

KCC Risk Assessment Form – Covid 19 September 21 opening - Step 4



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & Review
Spot hazards by: <ul style="list-style-type: none"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed

Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP

Risk level	Action and Timescale
Trivial	No action required and no documentary record needs to be kept.
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

Activity / Operation/ Event: Full Opening September 2021

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within 2 to 14 days after exposure and include fever, cough, and/or reduction in sense of taste or smell. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, or those with long-term conditions like diabetes, cancer and chronic lung disease.

We have created a suite of guidance documents for staff, pupils and parents detailing our expectations, procedures, control measures. These are designed to be more accessible and detailed than the general control measures set out below. These documents are signposted in addition to control measures where relevant.

- Federation Risk Assessment reopening June 2020 (YR,1,6 term 6 opening)
- Federation health and safety policy addendum
- Federation behaviour policy addendum – inc Code of conduct for KS1 & KS2, Covid Home School Agreement
- Federation What to do if someone falls ill - procedure & appendix
- NCEP / LHS March 2021 Overview for Parents
- NCEP/ LHS March 2021 Toilet allocation, break and lunch rota
- Federation Risk Assessment March 2021 - Shielding Staff returning (individual)
- Federation Risk Assessment March 2021 – Staff working across schools
- Federation Risk Assessment march 2021 – Pregnant Staff (individual)
- Federation Separation from parents social story – invisible string
- Federation Risk Assessment Zoom/teams Contact June 2020
- Federation Guidance for staff to read and watch before wider opening (PPE instruction video etc)
- Federation Recovery Plan March 2021
- Federation Covid visitor guidance September 2020, reviewed as still fit for purpose March 2021

Some documents have been used to support the creation of this risk assessment

- Annotated Union Checklist & updated Union guidance Feb 2021
- Kent Association of Headteacher Planning and Decision Making Template

Assessment Date:

Initial assessment carried out by
Tara Deevoy 12/7/20
updated
30/9/20
22/2/21 for March opening
14/5/21 updated guidance
20/8/21 Step 4 reopening
27/11/21 New measures
announced

Establishment: Lower Halstow School & Newington CEP School				Review Date: ongoing		
Step 1	Step 2	Step 3	Step 4	Step 5 Action & Review		
Identify the hazards	Who might be harmed & how?	What are you already doing?	Is anything further needed?	Action required	Responsible person	Date completed
Section 1: Prevention						
Potential Exposure to Covid – 19	Staff, children, families, visitors	<u>A requirement that people who are ill stay at home.</u> <ul style="list-style-type: none"> Code of conduct agreed by parents states that those suffering symptoms must stay at home. Code of conduct shared with staff as well. Guidance for parents on Ping. Reminder included in newsletter 				
		<u>Robust hand and respiratory hygiene</u> <ul style="list-style-type: none"> Hands cleaned more thoroughly and regularly than usual Good respiratory hygiene in place by promoting the catch it, bin it, kill it approach All children washing hands on arrival, before break and lunch. Sanitiser in each classroom for use after break and lunch. All classrooms have a lidded bin for disposal of tissues. 				
		<u>Enhanced cleaning arrangements</u> <ul style="list-style-type: none"> We are following the latest cleaning guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings High use surfaces cleaned lunchtime in addition to cleaning at the end of each day. Lunchtime clean of touch points in shared areas such as toilets & staff room Shared resources cleaned following use or quarantined (EYFS Milton or spray) Enhanced ordering regime 				
		<u>Class separation to keep potential for cross contamination low</u> <ul style="list-style-type: none"> No class bubbles (unless in response - see section below) Where classes share toilets; cubicles and sinks are allocated Federation staff working across both schools to be vigilant about hand and respiratory hygiene & recording contact for tracking purposes. Wrap around club to maintain up to date register for tracking 				

		<p><u>Active engagement with NHS Test and Trace</u></p> <ul style="list-style-type: none"> The school engages with the Test and Trace process and supports staff and families who need to isolate to keep others safe. 				
Direct transmission (coughing and talking)	All	<p>In addition to the above</p> <ul style="list-style-type: none"> External seating for lunchtimes to be used whenever possible Windows and doors are kept open where it is safe to do so. External doors can be closed when weather dictates (temp and/or wind) Co2 monitors to be used to inform staff regarding ventilation levels so they can take appropriate action. Parents are able to access the school building by prior appointment only so contacts can be recorded and managed. Outdoor learning encouraged wherever possible. PPE provided for staff changing children or administering first aid or caring for a staff member / pupil who becomes unwell on site with Covid symptoms. Facemasks available for staff to wear if they wish to do so. 				
Indirect transmission (touch and surface contact)	All	<p>In addition to the above</p> <ul style="list-style-type: none"> Contact points reduced through use of door props & lights left on. (See original Federation Risk Assessment Reopening June 2020 - weighting fire risk against risk of Covid) Any shared areas are cleaned in between classes e.g. lunch time tables in hall/canteen for younger classes. Hand sanitizer at entrance to the school and in each classroom. Laptops / desktops cleaned after use. No shared use of wind instruments etc If cases are confirmed in school, each class uses signposted toilet cubicles and sinks if toilets are shared. If cases are confirmed in school, classes use external doors for access (to reduce creation of touch points in corridors etc.) Staff to help younger pupils open food packets e.g. yoghurt. Staff hands washed before & after lunch duty. 				
Risk of transmission through 1:1 support or small group intervention, particularly where staff		<ul style="list-style-type: none"> Staff wash hands before and after each intervention. Resources, desks and chairs sanitised between interventions Interventions take place outside wherever possible In most cases, interventions are undertaken by the support staff attached to that class. 				

