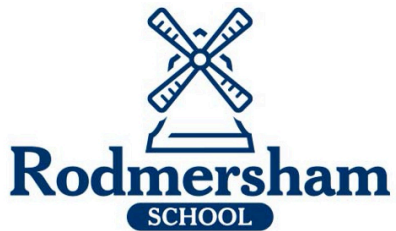


# Rodmersham School Risk Assessment



September 2020

Written by N McMullon, Head Teacher

Likelihood x Severity = Risk Rating	Likelihood		Severity		Risk Rating	
	1	Seldom	1	Low	1	Very low or no risk
	2	Frequently	2	medium	2	Low risk
	3	Certain	3	High	3/ 4	Medium risk
					6	High risk
				9	Very high risk	

## COVID-19

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 two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Potential Exposure to Covid – 19 (Coronavirus)	Transmission to all users of the building	All	1	3	3	<p><u>Preventions</u></p> <ul style="list-style-type: none"> <li>Enhanced hand cleaning more often than usual: Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>Face coverings to be used with any staff to parent consultations and during first aid interactions</li> <li>Ensure that children promote good respiratory hygiene by promoting the 'catch it, bin it, kill it'</li> <li>Children to be encouraged to cover their mouth and nose with a tissue or your sleeve (not your hands) when they cough or sneeze.</li> <li>Enhanced cleaning to take place frequently</li> <li>Try to avoid close contact with people and follow social distancing guidelines as much as possible</li> <li>Minimise contact with those that are unwell or are feeling unwell or reporting they are unwell</li> <li>Staffroom has been removed to enable social distancing to take place ; facilities for tea and coffee have been established in one area for bubble one and another for bubble two.</li> </ul> <p><u>Responding to an infection</u></p> <ul style="list-style-type: none"> <li>Test kits in school will be used if a child is displaying symptoms</li> <li>Engage in Track and Trace</li> <li>Children must self isolate if they have been in contact with someone who tests positive for COVID or if somebody develops symptoms of Covid within their household</li> <li>Anyone, who displayed symptoms of Covid, including staff should get a test which can be booked online through the NHS website or ordered by telephone on 119.</li> <li>If someone test positive they should follow the guidance for households with confirmed COVID infection and must continue to self isolate for 10 days from onset of the symptoms and return to school only if they do not have symptoms other than a cough or loss of smell or taste. This is because a cough or insomnia can last for several weeks once the infection is gone however if they still have a high temperature and should continue to self isolate.</li> <li>If schools have two or more confirmed cases within 14 days and arising sickness we are covered may be suspected is potentially an outbreak and we work with the local health protection team who will advise us what to do.</li> </ul>	2	<p>Handgel stations have been placed around the school for children to use at different entrances and exits</p> <p>Cleaning supplies have been purchased to include items such as bleach and disinfectant wipes</p> <p>A new member of staff has been employed to clean the school so that a more enhanced clean can take place.</p> <p>Dettol wipes are available and the children will be shown how to use them to clean their desks regularly</p> <p>Toilets will be cleaned after break and lunch as well as after school with bleach</p> <p>More tissues have been ordered and are placed in the disabled toilet</p> <p>PPE has been ordered and placed in the disabled toilet. Every class and the MDMS all have their own PPE resources.</p> <p>Parents have been informed that they are not allowed on site and what arrangements are in place if they need to contact us.</p> <p>Let parents know we will be testing their child before we do so; engage activity in the track track and trace scheme.</p>	1/9	NMC

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Those that are shielding, clinically extremely vulnerable or clinically vulnerable	Spreading the virus to those that are most vulnerable,	Those in that category	1	3	3	<ul style="list-style-type: none"> <li>Those within this group are allowed to come back to school following the release of lockdown measures.</li> <li>People within these groups should follow national guidelines in regards to handwashing and social distancing.</li> <li>Other staff members should be informed of anyone that come into these groups so that they can support them</li> <li>A screen has been purchased for the office to ensure SC is able to work safely.</li> </ul>	2	Monitor NHS guidelines for people within those categories to ensure that the school follow the most up to date information.	1/9	NMc
First Aid	Personal Protection Equipment for First Aid First Responders	staff	1	3	3	<ul style="list-style-type: none"> <li>Staff will use PPE when either working with a first aid issue or a toileting issue with the younger children</li> <li>Staff must also carry handgel with them and use this before and after dealing with the situation</li> <li>First aid form to be completed online by the office so that parents are aware of nay injuries as they are no longer allowed on site to sign the form.</li> <li>All children's emergency bags to be placed inside plastic boxes</li> </ul>	2	Discuss with the office that virtual first aid form to complete	1/9	NMC APC
Staff and Pupils arriving at School	Potential to spread the virus	All	3	2	6	<ul style="list-style-type: none"> <li>Year R will arrive at the Orchard gate @ 8:40, Year 1 @ the Orchard gate at 8:40, Year 2/3 on the side gate @ 8:40, Year 4/5 through the back door @8:40 and Year 6 to go through the side gate leading onto the car park @8:40. Drop and go would continue to take place.</li> <li>At the end of the day the children will leave at 3:30 through their allocated exit. Year R are leaving at 3:15</li> <li>Parents are not allowed on site at any time.</li> <li>Children will wash their hands before entering the classroom, this can be done via the toilet block or the wall mounted hand sanitisers.</li> <li>Children will follow excellent hygiene routines</li> </ul>	2	Share the handwashing routines with the children	1/9	NMC APC
Pupils attending wrap around care	Pupil passing on the virus to each others	All adults and children	2	3	6	<ul style="list-style-type: none"> <li>Children in bubble one will go to breakfast club with Mrs Dodd, children in bubble two will go to breakfast club with Miss Rains.</li> <li>Children will sanitise their hands on entry to the hall – each will be allocated a space at either end of the hall.</li> <li>They will sanitise their hands on exit from the hall and will go to their classrooms.</li> <li>In After Care Club one bubble will be with Miss Williams, the staffroom space and the other bubble will be with Mrs Potter in the cloakroom space</li> </ul>	2	Parents to be informed of the routines for dropping their children at Breakfast Club and picking them up	1/9	NMC
Homework, including reading	Passing the virus through paperwork	All	2	1	2	<ul style="list-style-type: none"> <li>All homework will provided online, this will either be through Purple Mash, Education City or through Dojo</li> <li>Reading books will go home and stay at home with the children for the week; returning them on Friday to be quarantined and sent back out again on Monday. Therefore children will also need a book in school too to enable children to read a suitable book in school.</li> </ul>	1	Purchase subscriptions Audit who has access to online facilities	1/9	NMC

