RISK ASESSMENT AND RISK MANAGEMENT

Petworth CofE Primary School Risk Assessment for children and adults returning to school on Thursday 3rd September 2020

Name John Galvin Assessment undertaken 14.7.2020 reviewed 23.10.2020

Signed: John Galvin……. Date 14th July 2020 Assessment Review Date: - 16th December 2020

LIST HAZARDS HERE	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk?	Control measures by…	Details of how achieved
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. Governors to send out questionnaire asking for feedback from staff, being mindful of work/life balance. This follows up from the one completed in June 2020.	Mr Galvin / Mrs Sandon-Webb Well-being Governor	
Health & Safety checks undertaken to ensure building compliance: • Water treatments • Fire alarm testing • Fridges / Freezers • Boiler / heating • Fire extinguishers • Grounds • Chartwells kitchen	All children and staff	Premises manager to complete monthly checks and share / act upon any issues which arise. PAT testing to happen over the summer holidays. Annual Electrical service (29th July 2020) Grounds maintenance (Mark Shuter) Fire testing 1 x per term; will happen in first two weeks of September 2020 (Mr Rowley) Water testing per month (Mr Rowley)	Mr Rowley	
Children and/or staff will transmit or become infected with covid-19	All children and staff	All children to return for autumn term 2020. Staff and children **MUST** stay at home if they, or member of their family, are experiencing signs of illness outlined on the NHS website -	Mr Galvin / parents All staff / parents	

		https://www.nhs.uk/conditions/coronavirus-covid-19/		
		Children in school must be isolated and sent home through usual school procedures if they are in experiencing the signs and symptoms of covid-19 as given in NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/ or staff have noticed these signs and symptoms.	All staff	
		Staff in school must follow the government guidelines given on the NHS site 4 All: https://www.nhs.uk/conditions/coronavirus-covid-19/ if they are experiencing the signs and symptoms on this site. Inform Mr Galvin immediately and follow the school procedures for sickness absence.	All staff	
		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. Children will be taught how to wash their hands thoroughly using government guidelines, video links and posters. Posters will be kept around the school to remind them of hand washing.	All children and staff	
		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 **'catch it, bin it, kill it'.** Tissues will be available.	All children and staff	
		Visitors will be kept to a minimum and only allowed to enter the school if absolutely essential. They will	Mr Galvin and Mrs Sandon-	

		be asked to wash their hands and reminded of our expectations to keep safe e.g. when coughing, 1m+ social distancing. No parents or other adults to enter the school without the permission from Mr Galvin or Mrs Sandon-Webb. Oak, Ash and Rowan class children will be handed over at the gate of the learning environment. Parents to stand 1m+ away from door. All parents to adhere to the 1m+ social distancing rule when waiting for their child(ren). **Be patient! Be considerate! Be safe!** Staggered starts and finishes to the school day. Members of staff to monitor gates (safeguarding) Staggered break and lunch times. School will supply all the appropriate sanitiser; no sanitiser bottles to be brought in from home.	Webb Mr Galvin and Mrs Sandon-Webb Parents Mr Galvin to organise rota; teachers & teaching assistants to implement Mr Galvin to organise and parents to support	
Contamination through surfaces	All children and staff	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). Staff to clear all worktops (disinfectant, cloths and gloves will be available).	All children and staff All staff	

		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. **No** objects to be brought to school except lunchbox, water bottle, reading book, P.E. kit in one bag. In year four to year six children to wear P.E. kit on set days. Children who have Forest School to wear their 'Forest School' clothes. Touchpoints e.g. handles and rails to be cleaned at midpoints during the day.	Mr Galvin and Mr Rowley Parents and children Mr Galvin / Mrs Sandon-Webb / rota for when SLT not available	
Children will transmit infection to the home environment from school	All children, staff and family members	Children will wash their hands or use hand sanitiser before leaving school at the end of the day. Children should bring in their own named water bottle, which needs to be sent home and cleaned each night. Only the child's, whose name is on the bottle, should handle or drink from the bottle, including collecting and filling it in school. Parents to wash the child's school uniform regularly e.g. twice a week.	All staff and children Parents and children Parents	
Children being picked up by external provider	Children and parents	Where parents use childcare providers', 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	The school to be kept cleaned by the cleaners and school staff. Disinfectant and steriliser to be made available for all staff. Children will be asked to wash their hands / use sanitizer entering and leaving the school; before and after break/lunchtime; leaving and entering	Mr Rowley, staff and cleaners All staff and children	

