

COVID-19 Risk Assessment

School name	Kents Hill School and Nursery		
Assessment carried out by (name/role)	Jane Mackie (Headteacher)		
Date of assessment	December 3 rd 2020	Date of next review	January 8 th 2021

Hazard identified	The spread of Covid-19 coronavirus
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Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> • Staff • Pupils • Parents • Volunteers / governors • Visitors • Contractors <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable</p>	Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	<ul style="list-style-type: none"> • Established entrances with 2 metre social distancing markings and signage. • Reluctant or distressed children to remain with adult (space advised by SLT on duty) and encouraged to try again at end of queue. • Staff and pupils temperature checked for symptoms before being allowed to access the site. • Children to be in school in Learning Bubbles (Bubble per class). Will not mix with other bubbles during school hours • From separate entrances, children will have staggered start times, lunchtimes and pick- 	<p>Thermal cameras and imaging on site</p> <p>Clear procedures to follow and available to all staff</p>	<p>Caretaker</p> <p>IT/Company and SLT</p> <p>SLT</p>	<p>1st September</p> <p>ASAP</p> <p>ASAP</p> <p>2nd September</p> <p>2nd September</p>	✓

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groups (clinically vulnerable or extremely clinically vulnerable)	Protecting people more at risk from coronavirus	<p>ups. Adults/parents made aware of the new routine and routes to take.</p> <ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms; • Staff given instruction on what to do if a pupil show symptoms at school; • Any staff / pupils displaying symptoms of coronavirus in school to be sent home; • Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms; • Staff/pupils will be requested to get tested if they display symptoms of coronavirus; • If a member of staff or pupil tests positive, the rest of the class/group will be required to self-isolate for 14 days. • Previously shielding staff to undertake personal risk assessments which are adapted as risk factors increase or decrease 	<p>Yellow/black tape on the floor so Office Staff can ask visitors to step 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> <p>Email all staff and parents Govt. guidance relating to COVID</p>	<p>SLT to monitor</p> <p>Headteacher to monitor</p>	<p>Ongoing</p> <p>As necessary</p>	<p>✓</p>

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	<p>clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions in Tier 2</p>	<ul style="list-style-type: none"> Staff who have CEV notification from DHSC Clinically Extremely Vulnerable are able to work from home. If unable to work from home, they are to return to work 	<p>Discussions with staff affected DF,GH and JM.</p> <p>DF & GH to return to school following all advice regarding Social distancing and hygiene.</p> <p>Some work managed with reduced contact with other adults with activities supplied by class teacher.</p> <p>JM to work in office, reduce contact with children and adults and periodically work from home.</p>	<p>Headteacher and HR to monitor</p> <p>Headteacher and HR and Key Stage Leaders to monitor</p>		
	<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 handwashing facilities)</p> <p>Promoting good respiratory</p>	<ul style="list-style-type: none"> 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 and hand sanitizing throughout transition times Staff are expected to remain on site for the duration of their contracted/negotiated hours, with the exception of lunchtime; If staff leave premises at lunchtime for walk, well-being break, return home for lunch, then they do not need to change clothes to re-enter school. 	<p>Re-order regularly</p> <p>Visual and verbal reminders regularly for children</p> <p>Additional portable handwashing stations</p> <p>Posters to be sourced or made</p>	<p>SLT</p> <p>All staff</p>	<p>Ongoing</p>	

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	hygiene ('catch it, bin it, kill it' approach)	<ul style="list-style-type: none"> • Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply; • Regular reminders about hand washing and social distancing (e.g. posters in prominent positions); • Hand sanitiser and tissues available in classrooms and other key locations; • Children to sanitise hands before using the toilet and wash hands afterwards. In KS1, each class bubble will be assigned two toilets for sole use. • Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. 				
	Enhanced cleaning	<p>Enhanced cleaning protocols are in place. These include:</p> <ul style="list-style-type: none"> • Thorough cleaning of classrooms and communal areas at the end of the day; • Cleaning of frequently touched surfaces often; • Bins for tissues emptied regularly during the day; • Cleaning of play / outdoor equipment between groups; 	<p>Contact Cleaning company to discuss additional needs for September (touchpoints due to change of routes)</p> <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>		

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		<ul style="list-style-type: none"> • Cleaning of other equipment for practical lessons between groups; • Lunch tables cleaned between groups; • Removal of unnecessary items from learning environments; • Removal of soft furnishings, soft toys and toys that are hard to clean. • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time; • Equipment used regularly by same group of children, cleaned weekly. • Regular checks on cleaning, itemized on cleaning sheets, are carried out by identified person on site each day. • Different areas within school to have appropriate cleaning schedules • Fogging machine used; written schedule adhered to. 	<p>Minimise shared resources between groups – sterilising solution used and cleaning stations set up.</p> <p>Use fogging machine</p> <p>Source cost effective anti-viral solution</p> <p>Checked daily/weekly</p> <p>Access and order</p> <p>Hospital/restaurant grade viral disinfectant</p> <p>All cleaning protocols to be recorded and signed</p>	<p>All staff throughout day</p> <p>All staff throughout day</p> <p>Caretaker to monitor</p> <p>SBM/Head</p> <p>SBM/Head</p> <p>SBM/Head</p> <p>All staff; checked by KS Leaders</p>		
	Maximising ventilation	<ul style="list-style-type: none"> • Windows opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). 	Windows opened AM and closed PM after school empty	Caretaker to check		

