

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Sturry c e primary school

Location: Primary School

Activity: Peri - COVID - 19 Sturry

Date: 23/02/2021

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

Persons at Risk	Employee	X	Likelihood (L)	1	Very Unlikely	Consequence (C)	1	No Injury	Risk Grade (L x C)
	Young Person	X		2	Unlikely		2	Minor Injury	
	Contractor	X		3	Likely		3	3 Day	
	Public			4	Very Likely		4	Major Injury	
	Other Site User	X		5	Certain		5	Fatal	

HAZARDS IDENTIFICATION	EXISTING CONTROL	INITIAL RISK RATING			
		L	C	L x C	RISK
A Lack of Understanding by staff and pupils	All school staff to regularly remind pupils to wash their hands and use anti-bacterial gel Staff to remind pupils to tell someone if they feel poorly Signage on site to remind all adults regarding social distancing Staffroom and offices to be organised to ensure staff are not congregating Masks to be worn in communal areas by adults where staff congregate e.g. staffroom CEV staff to work from home where possible No adult appointments to be held on site - all virtually Headteachers to share individual school plan, along with any amendments as they arise Weduc used to update parent community Supply to be one consistent teacher to further reduce people onsite - and made aware of risk assessment	3	3	9	UNACCEPTABLE
B Social Gathering	Timings in the school day to be staggered to avoid large gatherings Signage around the site to remind parent/carers regarding distancing KS2 Parents to leave children at the gate so as not to enter school building Children to go straight to bubbles without congregating Assemblies to be pre recorded by SLT and carried out in class Parent events to be postponed until further notice Playground/field to be segregated to prevent mixing of bubbles and timings staggered Parent/carer meetings to be on the telephone where possible and pre-booked at all times SLT and safeguarding team to be present at drop off/collection times Staff to adhere to the staffroom and office regulations Staff to mitigate bubble contact with other bubbles	3	3	9	UNACCEPTABLE

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C	Transmission of COVID-19	<p>Bubbles will not be mixed Increased cleaning routines to include cleaning of classrooms during break and lunchtimes Anti-bacterial gel to be used on entry to site by all persons Pupils to have their own equipment Equipment to not be shared between bubbles Staggered playtimes and lunch breaks to avoid bubbles mixing where possible Classroom desks to be appropriately organised and spaced to ensure all children face forward If a pupil or member of staff tests positive for COVID-19, bubble to self-isolate for required time Regular hand washing by all persons Social gatherings to not take place Car sharing with people from different households to be discouraged Outdoor Gyms and shared apparatus to be put out of use unless allocated for sole use by one bubble Appropriate use of PPE for intimate care Visual reminders of social distancing to be around the site Bubbles to limit movement around the site Isolation room to be in place Soap, tissues and anti-bacterial gel to be in all classrooms and offices; checked and replenished daily by site team Equipment to be cleaned regularly within bubbles Adults need to socially distance If the isolation room is used, it will be cleaned after in addition to the routine cleaning In the event of a confirmed COVID-19 case, the bubble will be deep cleaned Keyboards and mice to be cleaned after usage where schools have suites Ipad/individual devices to be cleaned between use</p>	3	3	9	
D	Safeguarding	<p>RA to be in place for key children and vulnerable staff School lockdown procedures to be shared Meetings held by Safeguarding Lead/PSA will be pre-booked and virtual wherever possible. The room will be cleaned by the member of staff after If a child is isolating, first day calling/check in will be put in place Should a bubble close and a child does not 'attend' the lessons, first day calling will happen First day calling will happen for all children not attending the online register in the morning</p>	3	3	9	
E	Visitors to site	<p>Any visitor on site will be required to leave contact details with the school should a confirmed case occur within the school or from the visitor (details to be destroyed after 21 days) External visitors for learning not permitted onsite currently Parents being asked to collect and drop off children at gate to limit people onsite Messages into the office encouraged as a means of communication rather than face to face contact Catering and cleaning company have been issued with the Trust's Risk Assessment and shared their own Weduc will be used to communicate updates/guidance to parent community</p>	3	3	9	

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F	Welfare of staff and pupils	<p>Absent staff through self-isolation or shielding to be regularly contacted to check on their welfare by the school's Senior Leadership Team</p> <p>Absent pupils through self-isolation to be regularly contacted</p> <p>Signage in schools to signpost staff to counselling service should it be needed</p> <p>In the event of symptoms developing during the school day, adult will be sent home and follow National guidance</p> <p>In the event of a child developing symptoms during the day, they will be moved to the allocated isolation room until collected. A member of staff will wait with them and wear PPE should 2m distancing not be possible</p> <p>Staff to be encouraged to complete the Virtual College- COVID 19 Staying Mentally Well and Simple Self Soothe strategies Trust Nurture Strategies will take place in all schools</p> <p>PSAs/Safeguarding Leads to signpost families to Mental Health support Schools to compile register of exposure to COVID experiences</p> <p>All children carrying out remote learning to receive AT LEAST one weekly call from their teacher or TA to maintain contact and check in</p> <p>Staff wellbeing calls to be undertaken weekly - HT to contact all teachers and DHT/AHT/SENCO to contact TAs</p> <p>Weekly briefing session carried out via teams with optional TA inclusion (as outside of working hours) to have some further face to face time</p> <p>Daily check ins undertaken for staff onsite by HT</p>	3	3	9	
G	First Aid	<p>Asthma pumps to be kept in bubbles</p> <p>Any prescription/adult administered medicine to be stored in the front office as per usual Parent/carers to complete medicine administering forms via the front office</p> <p>First Aiders to wear PPE when dealing with bodily fluids</p> <p>Radios used to communicate a need for a First Aider to attend</p> <p>EYFS first aider and child first aider onsite at all times.</p>	3	3	9	

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ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING			COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C RISK		
A	Ongoing reviews Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management
B	Ongoing Review Headteacher to dynamically review and modify Risk Assessment where needed	3	3	9	ongoing	Management
C	Estates team to monitor and replenish cleaning materials, to include anti-bacterial gel and soap. Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management
D	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management
E	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management
F	Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management
G	Estates team to monitor stock of PPE First Aiders to update if First Aid stock is getting low Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9	ongoing	Management / All