

# RISK ASESMENT AND RISK MANAGEMENT

<b>Petworth CofE Primary School Risk Assessment for children and adults returning to school on Tuesday 4<sup>th</sup> January 2022</b>		
Name John Galvin	Assessment undertaken 16.12.2021	reviewed .....

Signed: John Galvin..... Date 16.12.2021 Assessment Review Date: - 31.1.2022

In line with the latest guidance from DfE (Schools Covid-19 operational guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> and [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)) issued on 17<sup>th</sup> August 2021, the focus will be:

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing cases of Covid-19

## LIST HAZARDS HERE

<b>LIST HAZARDS HERE</b>	<b>List of groups of people who are especially at risk from the significant hazards you have identified:</b>	<b>How will you control this risk?</b>	<b>Control measures by...</b>	<b>Details of how achieved</b>
Children in need of additional emotional and educational support	Children	Teachers and teaching assistants to report to SLT any children, or adults, who they feel need extra support. We will use resources available to us and put support in for individuals.	Mr Galvin / Miss Webb	
Staff being asymptomatic	Staff	All staff to be invited to complete the lateral flow tests twice a week (Sunday evening and Wednesday evening). Staff to upload their results (negative and positive) to <a href="https://test-for-coronavirus.service.gov.uk/report-result/registering-for">https://test-for-coronavirus.service.gov.uk/report-result/registering-for</a> . If positive then report online, contact John Galvin and send positive NHS test to JG.	Mr Galvin	

		KC and DT to ensure we have enough tests and distribute to staff.		
Children and/or staff will transmit or become infected with covid-19	All children and staff	<p>Children in school must be isolated and sent home through usual school procedures if they are experiencing the signs and symptoms of covid-19 as given in NHS website  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> or staff have noticed these signs and/or symptoms.</p> <p>Staff in school must follow the government guidelines given on the NHS site:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a> if they are experiencing the signs and symptoms on this site. Inform John Galvin immediately and follow the school procedures for sickness absence.</p> <p>Government guidance states that children aged under 18 and 6 months no longer need to isolate if identified as a close contact, regardless of their vaccination status.</p> <p>Adults who are contacts of a positive case or someone with symptoms also do not need to self isolate, as long as they:</p> <ul style="list-style-type: none"> <li>• are fully vaccinated and 14 days has passed since their final dose of a UK-approved Covid-19 vaccine, or</li> <li>• are taking part or have taken part in a Covid-19 vaccine trial, or</li> <li>• are not able to get vaccinated for medical reasons</li> </ul> <p>All those identified as close contacts (children and adults) should take a PCR test but don't need to self isolate while awaiting a result, as long as they don't have symptoms</p>	<p>All staff / parents</p> <p>All staff</p> <p>All staff and children</p> <p>All staff</p>	

		<p>In case of 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period we will need to seek guidance from public health.</p> <p>If a child or member of staff is admitted to hospital due to Covid-19, then Public Health must be contacted immediately.</p> <p>When staff and children come into school they will be required to wash their hands or use hand sanitizer. They will be asked to do this every time they leave / enter the classroom; before and after break and lunchtime.</p> <p>Children taught, and reminded, to cough and sneeze into their elbow and away from the direction of other children and adults. Children to be encouraged to <b>'catch it, bin it, kill it'</b>. Tissues will be available.</p> <p>Visitors will be kept to a minimum and only allowed to enter the school if essential. They will be asked to wash their hands and reminded of our expectations to keep safe e.g. when coughing, 2m+ social distancing.</p> <p>No parents or other adults to enter the school without the permission from Mr Galvin or Miss Webb. Oak, Ash and Rowan class children will be handed over at the gate of the learning environment. Parents to stand 2m+ away from door.</p> <p>All parents to adhere to the 2m+ social distancing rule when waiting for their child(ren). <b>Be patient! Be considerate! Be safe!</b></p>	<p>Mr Galvin</p> <p>Mr Galvin</p> <p>All children and staff</p> <p>All children and staff</p> <p>Mr Galvin and Miss Webb</p> <p>Mr Galvin and Miss Webb</p> <p>Parents</p> <p>Parents</p>	
--	--	--	---	--