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Visitors to school	Passing on the virus	All adults and children	2	3	6	<ul style="list-style-type: none"> <li>All visitors to remain outside of the building unless their entry is essential.</li> <li>External visitors to be limited where possible.</li> <li>Parents will need to make appointments to ensure that a suitable room is booked for a meeting</li> <li>Private music teachers will sign in and use the library; they will be reminded of social distancing requirements.</li> </ul>	3	External visitors must report to the office and be reminded of social distancing procedures. They will sign in using the E reception software to enable track and trace to happen if need be.	1/9	All
Pupils behaviour	Behaviour Management	Pupils	1	2	2	<ul style="list-style-type: none"> <li>Parents to collect pupils who are not obeying rules to ensure safety of others.</li> </ul>	1	Parents to agree that they will collect children not adhering to safety measures.	1/9	NMC
Increase in pupil attendance	Increase the potential of spreading the virus	All adults and children	2	2	4	<ul style="list-style-type: none"> <li>Bubble 1 will go to the break at 10:15 and Lunch at 12:00</li> <li>Bubble 2 will go to break at 10:35 and lunch then at 12:30</li> <li>Staff will be on a rota for playtime supervision</li> <li>Lunchtimes will be covered by the dinner staff</li> <li>After bubble 1 the room will be surface cleaned ready for bubble 2</li> <li>Staff will eat in their classrooms; staff may mix providing they follow social distancing directives.</li> </ul>	2	Share the rota with the staff, keep staff in class groups to minimise risk of transmission	1/9	NMC
Cleaning at the end of the day	Potential Spread of virus	All Staff pupils	1	3	3	<ul style="list-style-type: none"> <li>All rooms used to be cleaned thoroughly at the end of the day. Equipment will be provided for this.</li> <li>Bins will be emptied, door knobs wiped, desks wiped and the classrooms sprayed with antibac. Toilets will be bleached.</li> </ul>	2	Cleaning equipment to be purchased	1/9	NMC
Mental Health issues for Staff	Adverse effect on the Mental Health and wellbeing of Staff	All Staff pupils	2	3	6	<ul style="list-style-type: none"> <li>Staff to be aware they are vulnerable and to seek out a 'buddy' they can offload to if necessary. Keep Talking to each other.</li> <li>Staff to be aware that we all react in different ways to anxiety and stress and that some anxieties may exhibit themselves in different ways for different people.</li> </ul>	2	Staff counselling Staff Care package to be shared Staff encouraged to share their concerns with a colleague or the HT	1/9	NMC

