

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

## RISK ASSESSMENT

School Name: Adisham CE Primary School

Location: Adisham

Activity: Peri-COVID 19

Date: 29/11/2021

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	X		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, pupils and visitors to site	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 unwell Briefings to remind all adults regarding social distancing and DfE updates Staffroom and offices to be organised to ensure staff are not congregating Headteacher to share individual school plan, along with any amendments as they arise Weduc used to update parent community	3	3	9	
B Social gathering	The start of the day to be flexible to allow parents to drop their children. Children to go straight to class without congregating Parent events to be well planned and managed in accordance with the DfE guidance 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	3	3	9	

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C	Transmission of COVID-19	<p>Increased cleaning routines to include cleaning of classrooms during lunchtimes                      Anti-bacterial gel to be used on entry to site by all persons                      Anti-bacterial gel to be available in every class for use on entry and after activities                      Classes to have their own equipment                      Equipment to not be shared between classes, sanitised if this happens                      If a pupil or member of staff tests positive for COVID-19, advice will be sought from PHE.                      Regular hand washing by all persons                      Social gatherings to be limited                      Car sharing with people from different households to be discouraged                      Appropriate use of PPE for intimate care                      Visual reminders of social distancing to be around the site                      Encourage 1 parent/carer to drop and collect children                      Isolation room to be in place                      Soap, tissues and anti-bacterial gel to be in all classrooms and offices; checked and replenished daily by class staff                      Equipment to be cleaned regularly within classes                      Adults to follow latest DfE guidance on socially distancing and the wearing of masks                      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 classroom will be deep cleaned                      Keyboards and mice to be cleaned after use                      Ipads/individual devices to be cleaned between use</p>	3	3	9	
D	Safeguarding	<p>RA to be in place for key children (eg EHCP/HNF children)                      Visitors to the site will need to share contact details should a COVID-19 case be confirmed, these will be held securely for 21 days and then destroyed                      School lockdown procedures to be adhered to                      Meetings held by Safeguarding Lead will be pre-booked and seating spaced accordingly, the room will be cleaned by the member of staff after use                      If a child is isolating, first day calling/check in will be put in place                      Should a class close and a child does not access online learning, first day calling will be used                      Refresher session for support staff on accessing CURA.</p>	3	3	9	
E	Visitors to site	<p>Any visitor to 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)                      Catering and cleaning companies 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 school 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 school day - they will be moved to the allocated isolation room until collected</p> <p>A member of staff will wait with them and wear PPE should 2m distancing not be possible</p> <p>Trust nurture strategies will take place</p> <p>Safeguarding Lead to signpost families to Mental Health support</p> <p>Schools to compile register of exposure to COVID-19 experiences</p>	3			
G	First Aid	<p>Asthma pumps to be kept in classes</p> <p>Any prescription/adult administered medication to be stored in the main office as usual</p> <p>Parent/carer to complete medicine administering form via the school office</p> <p>First Aiders to wear PPE when dealing with bodily fluids</p>	3	3	9	

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## ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

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	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Staffroom as with all areas to be well ventilated Photocopier and other touch points to have sanitising equipment to hand Headteacher to dynamically review and amend risk assessment as needed	3	3	9		ongoing	Management / All
B	Staggered times to the start of the day. Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management
C	All staff to be responsible for completing cleaning schedule in own classes and offices All staff to monitor and replenish cleaning materials, to include anti-bacterial gel and soap in own classes and offices 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	HT to inform Estates team of monitoring of PPE stock First Aiders to update if First Aid stock is running low Ongoing review Headteacher to dynamically review and modify risk assessment where needed	3	3	9		ongoing	Management