

Risk Assessment

Date: March 2022

Event: Living with COVID-19 guidance from Government

Date of last review: September 2021

Activity	Identify the hazards	Who/what may be harmed	Risk			Existing control measures	Recommendations/ further action required
			Likelihood of occurrence	Severity of harm	Overall risk		
Arrival at school	Bringing COVID-19 on to the site	Staff or pupils	Low	Low	Low	-Pupil drop-off at the gate; parents do not come on to the site unless they have an appointment to see someone	
Collection	Bringing COVID-19 on to the site	Staff or pupils	Low	Low	Low	-Parents to arrive by 3:15pm -Children to be taken home immediately; no playing on the playground	Monitor families leaving immediately upon collection
Entering the building	Bringing COVID-19 on to the site	Staff or pupils	Low	Low	Low	-Signs on the entry points -Staff and pupils encouraged to use sanitiser as soon as possible upon entering the building - children to go straight to their classroom	Ensure sanitiser gets used and is refilled regularly.
Movement around the school	Possible trips or falls resulting in cuts/scrapes	Staff or pupils	Low	Low	Low	-First Aid Kits (inc. IR thermometer) and associated paperwork in each class -Walkie talkies still available to ensure contact with the office maintained without leaving the classrooms	Regular testing of IR thermometers in case of low batteries
Toilets	Transference of COVID-19	pupils	Low	Low	Low	-Maximum 3 children at a time to the toilets	Regular cleaning
Doors and windows	Transference of COVID-19	Staff and pupils	Low	Low	Low	-Doors and windows open where possible to increase ventilation and circulation of fresh air and reduce contact with handles.	CO ₂ monitors available for testing in the classes.
General health rules	Spreading of germs and, potentially, COVID-19	Staff or pupils	Low	Low	Low	-Regular hand washing and sanitising throughout the day (toilet and classroom) -Windows and doors open for ventilation -Catch it, kill it, bin it approach	Regular checks that hands have been washed Catch it, kill it, bin it signs to be displayed around the school

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Becoming unwell	Sickness Spreading of germs and, potentially, COVID-19	Staff or pupils	Medium	Medium	Medium	-Any symptoms should be reported to leadership -Parent of the child to be called to take the child home -Local health protection team called for advice on next steps	Staff or pupil to follow current Government guidance
Confirmed case	Transference of COVID-19	Staff or pupils	Medium	Medium	Medium	-Follow advice from the local health protection team -Visitors to leave contact information (new signing in form)	Monitor completion of forms
Contact within the classroom	Transference of COVID-19	Staff or pupils	Low	Low	Low	-Own, frequently used resources in a tray in KS2 -Wash hands regularly	
PPE (close contact work)	Transference of COVID-19	Staff and pupils	Medium	Low	Medium	-Supply of masks and face shields to be kept in the office	Monitor stocks of PPE
Hand washing	Transference of COVID-19	Staff or pupils	Low	Low	Low	-Whole school culture of handwashing -Wash hands more frequently for 20 seconds -Hand washing signs throughout the school -Hand sanitisers for each class and other points around the school -Clean hands or sanitise on entering school, before and after break, before and after PE, and before and after outdoor activities, before and after lunch as well as other opportunities throughout the day	Opportunities for handwashing throughout the day
Coughs and sneezes	Transference of COVID-19	Staff or pupils	Medium (from colds)	Low	Low	-Catch it, bin it, kill it culture -Posters around the school	
Communal areas	Minimise contact	Staff or pupils	Low	Low	Low	-Limit numbers of children in the cloakroom areas (3 children at a time) -Limit number of children in the toilets (Maximum 3 children at a time)	Monitor number of pupils in communal areas
Breakfast Club	Proximity to others	Staff or pupils	Low	Low	Low	-Hand sanitiser -Staff to follow food hygiene guidance such as wear gloves	Tables and equipment to be cleaned after use
After school clubs	Proximity to others	Staff or pupils	Low	Low	Low	-Maintain risk assessment provided by external providers or follow PE guidance	

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Cleaning resources in classrooms	Cleaning products	Staff	Low	Low	Low	-Gloves provided as well as cloths, antibacterial spray, paper towels and wipes for when necessary	Ensure protective measures are followed.
Physical Education	Proximity to others	Staff or pupils	Low	Low	Low	-Changing at desks in the classrooms -Toilets will not be used as changing rooms -Wash hands or sanitise before and after PE	
Trips/visits	Contact with the general public Transference of COVID-19	Staff or pupils	Low	Low	Low	-Follow transport guidance -Workshop visitors to provide a risk assessment	
Maintaining education	Missed education	Pupils	Low	Medium	Low	-Home learning to commence immediately a child cannot attend school due to Coronavirus -Class emails to be maintained	
Cash	Transference of COVID-19	Staff	Low	Low	Low	-School has introduced a cashless system from September. -No money should be collected at the gate unless for charity (see below) -Charity money to be placed in the collection box/bucket	Promote online payments
Speaking to parents	Bringing COVID-19 on to the site	Staff or parent	Low	Low	Low	-Avoid parents entering the site unnecessarily and emphasise the need for appointments.	Reinforce the need for protection of all members of the school community.
Visitors	Bringing COVID-19 on to the site	Staff Children Visitors	Low	Low	Low	-Onsite visitors to go straight to the office and leave contact information (signing in form) -Hand sanitiser on arrival -Sanitise hands on entering and leaving a classroom -Use personal stationery and resources where possible -Sign out at the office and sanitise hands before leaving -Warn pupils that some visitors may wear PPE to protect everyone and keep them safe.	Reinforce the need for protection of all members of the school community.
Workload	Stress	Staff	Medium	Medium	Medium	-Recognise support for staff wellbeing and concerns regarding the changes -Counselling support available	PPA to be taken on site where possible.

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Wellbeing	Anxiety	Staff or pupils	Medium (to begin with)	Low	Low	-Use Mind Fitness resources -Use information from YMHFA course -Be aware that some children may struggle to reengage with school - Use Kent Resilience Hub resources	Monitor well being
Maple	Possible contamination of COVID-19	Staff and pupils	Low	Low	Low	-Children must sanitise before and after working with her -Adult always with Maple and the child	Monitor