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Mental Health issues for pupils	Adverse effect on the Mental Health and wellbeing of pupils		2	1	2	<ul style="list-style-type: none"> <li>It is likely we will see children exhibiting a range of behaviour and anxieties. Please use CPOMS to report these so that we can intervene and offer support where it may be needed.</li> </ul>	1	A range of counselling services to be engaged for individual pupils where needed	1/9	NMC JF
Lack of staff	School closure due to a member or members of staff being infected with the virus and not enough staff to ensure the safety of the pupils	All adults and children	2	3	6	<ul style="list-style-type: none"> <li>Contact all parents, close school directly</li> <li>Staff member to self isolate and remain away from school.</li> <li>Staff member to be tested for COVID</li> <li>Supply staff to be used in an emergency</li> </ul>	3		1/9	All
Emergency Procedure Management	Management of staff, pupils and visitors during an emergency (i.e fire evacuation)	All Staff pupils	2	3	6	<ul style="list-style-type: none"> <li>Bubble 1 will meet on the Muga</li> <li>Bubble 2 on the bottom playground</li> </ul>	2	Register from Arbor to be printed daily with attendees on it	1/9	NMC
Management of Parents	Parents fail to follow social distancing rules when within school building/grounds and risk spreading the virus	All Staff pupils	2	3	6	<ul style="list-style-type: none"> <li>Parents will not be admitted to the school grounds. Parents will drop pupils at school gate.</li> <li>Parents may contact staff members via Dojo or email or phone the office</li> </ul>	2	Inform the parents	1/9	NMC
Children will transmit infection to the home environment from school	Family members including those who are vulnerable contracting the virus	All	2	2	4	<ul style="list-style-type: none"> <li>Children will also wash their hands before leaving school at the end of the day.</li> <li>Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child's whose name is on the bottle should handle the bottle, including collecting and filling it in school.</li> <li>Used tissues to be placed by the child in a lined and covered bin.</li> <li>Children will not be permitted to bring personnel items into school</li> <li>Children will have a plastic folder to take home books; one reading book will stay in school to reduce the transmission</li> </ul>	3	New pedal bins Inform children	1/9	All

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Infection may be transmitted via the physical school environment	Family members; staff members contracting the virus	All	2	3	6	<ul style="list-style-type: none"> <li>The school to be kept sterile and objects and surfaces to be frequently wiped using the wipes provided by the school.</li> <li>Avoid bringing in any additional items from home into the school environment unless these are absolutely necessary and are appropriately treated before being distributed</li> <li>Children to have their own equipment provided and remain with this equipment, for instance, laptops, pens, books, glue. These need to be wiped frequently.</li> <li>Children should work in as small groups as possible.</li> <li>Children should work/play outside as often as this is possible</li> <li>If not outside children should be in small groups in well ventilated areas seated in spaces with at least one seated space in between them</li> <li>Children should know to use only the designated toilets.</li> <li>Children should be encouraged to observe social distancing</li> </ul>	3	Share the rules with the children Embed cleaning routines	1/9	All
Curriculum	Using external services that potentially could transmit the virus; areas of the curriculum that could pass on the virus	All	1	2	2	<ul style="list-style-type: none"> <li>Swimming will not be going ahead at this time</li> <li>Singing will take place in small groups in the hall</li> <li>PE will be no contact sports, and built upon stamina skills. Each bubble will have their own equipment to reduce transmission.</li> <li>PE will be taking place outside and therefore the weather needs to be closely monitored to ensure that poor weather does not disrupt the PE curriculum.</li> <li>At this time PE can not take place in the hall for Year 2 upwards as there is not sufficient space to do this safely</li> </ul>	1	Speak with Beccy about plans for music going forward so that we can continue to provide music safely	1/9	NMC

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/R	What is done now, that helps control the risk?	R/R	What extra controls need to be put in place?	By when?	By whom?
Seating in classrooms	Transmission of the virus through droplets when children sit in groups	ALL	1	2	2	<ul style="list-style-type: none"> <li>Children will be encouraged to face one direction when speaking</li> <li>Group work will be reduced</li> <li>Children have to sit in groups not rows, as otherwise they can not fit into the school; therefore enhanced cleaning routines have been put into place</li> </ul>	1	<p>Three extra 'rooms' have been added to the school; the cloakroom, library and staffroom are all now teaching spaces which will help to support children being spaced out.</p> <p>Children from Year 6 have been moved into the main building and Year 1 into the cabin to help support with social distancing with adults in the classroom</p>	1/9	NMC
Local lockdown	The virus infection rate has increased and the R rate is above 1	All	2	2	4	<ul style="list-style-type: none"> <li>School will be closed to those except children who are vulnerable or key workers</li> <li>Remote learning through Purple Mash, Education City and Dojo will continue.</li> </ul>	2	Pay subscription for Purple Mash	1/9	NMC
Placing children into bubbles	Mixing bubbles can increase the potential of infection	All				<ul style="list-style-type: none"> <li>The school has been placed into two bubbles; One is Year R and Year 1 and the second bubble is Years 2- 6</li> <li>Each bubble has their own breakfast club and after care club, to support wrap around care</li> <li>The bubbles have been given separate lunch and break times</li> </ul>	1	Speak with Beccy about plans for music going forward so that we can continue to provide music safely	1/9	NMC
Larger gathering such as assemblies	Potential to spread the virus	All				<ul style="list-style-type: none"> <li>School assemblies will take place on Zoom</li> <li>Larger events such as harvest Festival will also take place on Zoom</li> </ul>	1	<p>Three extra 'rooms' have been added to the school; the cloakroom, library and staffroom are all now teaching spaces which will help to support children being spaced out.</p> <p>Children from Year 6 have been moved into the main building and Year 1 into the cabin to help support with social distancing with adults in the classroom</p>	1/9	NMC
Outside equipment	Potential to spread the virus	All				<ul style="list-style-type: none"> <li>Every bubble has their own set of equipment; this includes the wrap around care. These items will be cleaned regularly.</li> </ul>	2	Pay subscription for Purple Mash	1/9	NMC