		<p>Only one adult to collect children and anyone entering the school building <b>MUST</b> wear a mask.</p> <p>School will supply all the appropriate sanitiser; no sanitiser bottles to be brought in from home.</p> <p>Staff can wear masks in communal areas if they wish.</p>	<p>Mr Galvin to organise and parents to support</p> <p>Staff</p>	
Contamination through surfaces	All children and staff	<p>All staff and children to use hand sanitiser on entering the classroom/school; surfaces, including door handles, handrails and table tops, to be cleaned before/after lunch (school staff) and at the end of the day (cleaners).</p> <p>Staff to clear all worktops (disinfectant, cloths and gloves will be available).</p> <p>Wash bowls and sanitiser to be made available so objects can be cleaned e.g. toys, play equipment. All non-hard surfaces to be removed e.g. cuddly toys, costumes.</p> <p><b>No</b> objects to be brought to school except lunchbox, water bottle, reading book, P.E. kit in one bag. In year one to year six children to wear P.E. kit on set days. Children who have Forest School to wear their 'Forest School' clothes.</p> <p>Touchpoints e.g. handles and rails to be cleaned at midpoints during the day.</p>	<p>All children and staff</p> <p>All staff</p> <p>Mr Galvin and Mr Rowley</p> <p>Parents and children</p> <p>As per rota</p>	
Children will transmit infection to the home environment from school	All children, staff and family members	<p>Children will wash their hands or use hand sanitiser before leaving school at the end of the day.</p> <p>Children should bring in their own named water bottle, which needs to be sent home and cleaned each night. Only the child, whose name is on the</p>	<p>All staff and children</p> <p>Parents and children</p>	

		bottle, should handle or drink from the bottle, including collecting and filling it in school.		
Children being picked up by external provider	Children and parents	Where parents use childcare providers' services, parents should seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Parents	
Infection may be transmitted via the physical school environment	Children, staff and family members	<p>The school to be kept clean by the cleaners and school staff. Disinfectant and steriliser to be made available for all staff.</p> <p>Children will be asked to wash their hands / use sanitizer entering and leaving the school; before and after break/lunchtime; leaving and entering the classroom.</p> <p>Staff to avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed.</p> <p>Children to have their own equipment provided and remain with this equipment e.g. pens, pencils, books.</p> <p>Children will learn / play outside as often as possible. Children to use the field whenever possible during break/lunch times in designated areas.</p> <p>Children should only use their designated toilet and no more than two children in the toilet at any one time. Only one child per class should be out of the classroom to go to the toilet at any one time.</p>	<p>Mr Rowley, staff and cleaners</p> <p>All staff and children</p> <p>Staff</p> <p>Staff and children</p> <p>All staff</p> <p>All staff and children</p> <p>First aiders</p>	

		<p>Adults should wear disposable gloves and face masks when performing any medical or care routines with children.</p> <p>Speech and language interventions can now take place and may result in children 'spitting' when forming sounds. Visors will be available.</p> <p>Computer room can be used as the keyboards will have plastic, wipeable covers. At the end of each lesson every keyboard and tables will need to be wiped down by the teacher or teaching assistant.</p> <p>Laptops can be used and must be wiped down with disinfectant wipes at the end of every session.</p>	<p>Miss Webb</p> <p>All staff</p> <p>All staff</p>	
<p>A child / adult shows symptoms in school (suspected case)</p>	<p>All children and adults</p>	<p>Child will be isolated in medical room. Follow PHE flowchart (on display in medical room and staff room); Parents / guardians contacted.</p> <p>Mr Galvin or Miss Webb to wear PPE and stay with child until parent / guardian arrives.</p> <p>The rest of the child's group parents / guardians to be contacted and advised that a child has shown symptoms, who their child(ren) would have been in contact. If an adult, that class will be advised.</p> <p>All parents to be advised / reminded of what symptoms to look out for.</p> <p>Parent /guardian to take child to doctors or hospital, and contact school of outcome. Adult to go to doctors / test centre for covid test; if unable to drive make arrangements for someone to take them.</p> <p>School to contact relevant agencies e.g. Local Authority / Public Health England</p>	<p>Mr Galvin / Miss Webb</p> <p>SLT</p> <p>Mrs Carter / Mrs Trewin</p> <p>Mrs Carter / Mrs Trewin</p> <p>Parents</p> <p>SLT</p>	

