

RISK ASSESSMENT

Educational Setting	Kinderley Community Primary School and Pre-School
Activity / Task	COVID-19 Risk Management Assessment
Updated by & Date	Mrs Claire Scullion 5/9/21
Review Date	15/10/2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Social Distancing in school	Children and Staff	<ul style="list-style-type: none"> • Children not expected to social distance. • Staff to ensure that they distance from colleagues so that they feel comfortable. 				
Cleaning	Children and Staff	<ul style="list-style-type: none"> • Ensure children and staff wash their hands on entry to school and pre-school. • Enhanced cleaning in place across the site, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach particularly in communal areas and at touch points including: <ul style="list-style-type: none"> o Taps and washing facilities, o Toilet flush and seats, o Door handles and push plates, o Handrails, o Machinery and equipment controls, o All areas used for eating to be thoroughly cleaned at the end of service, including chairs, door handles, o Telephone equipment, o Keyboards, photocopiers and other office equipment, 	<ul style="list-style-type: none"> • If informed that someone has tested positive with covid-19 then any area/room they have accessed to be secured then thoroughly cleaned. 	Caretaker Cleaners		

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		<ul style="list-style-type: none"> o Classroom desks and chairs. 				
Lunchtime	Children and Staff	<ul style="list-style-type: none"> • Hand hygiene promoted for staff and children at all times through out lunchtime. • Children to scrape their own plates. 		Lunchtime Supervisors		
Kitchen	Staff	<ul style="list-style-type: none"> • Option for staff to wear face coverings both in the kitchen and during service. • Staff to ensure that they social distance from colleagues so that they feel comfortable. 		Kitchen Manager		
Fire Safety	Children and Staff	<ul style="list-style-type: none"> • Emergency Evacuation Plans continue to be in place for staff and children. • All emergency escape routes / doors are fully operational and kept clear. • Fire and Lockdown drills carried out as normal. 				
Access/Egress of school building	Parents, Children and Staff	<ul style="list-style-type: none"> • Priority will be given to disabled users and those identified as having health related issues. • Where possible, doors and windows to be left open to reduce the need for touch and increase the level of ventilation across the school and pre-school buildings (fire protection measures must be adhered to). The temperature needs to be comfortable for staff and children to work in even with increased ventilation. External doors can be opened whilst site gates are locked. Internal doors to remain open. 				

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		<ul style="list-style-type: none"> • Parents to be on site for a minimal amount of time before and after school. Information regularly communicated to parents via newsletter. Gates only open for a short time at the beginning and end of the day. • Sanitiser and dispensers to remain at entrance to school. • More frequent cleaning of handles and touch plates. • Hand hygiene promoted for staff and children on arrival to and departure from the school site. • Parents/carers/visitors not allowed to access the building without permission from members of staff. Pre booked visitors require a negative lateral flow test. 				
First Aid (please also refer to PPE section)	Children and Staff	<ul style="list-style-type: none"> • First aid cover for all staff and children available at all times. Access to first aid facilities is maintained and the school and pre-school are suitably stocked with first aid sundries. • Staff and children with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied. • Hand hygiene promoted for staff and children after giving and receiving first aid. 	<ul style="list-style-type: none"> • Monitor 1st aid stocks. 	School Business Manager		1 st Aid lead
Waste	Children and Staff	<ul style="list-style-type: none"> • Waste bins in key strategic positions in school and pre-school buildings and in external areas that are in use in order that waste materials can be managed safely • Bins are emptied daily. • Hand hygiene promoted for staff after emptying bins/dealing with any waste. 		Caretaker		Cleaners

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Break/Lunch times	Children and Staff	<ul style="list-style-type: none"> Children are able to mix at playtimes and lunchtimes. 				
Staff/Children within the clinically vulnerable/clinically extremely vulnerable groups	Children and Staff	<ul style="list-style-type: none"> Any member of staff or pupil who is within the clinically extremely vulnerable group must attend school as per the Government guidelines and in consultation with medical professionals. Staff and children identified and aware. Individual risk assessments completed. 				
Contractors	Staff and Contractors	<ul style="list-style-type: none"> All planned/reactive maintenance to be carried out during out of school hours where possible. All visitors to the building requested to provide a negative LFT result. 		Caretaker School Business Manager		
Hygiene	Children and Staff	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have Covid19 symptoms do not attend school. Wash hands thoroughly more often than usual following guidance. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach The school and pre-school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following arrival at school, after breaks, before meals and following the use of toilets and equipment. Provision of hand sanitizer for certain times of the day/activities. Disposable gloves, masks, aprons and eye protection available for use when dealing with faeces. Guidance provided re disposal and handwashing. 		Caretaker		

