

# COVID-19 Risk Assessment

<b>School name</b>	Kents Hill School and Nursery		
<b>Assessment carried out by (name/role)</b>	Jane Mackie (Headteacher)		
<b>Date of assessment</b>	June 8 <sup>th</sup> 2020	<b>Date of next review</b>	June 22 <sup>nd</sup> 2020

<b>Hazard identified</b>	<b>The spread of Covid-19 coronavirus</b>
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<b>Who might be harmed and how?</b>	<b>Measures to control the risk</b>	<b>How are you already controlling this risk?</b>	<b>What further action (if any) do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Volunteers / governors</li> <li>• Visitors</li> <li>• Contractors</li> </ul> <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>	<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> <li>• Established entrances with 2 metre social distancing markings and signage.</li> <li>• Reluctant or distressed children to remain with adult (space advised by SLT on duty) and encouraged to try again at end of queue.</li> <li>• Staff and pupils temperature checked for symptoms before allowed to access the site.</li> <li>• Staff given instruction on what to do if they or someone in their household experiences symptoms;</li> <li>• Staff given instruction on what to do if a pupil show symptoms at school;</li> <li>• Any staff / pupils displaying symptoms of coronavirus in school to be sent home;</li> <li>• Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms;</li> </ul>	<p>Order and delivery of markings and purchase of tape for zoning</p> <p>Order, deliver and site pads</p> <p>Thermal cameras and imaging on site</p> <p>Clear procedures to follow and available to all staff</p> <p>Yellow/black tape on the floor so Office Staff can ask visitors to step</p>	<p>Caretaker</p> <p>SBM/Caretaker</p> <p>IT/Company and SLT</p> <p>SLT</p> <p>SLT to monitor</p>	<p>1<sup>st</sup> June</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	

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		<ul style="list-style-type: none"> <li>Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus;</li> <li>If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days.</li> </ul>	<p>back behind the line, and not lean into open</p> <p>Visitors to use the phone intercom entrance system.</p> <p>A new sign required to inform visitors of this on the door and above the phone</p>	Headteacher	<p>Ongoing</p> <p>As necessary</p>	
	<p><u>Shielded children and adults:</u></p> <p>Ensuring that shielded (i.e. extremely clinically vulnerable) children and adults are not expected to be in school.</p>	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school.</li> </ul>		Business admin to liaise with families, when necessary	Ongoing	
	<p><u>Clinically vulnerable children and adults:</u></p> <p>Parents are expected to follow medical advice if their child is in this category.</p> <p>School will support clinically vulnerable staff to work from home where possible, otherwise the safest available</p>	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school;</li> <li>Individual risk assessments conducted on an 'as required' basis;</li> <li>Reasonable adjustments for disabled workers to be assessed on an 'as required' basis.</li> <li>School to compile 'at risk' register with information gathered through MKET HR dept.</li> </ul>	<ul style="list-style-type: none"> <li>Update HR dept</li> <li>Read and assimilate up to date Gov.Uk information</li> <li>Share information with staff</li> </ul>	<p>Business admin to liaise with families, when necessary</p> <p>SBM</p> <p>HR Dept</p> <p>HT</p>	Ongoing	

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	on-site role will be offered following a discussion of risk.		<ul style="list-style-type: none"> <li>Ensure staff are aware of any changes of distinction of vulnerability and their role</li> </ul>			
	<p><u>Children and adults living with a shielded person:</u></p> <p>A child or adult who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend school if stringent social distancing can be adhered to (in the case of children they must also be able to understand and follow these instructions).</p>	<ul style="list-style-type: none"> <li>Staff and parents given advice on who is not expected to attend school;</li> <li>Individual risk assessments conducted on an 'as required' basis.</li> </ul>	Staff emailed and surveyed as to their vulnerability level.	Business admin to liaise with families	Ongoing	
	<p><u>Hygiene measures</u></p> <p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to</p>	<ul style="list-style-type: none"> <li>Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing;</li> <li>Staff are expected to remain on site for the duration of their contracted/negotiated hours, with the exception of lunchtime;</li> <li>If staff leave premises at lunchtime for walk, well-being break, return home for lunch, then</li> </ul>	<p>Re-order regularly</p> <p>Visual and verbal reminders regularly for children</p> <p>Additional portable handwashing stations</p>	<p>SLT</p> <p>All staff</p>	W/B 1.6.20	