		the classroom.		
		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.	Staff	
		Children to have their own equipment provided and remain with this equipment e.g. pens, pencils, books.	Staff and children	
		Children to stay in their group, which will be one class. Children not to mix with other groups at all (including break times).	All staff – Mr Galvin & Mrs Sandon-Webb to plan	
		Children will learn / play outside as often as possible.	All staff	
		Whilst working in class children to be reminded of the special requirements. For KS2 children, when seated, the children must be at tables facing the front wherever possible.	All staff and children	
		Children should only use their designated toilet and no more than two children in the toilet at any one time.	All staff and children	
		Adults should wear disposable gloves and face masks when performing any medical or care routines with children.	First aiders	
		Speech and language interventions may result in children 'spitting' when forming sounds. Visors will be available.	Mrs Sandon-Webb	
		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	All staff	

		wiped down by the teacher or teaching assistant. Laptops can be used and must be wiped down with disinfectant wipes at the end of every session.	 All staff	
A child / adult shows symptoms in school (suspected case)	All children and adults	Child will be isolated in medical room. Follow PHE flowchart (on display in medical room and staff room) Parents / guardians contacted. Mr Galvin or Mrs Sandon-Webb to wear PPE and stay with child until parent / guardian arrives. 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. All parents to be advised / reminded of what symptoms to look out for. Parent /guardian to take child to doctors or hospital, and contact school of outcome. Adult to go to doctors; if unable to drive make arrangements for someone to take them. School to contact relevant agencies e.g. Local Authority / Public Health England Inform all staff. Area that child / adult has been will be deep cleaned.	Mr Galvin / Mrs Sandon-Webb SLT Mrs Carter / Mrs Trewin Mrs Carter / Mrs Trewin Parents SLT SLT Mr Rowley / cleaners	
Confirmed case in school	All staff and children	Deep clean core areas and areas where the child/adult were based. Contact all parents and advise about confirmed case, who their child may/would have been in contact.	Mr Rowley / cleaners Mrs Trewin / Mrs Carter	

		All parents to be advised of the reminder of what symptoms to look out for. School to contact relevant agencies e.g. Local Authority / Public Health England Inform staff.	Mrs Trewin / Mrs Carter SLT SLT	
Pregnancy	All staff	Inform Mr Galvin immediately; contact midwife for advice	All Staff	

Control Measure	Notes / Action	Who	Review
Review of cleaning	• Meet with cleaning staff to review cleaning arrangement and make any necessary changes • Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost implication) • Daily cleaning of classroom (already in place) • Preparations of deep cleaning if necessary • Daily cleaning of hall	Mr Galvin Cleaners Cleaners Mr Galvin Mr Rowley	
Additional touch point cleaning (daily)	• Handles and rails to be cleaned at mid points during the day	Mr Galvin / Mrs Sandon-Webb	
Absence Policy	• 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 sickness – Department of Health guidance)	Mr Galvin	
Learning environment	• Avoid sitting facing each other where possible from year two to year six • Children to have their own stationary in the	Class teacher	

	classroom • All staff to consistently model good practice • When possible, open windows to increase air flow and ventilation • Ensure all classrooms and key areas to have tissues available • Any shared resources e.g. P.E. equipment, laptops, keyboards, - class teacher to clean after use. Plastic covers will be introduced to make cleaning easier		
Toileting	• Staff and visitors to use disabled toilets • Oak to use Early Years toilets • Year one to use adults toilets in key stage one corridor • Year two to use key stage one toilets • Year three to use toilets next to hall • Year four to use year six to use key stage two toilets and adult toilets outside staff room/ppa room; toilet pass system in place to reduce number of children in the toilet at any one time		
Taking temperature of anyone in school who may begin to feel unwell	• Non-contact thermometer to be used and stored in the medical room	First Aider	
Letter to parents / guardians about procedures	• Share plan with parents • Share risk assessment; set expectations if they are sending their child(ren) to school that they agree to 'guidelines' stipulated	Mr Galvin	
Hot school meals	• UFSM to be implemented; three sittings 25 minutes each, with 5 minutes cleaning between sittings. KS2 and children entitled to free school meals to have hot dinners in the classroom.	Mr Galvin contact Chartwells	
Reducing contact point activities	• High hygiene for any food making / tasting • Avoid any activity where you are passing items around a class e.g. circle time objects, artefact sharing, touching activities in P.E. • P.E. equipment can be used but class teacher / teaching assistant to wipe down equipment • Music – no singing, chanting or playing brass or	Class teacher	

	wind instruments in all classrooms except singing can happen in Oak (17.159 l/s per person), Beech (11.48 l/s per person) and Elm (10.318 l/s per person) as per guidance. In addition one class can sing in the school hall at any one time as well as children can sing outside, with appropriate social distancing in place.		
Hand sanitizers, soap and tissues made available	• To purchase appropriate hand sanitizer, tissues and soap for each class	Mr Galvin	
Staff room	• All staff to adhere to the 1m+ social distancing rule in the staff room	All staff	