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	Evacuation in case of fire	<ul style="list-style-type: none"> • Addendum added to fire evacuation procedures and displayed in all areas • This has to be done in learning pods and observing social distancing via exits and muster points in playground. 	<p>Windows and doors to be opened fully during breaks and lunchtimes</p> <p>Write any additional procedures and prepare posters and share verbally with staff and children.</p> <ul style="list-style-type: none"> • Practice again with children during first week of new year • Emergency/Fire drill practiced • Policy updated to reflect how and where people congregate, in their small groups whilst adhering to social distancing. • Registers to mirror the groups for attendance and for FRA 	HT Caretaker	8 th January	

	<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"> • Accessing rooms directly from outside where possible; • Staggered start/finish, assembly/break/lunch times; • Staggered use of staff rooms / office space; • Only 4 adults to sit at table • Spare chairs to be taped off to reinforce visual message • EYFS will continue to use nursery building toilet and kitchen for breaks and lunches – avoid additional crowding of staff • Limited numbers using toilet facilities at one time; • Introduction of drop-off / pick-up protocols that minimise contact; • Rearrangement of classrooms with sitting positions 1-2 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. • Nursery and Reception children are not required to practice social distancing, but each will remain in a bubble for the duration of the day. • However, adults should continue to practice social distancing wherever possible. 	<p>Staff to complete on-line Health and Safety training before children attend.</p> <p>Nursery and Reception children and parents to attend an invited individual meeting to share information and routines.</p> <p>Remind parents that whilst children are still in class 'bubbles', they will not have to socially distance within class bubbles.</p>	<p>HT</p> <p>SLT</p> <p>All staff</p>	<p>January 5th</p>	
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		<ul style="list-style-type: none"> • 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. • Consistent groupings of staff/pupils wherever possible with minimal mixing; • Children to stay in bubble, but adults able to work between bubbles, with social distancing. • Conducting regular classroom activities outdoors; • Reduction of unnecessary travel where possible; • Provision of additional support to children as necessary to follow these measures; • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. 				
	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>In line with government guidance, face</p>	<ul style="list-style-type: none"> • 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; 	<p>Face coverings available to for staff – washable but must be used and cleaned properly</p> <p>Staff do not need to use PPE unless unable to socially distance (2m) from a <i>suspected</i> positive COVID case or if previously</p>			

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	coverings are not required at school.	<ul style="list-style-type: none"> Additional training needs on the use of PPE have been identified with individual staff and training [has/is scheduled to] take place. 	<p>shielding and considered to be still at risk or wellbeing challenged.</p> <p>See additional H&S training above</p>			
	Reducing face-to-face contact between staff and between staff and visitors	<ul style="list-style-type: none"> 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; Any face-to-face meetings on site observe the 2-metre distancing rule and will be held outdoors where practical; Only essential visitors are allowed on site with the prior permission [of the Headteacher]; Visitor protocol to be observed at all times, including hand washing or provision of sanitiser on arrival. Visitors to wear facemasks Contractor visits to be scheduled outside school hours where possible. 	<p>Staff meeting to clarify procedures and allay misconceptions.</p> <p>Only visitors with prior appointment to visit the school.</p>	HT SLT		
	Social distancing in school office and communal spaces	<ul style="list-style-type: none"> Reduced occupancy of office space by rotation of staff and home working; 	Maximum of three members of staff working in the office.			

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		<ul style="list-style-type: none"> • IT workstations in use simultaneously are distanced at least 2 metres apart; • 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; • Staff required not to share workstations, telephones, radios or other equipment unless properly sanitised between users; • Reception / meeting areas reassessed to observe social distancing rules; additional chairs removed and signage installed; • Reception staff instructed on how to deal with deliveries safely. 	<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> <p>Clear desk policy at end of day.</p>	<p>Caretaker to mark the floor and put hand sanitiser and notice in place in a square on the display</p>		
	<p>Reduction in use of public transport to get to and from school</p>	<ul style="list-style-type: none"> • Parents / pupils encouraged to walk or cycle to school where this is practical, otherwise asked to follow government guidance on travelling safely; • Staff asked to avoid public transport where possible, otherwise must wear a face-covering mask when travelling and wash hands thoroughly on arrival. • Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 				

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	Monitoring	<ul style="list-style-type: none"> Management checks to be undertaken each day on the control measures in place and reported back to [the Headteacher]; Staff encouraged to report any breaches of health and safety protocol they have witnessed. 		SBM/SLT Caretaker		

Hazard identified		Stress and anxiety relating to coronavirus workload				
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<ul style="list-style-type: none"> Staff Volunteers / governors Homeworking staff 	Ensure sufficient rest breaks	<ul style="list-style-type: none"> Revised timetabling may be necessary to build in staggered breaks during the day for those staff working on site Those working remotely encouraged to ensure that they take breaks from work during the day; 		SLT/Phase Leaders		

Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety		<ul style="list-style-type: none"> Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 				
	Regular contact with all staff by line managers	<ul style="list-style-type: none"> Line managers contact those staff working remotely by telephone or video conference at least weekly, to include a wellbeing check; 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. 	<p>Staff WhatsApp group to be used for vital information to share with whole school staff.</p> <p>All staff to be in the group.</p>			
	Weekly communication with all staff	<ul style="list-style-type: none"> Provision of update emails from school leaders when necessary, ensuring that all staff are well informed of key messages and reminded about wellbeing issues. 	Information shared at Friday briefing and regular updates posted on noticeboard in staffroom	HT		
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> School has signposted suggested sources of support to all staff; Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. 	Weekly Mindfulness Update with suggested techniques; copy in both staff rooms.	HT		
		<ul style="list-style-type: none"> Inset opportunities Well-being website 	Continue to introduce ideas into staff sessions/briefing and training. Practice what we preach!			