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	<p>handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>they do not need to change clothes to re-enter school.</p> <ul style="list-style-type: none"> <li>• If staff have entered supermarket, doctors or hospital during lunchtime, or other densely populated area, then they WILL have to change clothes on re-entry to school;</li> <li>• Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply;</li> <li>• Regular reminders about hand washing and social distancing (e.g. posters in prominent positions);</li> <li>• Hand sanitiser and tissues available in classrooms and other key locations;</li> <li>• Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily.</li> </ul>	<p>Posters to be sourced or made</p>			
	<p>Enhanced cleaning</p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> <li>○ Thorough cleaning of classrooms and communal areas at the end of the day;</li> <li>○ Cleaning of frequently touched surfaces often;</li> <li>○ Bins for tissues emptied regularly during the day;</li> <li>○ Cleaning of play / outdoor equipment between groups;</li> </ul> </li> </ul>	<p>The toilets will need cleaning at least twice a day. Staff on duty.</p>	<p>Contract cleaning company (daily)</p> <p>Staff throughout day</p> <p>All staff throughout day</p>		

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		<ul style="list-style-type: none"> <li>○ Cleaning of other equipment for practical lessons between groups;</li> <li>○ Lunch tables cleaned between groups;</li> <li>○ Removal of unnecessary items from learning environments;</li> <li>○ Removal of soft furnishings, soft toys and toys that are hard to clean.</li> <li>● Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time;</li> <li>● Regular checks on cleaning and on cleaning sheets are carried out by identified person on site each day.</li> </ul>	Minimise shared resources between groups – sterilising solution used and cleaning stations set up.	<p>All staff throughout day</p> <p>Caretaker to monitor</p>		
	<p>Maximising ventilation</p> <p>Evacuation in case of fire</p>	<ul style="list-style-type: none"> <li>● Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations).</li> <li>● Addendum added to fire evacuation procedures and displayed in all areas</li> <li>● This has to be done in learning pods and observing social distancing via exits and muster points in playground.</li> </ul>	<p>Windows opened AM and closed PM after school empty</p> <p>Write additional procedures and prepare posters and share verbally with staff and children.</p>	<p>Caretaker to check</p> <p>HT Caretaker</p>	<p>1<sup>st</sup> June</p>	

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			Practice with children during first week of rotation.			

	<p>Minimising contact and mixing between groups of staff and pupils</p>	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> <li>• One-way circulation in shared areas;</li> <li>• Accessing rooms directly from outside where possible;</li> <li>• Staggered start/finish, assembly/break/lunch times;</li> <li>• Staggered use of staff rooms / office space;</li> <li>• EYFS will use nursery building toilet and kitchen for breaks and lunches – avoid crowding of staff</li> <li>• Limited numbers using toilet facilities at one time;</li> <li>• Introduction of drop-off / pick-up protocols that minimise contact;</li> <li>• Rearrangement of classrooms with sitting positions 2 metres apart (with pupils routinely occupying the same desk where possible). Where 2 metre distancing not possible pupils to face forwards not towards each other.</li> <li>• EYFS are not 2m apart, but remain in specified learning pods for the duration of the day.</li> <li>• Limited use of shared resources and prevention of sharing stationery and other equipment where possible. E.g. library books on return to be collected and not redistributed for a further 3 days.</li> <li>• Consistent groupings of staff/pupils wherever possible with minimal mixing;</li> <li>• Conducting regular classroom activities outdoors;</li> <li>• Reduction of unnecessary travel where possible;</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to attend Health and Safety before children attend.</li> <li>• Children and parents to attend an invited meeting to share information and routines.</li> <li>• Emergency/Fire drill practiced</li> </ul>	<p>HT</p> <p>SLT</p> <p>All staff</p>		
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		<ul style="list-style-type: none"> <li>Provision of additional support to children as necessary to follow these measures;</li> <li>Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules.</li> </ul>	<ul style="list-style-type: none"> <li>Policy to be updated to reflect how and where people congregate, in their small groups whilst adhering to social distancing.</li> <li>Registers to mirror the groups for attendance and for FRA</li> </ul>			
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face coverings are not required at school.</p>	<ul style="list-style-type: none"> <li>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</li> <li>Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place.</li> </ul>	<p>Face coverings available to for staff – washable but must be used and cleaned properly</p> <p>See additional H&amp;S training above</p>			
	<p>Reducing face-to-face contact between staff and between staff and visitors</p>	<ul style="list-style-type: none"> <li>Protocol is that face-to-face meetings between staff and between staff and visitors are to be avoided where possible in favour of audio/video conferencing;</li> <li>Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical;</li> <li>Only essential visitors are allowed on site with the prior permission of [the Headteacher];</li> </ul>	<p>Staff meeting to clarify procedures and allay misconceptions.</p> <p>Only visitors with prior appointment to visit the school.</p>	<p>HT SLT</p>		