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Accident reporting Covid19 incidents	Children and Staff	<ul style="list-style-type: none"> • The Health & Safety Executive have updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid19 virus as a result of, or in connection with, a work activity. • Report Covid19 cases to LA/DfE as required. 		School Business Manager	On-going	
A child or member of staff has symptoms of Covid19 whilst at school.	Children and Staff	<ul style="list-style-type: none"> • Strategy in place: <ul style="list-style-type: none"> o Send child or adult home. o Isolate child prior to collection. o Ring LA to report a positive case. o Request PCR testing for child or adult. o If test is negative child/adult can return to school. o If test is positive then class and staff requested to have PCR test . o Protocol prepared which is to be followed should school be notified of positive test result o Follow guidance from PHE/LA. 	If a parent refuses the request to test their child then isolation for a period of 10 days will be required.			
Personal Protective Equipment	Children and Staff	<ul style="list-style-type: none"> • Personal Protective Equipment should not be used as an alternative to social distancing and good hygiene, except where there is no other practical solution. • Staff have the option to wear face coverings when entering/leaving the premises, when speaking to parents, when walking about the school, in the kitchen, when opening the door to parents/children, in the hall. Generally at all times when not teaching/caring for children. • Disposable PPE available should it be required if a child is displaying symptoms of Covid 19 and can not be isolated or when cleaning up faeces. 				

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Behaviour	Children and Staff	<ul style="list-style-type: none"> Staff/child/parent behaviour and cooperation will be the key to implementing all of the controls. Staff expected to cooperate with government contact tracing. Children are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and answers. 		Headteacher	On-going	
School Staffroom and Offices	Children and Staff	<ul style="list-style-type: none"> Staff to self monitor the number of adults in rooms and leave if they feel uncomfortable. 				
Infection Control	Staff Children Parents	<ul style="list-style-type: none"> Staff and pupils have access at all times to water, soap and hand sanitizer for hand washing. Staff to utilise cupboards in which to keep personal belongings in so that they aren't left in the open. Visitors to school are expected to participate in lateral flow testing. Tests to be undertaken twice a week, Sundays and Wednesdays and a register of results maintained in school. 	Monitor advice and guidance from PHE/LA and take action if needed.		Twice weekly	
Lack of staff	Children	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes to ensure the necessary staff are available to run the school and pre-school. 		Headteacher	On-going	
Vulnerable, Critically Vulnerable, Staff and Children	Children and Staff	<ul style="list-style-type: none"> Update individual risk assessments as required . 	<ul style="list-style-type: none"> Update as necessary 	Headteacher/ School Business Manager	On-going	

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Increased risk of transmission	Staff and children	<ul style="list-style-type: none"> • Ensure availability of staff is adequate. • Review undertaken of activities that can be carried out on a regular basis. 	Monitor advice and guidance from PHE/LA and take action if needed.	Headteacher	On-going	
Learning outside the classroom	Staff and children	<ul style="list-style-type: none"> • All educational visits to be risk assessed. • When educational visits take place, full consideration should be given to keeping children safe. • Maximise use of outdoor spaces in the school and the local area to support delivery of the curriculum. 	Monitor advice and guidance from PHE/LA and take action if needed.	Headteacher / Visit lead		
Extra-curricular activities		<ul style="list-style-type: none"> • Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. • Protocols secured from external organisations involved for each activity. 	Monitor advice and guidance from PHE/LA and take action if needed.	Headteacher	On-going	
Physical Activity	Children and staff	<ul style="list-style-type: none"> • Outdoor sports to be prioritised where possible. 				
Staff	Staff	<ul style="list-style-type: none"> • Review individual risk assessments as required. • Keep staff updated on what is happening in school so they feel involved and reassured. • Arrangements in place for the regular review of provision. 	Regular staff meetings	Headteacher	On-going On-going	

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General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

- Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.
- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Children should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](https://public.huddle.com/a/qYBLLYj/index.html) <https://public.huddle.com/a/qYBLLYj/index.html>

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CORONAVIRUS & FAECES (POO)

If a person has the virus, it will be present in their faeces (poo / stools).

It can last for up to 30 days in poo.

The transmission rate from poo to your respiratory system is high.

It is essential that you follow these **Toileting Support Steps**:

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<p>1. ALWAYS wear gloves, a mask, and safety glasses or a visor.</p>	<p>2. Do not put your face inline with the child's anus - if they fart, you may breathe in particles</p>	<p>3. Bag & tie up contaminated clothing.</p>	<p>4. Dispose of nappies and wipes in "yellow bin".</p>

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	<p>of faeces containing the virus.</p> <p>Work from the side and/or above.</p>		
			
<p>5. Thoroughly clean area after use.</p>	<p>6. Remove gloves safely and dispose of in "yellow bin".</p>	<p>7. Help the child to wash their hands</p>	<p>8. Wash your hands.</p>

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Covid-19 Kitchen Arrangements

During the Covid19 pandemic these guidelines are in place in the kitchen;

All staff to wash their hands on entering the kitchen.

All staff to ensure that they are social distancing so that they feel comfortable to work.

No one is allowed into the kitchen during the staff working day.

Staff who show/develop symptoms will be sent home and asked to isolate and to take a Covid-19 test to determine next steps.

Face coverings may be worn in the kitchen if staff choose to wear them.

Only staff who are on the servery to serve the food to children and to staff.

No other staff members to use the serving spoons to serve themselves.

Guidance for Visitors attending Kinderley Community Primary School

Information required on the day of the school visit:

- Presentation of negative lateral flow test result taken either on the morning of the visit or the previous evening

The use of mobile phones is not allowed whilst in school.