p>							
9.	Contingency planning for a potential local outbreak	All pupils and staff	<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 remote education support).</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.</p> <p>See Chantry Contingency Plan – approved by Governors 11/11/2020</p> <p>In addition the DfE full return to school guidance – section 5 outlines the scope required and provides links to resources to support these plans.</p>	3	2	6				


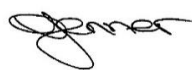
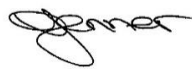
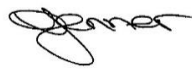
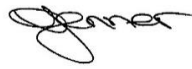



11.	Increased amount of hazardous substances in school – children accessing cleaning materials/chemicals	Pupils	<p><i>Refer to relevant school risk assessments – Staff drive/ Risk Assessments</i></p> <p>Additional cleaning materials and hand sanitisers will be used in school.</p> <p>COSHH documents in place for all items in SBM office.</p> <p>All cleaning items and hand sanitisers to be kept out of the reach of children 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			
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</p>	3	2	6			

			<p>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>							
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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

Signature and review

Name of Manager:	Kate Jenner	Signature of Manager:		Date:	7/07/2020
1st review undertaken on: 23.07.2020	Kate Jenner	Signature of Manager:		Date:	23/07/2020
2nd review undertaken on: 01.09.2020	Kate Jenner	Signature of Manager:		Date:	01/09/2020
3rd review undertaken on: 11.09.2020	Kate Jenner	Signature of Manager:		Date:	11/09/2020
4th review undertaken on: 22.09.2020	Kate Jenner	Signature of Manager:		Date:	22/09/2020
5th review undertaken on: 13.10.2020	Kate Jenner	Signature of Manager:		Date:	13/10/2020
6th review undertaken on: 09.11.2020	Kate Jenner	Signature of Manager:		Date:	09/11/2020
7th review undertaken on: 23.11.2020	Kate Jenner	Signature of Manager:		Date:	23/11/2020