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		<ul style="list-style-type: none"> <li>• Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival.</li> <li>• Contractor visits are scheduled outside school hours where possible.</li> </ul>				
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> <li>• Reduced occupancy of office space by rotation of staff and home working;</li> <li>• IT workstations in use simultaneously are distanced at least 2 metres apart;</li> <li>• Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance is not possible and dividing screens installed;</li> <li>• Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users;</li> <li>• Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed;</li> <li>• Reception staff instructed on how to deal with deliveries safely.</li> </ul>	<p>Maximum of two members of staff working in the office.</p> <p>Door and slide window to be kept open to assist with ventilation.</p> <p>Turret windows to be opened to assist with ventilation.</p> <p>In the first instance the intercom is to be used for unexpected visitors. Once in the building hand sanitiser to be inside the airlock</p> <p>Floor marking outside the slide window to ensure social distancing.</p>	Caretaker to mark the floor and put hand sanitiser and notice in place in a square on the display		
	Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> <li>• Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely;</li> <li>• Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-</li> </ul>				

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		surgical face mask when travelling and wash hands thoroughly on arrival. <ul style="list-style-type: none"> <li>Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour.</li> </ul>				
	Monitoring	<ul style="list-style-type: none"> <li>Management checks to be undertaken each day on the control measures in place and reported back to [the Headteacher];</li> <li>Staff encouraged to report any breaches of health and safety protocol they have witnessed.</li> </ul>		SBM/SLT Caretaker		

<b>Hazard identified</b>	<b>Stress and anxiety relating to coronavirus workload</b>
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<ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers / governors</li> <li>Homeworking staff</li> </ul> Additional work pressures relating to operating under	Ensure sufficient rest breaks	<ul style="list-style-type: none"> <li>Revised timetabling to build in identified breaks during the day for those staff working on site;</li> <li>Those working remotely encouraged to ensure that they take breaks from work during the day;</li> <li>Staff encouraged to take breaks outdoors where practical, maintaining social distancing.</li> </ul>		SLT/Phase Leaders		

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coronavirus restrictions resulting in stress reaction or anxiety	Regular contact with all staff by line managers	<ul style="list-style-type: none"> <li>Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check;</li> <li>Line managers speak at least weekly (either by phone or in person, observing social distancing) to all staff working on site to identify any concerns they may have.</li> </ul>	Construct telephone tree to share the load of contacting teams			
	Weekly communication with all staff	<ul style="list-style-type: none"> <li>Provision of a weekly update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues.</li> </ul>		HT		
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> <li>School has signposted suggested sources of support to all staff;</li> <li>Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</li> </ul>		HT SLT		
	Rotation of staff required on site when necessary	<ul style="list-style-type: none"> <li>Staff to work from home remotely when not suitable (due to vulnerability) to be on site.</li> </ul>				