

GREAT PONTON CE PRIMARY SCHOOL HEALTH & SAFETY

RISK ASSESSMENT

Location
Great Ponton Primary School
Activity/Procedure
Opening- September 2020
Assessment Date
20 th July 2020
Assessment Reviewed and updated
9/9/2020
7/10/2020
4/01/2021
08/01/2021

Identify people at risk	Yes
Employees	Yes
Children	Yes
Visitors	Yes
Contractors	Yes

Government guidance states for schools' states:

"The safety of children and staff is our utmost priority."

"The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings."

"In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this."

Government guidance for parents concerning re-opening of school's states:

"We have provided guidance and support to schools, colleges and childcare settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**"

"Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

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Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils during this period. This will include:

Consideration of the pupils' mental health and well being.

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Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of staying alert in the classroom resulting in direct transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<p>System of controls</p> <p>This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.</p> <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social space awareness wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>1.</p>			

Remaining level of risk	Consider level of risk following use of control measure		
High	Medium	Low	Negligible

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Lack of social space awareness using toilets and poor hygiene resulting in direct and indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Toilets – keep numbers down. 2. Allocated toilets for different groups of children 3. Hand gel used after toilet use as well as washing hands 4. Extra signs in toilet re washing hands 5. Extra soap ordered to ensure we do not run out 6. Hand sanitisers in classrooms 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Lack of social space awareness waiting to enter classroom in morning resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Allocated gates for parents to arrive and leave from 2. Instructions shared regarding social space awareness between families in the morning with parents and children (see letter that has been sent out) 3. HT to be out on duty with some staff 4. Face coverings to be worn on site by parents, staff and visitors 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Lack of social of space awareness during playtimes and lunchtimes resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Staggered playtimes 2. Reduced playtime equipment – hard surfaces and can be easily cleaned 3. Games discussed which encourage social distancing – football passing, catch etc 4. Staff supervision throughout – actively encouraging and insisting on social space awareness and respecting people’s space. 5. Equipment to be sprayed with disinfectant between bubbles 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Lack of social space awareness when eating lunch resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Hot meals and packed lunch options available for all children. 2. KS2 Lunches to be eaten in the classroom. In the hall for FS and KS1. 3. Seating plan for hall in place 4. Staggered seating to prevent direct face to face contact 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Lack of social space awareness in the corridors resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Children staying in their classroom and accessing outside from classroom door 2. Messages to office via email or staff 3. Agree instructions with children concerning going and returning to toilet 4. When moving class around “stay alert” 5. Staff to wear face coverings in communal areas and when moving around school 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Contact of shared resources resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Tubs of resources for individuals if needed – maths cubes etc 2. Certain resources washed in Milton each night and left to dry if not same person using them the next day 3. Tables, door handles and other surfaces cleaned with Milton every night 4. Lessons planned – be mindful about resources. 5. Resources on tables ready for lesson and not distributed within the lesson 6. Plastic packets (zippy) bags used for individual resources 7. Children encouraged to wash hands/use hand gel before lessons and after each lesson 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Emotional distress of the children		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Children to have class teacher and access to well-being support/pastoral care (if possible under vulnerable staff guidance) in the first instance 2. Reduced time in school to ensure transition is successful from home to school if necessary for some children. 3. ELSA provision available for children who are distressed 4. Well-being curriculum to be followed to support children’s well-being – slowly increasing the cognitive load. 5. Introduction of 5 ways to Well-Being Jan 2021 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Emotional distress of the staff – including anxiety		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Online coaching for any staff who requests it 3. Sharing of support helplines 4. SLT to support staff 5. Risk assessments reviewed regularly. 7. PPA time back to normal. 8. Extremely vulnerable staff (shielding) work from home constantly following government guidelines 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Seek expert guidance from special schools re: support for children with behaviour difficulties – that might need restraint and display spitting, biting etc - leading to individual risk assessments 2. Face coverings provided 		

	4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way that staff are put at risk		
	Please note the Government guidance states “Wearing face coverings or face masks is not recommended”		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. Hand gel in all classrooms 2. Hand gel order in large quantities 3. Extra soap in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters placed in all washing areas 6. Reminders how to wash hands properly – posters 7. Procedure agreed for children to wash hands so thorough hand washing 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
	<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using Milton 2. PPE will be worn by all cleaning staff if they want to. 3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission 4. Cleaners to return to work before the school re-opens 		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible

Identify hazard			
	Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
High	Medium	Low	Negligible
Control measures			
	<p>1. Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</p> <p>2. Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school.</p> <p>3. Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p>		
Remaining level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Identify hazard			
	Emotional distress of the children and the staff. Illness		
Existing level of risk			
High	Medium	Low	Negligible
Control measures			
	<p>A regular review from the staff regarding the health of the children and of themselves</p> <p>Children and staff to have access to appropriate and trained members of staff if they need support.</p>		
Remaining level of risk			
High	Medium	Low	Negligible
OVERALL level of risk	Consider level of risk following use of control measures		
High	Medium	Low	Negligible
Assessor's comments	I strongly believe that going back to school leaves us all at a high risk. We should all be mindful of these risks and follow the guidance that I have proposed.		
Name of assessor	Signature of assessor	Date	
Keith Leader	<i>Keith Leader</i>	20/07/2020	
Manager's comments	Plans explicit, detailed and flexible – as far as it is possible for them to be in such an unknown situation.		
Name of manager	Signature of manager	Date	

Kym Morrisroe

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20/07/2020