may need to work with children from different bubbles.		<ul style="list-style-type: none"> • Provide allocated area for any staff working with pupils across classes on interventions so that they can best manage levels of cleanliness. • Agreed for physical contact for school refusers who need support to enter e.g. hand holding. Hand washing before & after. 				
Risk to health for those previously categorised as extremely clinically vulnerable or clinically vulnerable	All those with existing health conditions who received shielding letters	<ul style="list-style-type: none"> • Individual risk assessments have been completed for all vulnerable individuals. • Copies of shielding / correspondence with consultants shared so that SLT can adapt / redeploy as appropriate. • If a staff member is advised by a medical professional that they are not able to attend work - this to be confirmed in writing 				
Risk of pupil and staff wellbeing harmed by CV-19 measures.	all	<ul style="list-style-type: none"> • 3 tiers of pastoral and wellbeing support available. • Staff support line available to all staff 03000411411. • Praise and encouragement and high levels of compassion displayed at all times by all staff. 				
Risk if plan is insufficiently communicated or risk assessed.	All	<ul style="list-style-type: none"> • Plan updated in good time during summer holidays • All stakeholders identified who need to know and plan shared – input requested. • Governing body and EHT complete regular risk assessment reviews 	First review at FGB business meeting.			
Risk of visitors to school passing on the virus	All	<ul style="list-style-type: none"> • External visitors not allowed into the school building unless it is by prior arrangement to carry out essential work, where possible, such appointments will be made outside of the school day. • School tours of prospective parents are undertaken in single family groups with rules shared on entry. Hand sanitizer, no touching etc. 				
Risk of transmission through crowding during drop off / pick up	Whole community	<ul style="list-style-type: none"> • Parents to be asked not to congregate before or after school • Arrangements and expectations communicated to all parents in end of term newsletter. 				
Risk of lack of vigilance during break times and lunchtimes for staff	All	<ul style="list-style-type: none"> • Staff do not congregate in the staffroom (max number is set) • All staff cups, plates cutlery etc. loaded into dishwasher immediately after use. 				

Poor Behaviour	All	<ul style="list-style-type: none"> Behaviour Rules will be recommunicated to all stakeholders, including to children at the start of term. Staff do not make any physical contact with children unless they or someone else is at risk of serious harm. Where children refuse to conform, SLT support is sought. See Behaviour policy addendum including Codes of Conduct and Covid Home School agreement 	Isolation and supervision arrangements in place for children not adhering to safety measures				
PE lessons		<ul style="list-style-type: none"> Outdoor PE will be prioritised. Children to wear PE kit to school on PE days. Swimming will recommence following the pool's own RA 					
Music Lessons		<ul style="list-style-type: none"> Singing can take place (recommend all pupils facing the same way and with good ventilation) All other forms of music lessons are undertaken following the usual guidance regarding resources to be cleaned following use. Peripatetic music teachers to continue to visit to provide lessons. 	School to update once clearer guidance received				

Section 2 : Response

Staff or pupils become symptomatic whilst in school	All	<ul style="list-style-type: none"> Full procedure in place for pupils or staff who become ill. Please see 'What to do if someone falls ill procedure & appendix' The school will fully engage with PHE and comply fully with the Track and Trace system. PPE stocks checked and replenished where necessary 					
Pupil or staff have been in contact with symptomatic or diagnosed case of CV-19	All	<ul style="list-style-type: none"> HoS should be informed if a pupil or member of staff have been or believes they have been in contact with a potential case i.e. someone with symptoms or a confirmed case. HoS and EHT to look up latest guidance and act accordingly. Warn and Inform letter to be shared including links to guidance. 					
First Aid	First aiders and SLT	<ul style="list-style-type: none"> First aid should be carried out where possible in the area the child is being educated/is playing. First aid bags to be taken outside during break and lunchtime. First aider to fill out first aid book using own pen. Where a child needs to go home, a member of SLT should be contacted When dealing with first aid, try to do it from the side of the child, rather than in front If using PPE, follow PPE donning guidance e.g. wash hands first. Any gloves, aprons & disposable face masks must be disposed of in yellow medical lidded bin, and face shield wiped down immediately. 					

Assessor Name(s): Tara Deevoy	Job Title: Executive Headteacher
Signature:	Review Date: 15th March (1 week after full opening – TD, SK,MC) Review Date: 14th May (new DfE guidance - TD) Review Date 20th August (Step 4 guidance - TD) Review Date 26th November (Co2 monitors - TD)