		Inform all staff.	SLT	
Confirmed case in school	All staff and children	<p>Deep clean core areas and areas where the child/adult were based.</p> <p>Contact all parents and advise about confirmed case, who their child may/would have been in contact. However, as per update 17.8.21, children/staff do not need to self-isolate if they are in they are in contact with positive covid case. If staff member contacted by NHS Test and Trace, they will need to take a PCR test.</p> <p>All parents to be advised of the reminder of what symptoms to look out for.</p> <p>School to contact relevant agencies e.g. Local Authority / Public Health England</p> <p>Inform staff.</p>	<p>Mr Rowley / cleaners</p> <p>Mrs Trewin / Mrs Carter</p> <p>Mrs Trewin / Mrs Carter</p> <p>SLT</p> <p>SLT</p>	
Pregnancy	All staff	Inform Mr Galvin immediately;	All Staff	

Control Measure	Notes / Action	Who	Review
Review of cleaning	<ul style="list-style-type: none"> <li>Meet with cleaning staff to review cleaning arrangement and make any necessary changes</li> <li>Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost implication)</li> <li>Daily cleaning of classroom (already in place)</li> <li>Preparations of deep cleaning if necessary</li> <li>Daily cleaning of hall</li> </ul>	<p>Mr Galvin</p> <p>Cleaners</p> <p>Cleaners</p> <p>Mr Galvin</p> <p>Mr Rowley</p>	

Additional touch point cleaning (daily)	<ul style="list-style-type: none"> <li>Handles and rails to be cleaned at mid points during the day</li> </ul>	Rota	
Absence Policy	<ul style="list-style-type: none"> <li>Review time period of absence for ill children or staff and increase if necessary, but at least to the minimum standard (48 hours clear of diarrhoea and/or sickness – Department of Health guidance)</li> </ul>	Mr Galvin	
Learning environment	<ul style="list-style-type: none"> <li>Children to have their own stationary in the classroom</li> <li>All staff to consistently model good practice</li> <li>When possible, open windows to increase air flow and ventilation (if classroom is too cold then close windows. Ventilate whenever possible.) Each class has a CO2 monitor (teachers to periodically turn on)</li> <li>Ensure all classrooms and key areas to have tissues available</li> <li>Any shared resources e.g. P.E. equipment, laptops, keyboards, - class teacher to clean after use.</li> </ul>	Class teacher	
Taking temperature of anyone in school who may begin to feel unwell	<ul style="list-style-type: none"> <li>Non-contact thermometer to be used and stored in the medical room</li> </ul>	First Aider	
Letter to parents / guardians about procedures	<ul style="list-style-type: none"> <li>Share plan with parents</li> <li>Share risk assessment; set expectations if they are sending their child(ren) to school that they agree to 'guidelines' stipulated</li> </ul>	Mr Galvin	
Hot school meals	<ul style="list-style-type: none"> <li>In line with guidance, there is no need to make alternative arrangements for lunchtime. Two sittings – Oak, Ash and Rowan in the hall from 12 to 1230; Beech, Maple, Elm and Willow in the hall from 1230 to 1255.</li> </ul>	Mr Galvin contact Chartwells	
Reducing contact point activities	<ul style="list-style-type: none"> <li>High hygiene for any food making / tasting</li> <li>Music – singing can now take place in the classroom and during collective worships.</li> </ul>	Class teacher	
Hand sanitizers, soap and tissues made available	<ul style="list-style-type: none"> <li>To purchase appropriate hand sanitizer or tissues and soap for each class</li> </ul>	Mr Galvin	



Staff room	<ul style="list-style-type: none"><li>All staff to adhere to the 2m+ social distancing rule in the staff room; staff to spend no longer than 15 minutes in staff room at any one time.</li></ul>	All staff	
------------	--	-----------	--