



SLADE PRIMARY SCHOOL RISK ASSESSMENT

Updated January 2022

This document aims to identify the risk control measures that have been put in place ahead of pupils returning to school in **September 2021**. The measures listed are based on the most recent government guidance:

➤ Covid List of measures for Schools: (New)

https://sladeschool-my.sharepoint.com/:w:/r/personal/kslade_slade_kent_sch_uk/_layouts/15/Doc.aspx?sourcedoc=%7B8CCD2E45-039E-4F9D-B166-6FC4D2F40CD4%7D&file=COVID19ListOFMeasuresForSchoolsNOV21.docx&action=default&mobileredirect=true

➤ Staff Covid update: (new)

https://sladeschool-my.sharepoint.com/:w:/r/personal/kslade_slade_kent_sch_uk/_layouts/15/Doc.aspx?sourcedoc=%7BF835951B-7FEB-49F7-BED2-B502BC5D31FA%7D&file=Covid%20update%20011221.docx&action=default&mobileredirect=true

➤ Covid management plan:

https://sladeschool-my.sharepoint.com/:w:/r/personal/kslade_slade_kent_sch_uk/_layouts/15/Doc.aspx?sourcedoc=%7B6D155CA9-5929-488E-ABBA-EA0A41D0E919%7D&file=Covid%20Management%20Plan.docx&action=default&mobileredirect=true

➤ [Contingency framework for education and childcare settings](#)

➤ [Implementation on the contingency framework](#)

➤ [Schools Covid-19 Operational Guidance](#)

➤ [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans)

➤ [Actions for early years and childcare providers during the coronavirus outbreak](#)

➤ [Planning guide for primary schools](#)

➤ [Safe working in education settings](#)

The risk assessment takes into account:

➤ The number of staff and pupils currently on roll (416 pupils, 88 staff)

- The risk assessments for individual staff and for individual pupils (e.g. those who are clinically vulnerable)
- All reasonable adjustments required, including for pupils with EHC plans
- The size and layout of our school premises
- The resources available to us (e.g. PPE, soap, cleaning products)

All control measures have been RAG rated to make it clear how prepared we are for each measure being in place from Term 1.

- Red: this measure cannot be put in place in our school
- Amber: this measure isn't in place yet, but can be in place for the during the term
- Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>Anyone self-isolating with symptoms will be asked to access a PCR test and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. PHE guidance to be followed. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be</p>	<p>Headteacher</p> <p>All staff HT to remind all staff</p> <p>HT/DHT</p> <p>HT/DHT to oversee First Aiders</p>	<p>1 September 2021</p> <p>Ongoing</p> <p>Ongoing</p> <p>1 September 2021 Ongoing</p>	<p>Ongoing</p> <p>All PPE Equipment is available for use and stored in the staffroom.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE Coronavirus helpline. Further advice can be obtained from local health protection team. The DfE team will carry out a rapid risk assessment to confirm who's been in <i>close contact*</i> with the person, and these people may be asked to self-isolate.</p> <p><i>*Close contact means:</i></p> <ul style="list-style-type: none"> • <i>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</i> <ul style="list-style-type: none"> ○ <i>Being coughed on,</i> 	<p>HT/DHT to oversee</p> <p>SBM to oversee</p> <p>Headteacher</p> <p>Headteacher/DHT</p>	<p>Ongoing</p> <p>As soon as HT is notified</p> <p>From 1 September 2021 ongoing</p>	<p>School has received home testing kits which are stored in the school office.</p> <p>See-Clear cleaning contractors</p> <p>Phone: 0800 046 8687 Opening hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 6pm</p> <p>Daily registers and staff attendance registers from Arbor</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitor <ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>Cleaning staff will regularly clean frequently touched surfaces, including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in school in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. E.g. classrooms, halls corridors</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use.</p>	<p>Caretaker School Business Manager</p> <p>Class Teachers/support staff</p> <p>Class Teachers</p> <p>Headteacher Class Teachers</p> <p>Caretaker, SBM to oversee Inclusion Leader to oversee (see individual risk assessments) Nourish Staff</p>	<p>Daily</p> <p>Daily from 1 September and ongoing</p> <p>1 September 2021</p> <p>Ongoing</p>	<p>See-Clear Cleaning Contractors to oversee</p> <p>Wipes, anti-bac spray to be provided in each class for wiping down I-Pads etc</p> <p>Adventure playground to be used at lunchtimes by children in Reception classes.</p> <p>School washing machine is in the staff toilet in KS1 corridor</p>

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		<p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>	<p>Overseen by DHT/SBM</p> <p>Overseen by caretakers and SBM</p>	Ongoing, daily	See Clear Cleaning contractors
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>For physical activity, outdoor sports will be prioritised where possible, or large indoor spaces used where it is not.</p> <p>Staff can work across different groups in order to deliver the school timetable but will keep their distance from pupils and other staff as much as they can and close face-to-face contact will be avoided.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>	<p>Class Teachers</p> <p>Inclusion Leader/DHT to oversee and monitor</p>	1 September, Ongoing	<p>See Staff Handbook for further guidance and information</p> <p>Teacher absence to be covered by support staff in order to minimise visitors to the school;</p> <p>See individual risk assessments</p>
Spreading infection due to excessive contact and		Pupils will be taught in classes and do not need to be kept separate from other groups. However, working with other children from other classes will be restricted to year groups	Class Teachers	1 September	See 'additional information for staff' document

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<p>mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors <ul style="list-style-type: none"> • Staff • Pupils • Parents • Contractors • Visitors 	<p>in the first instance.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, due to limited hall space.</p> <p>Rooms will be accessed directly from outside where possible, and children will be taught to keep to the left in any corridors.</p> <p>Toilet use will be managed to avoid crowding. Each class to introduce rota system to limit numbers at any one time.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A record will be kept of all visitors.</p> <p>Separate risk assessments will be carried out for any educational visits to determine whether they can be undertaken safely.</p> <p>The wraparound care and provision will re-open in the small hall in Deacon House. See separate risk assessment and guidance.</p>	<p>Headteacher</p> <p>All staff</p> <p>All staff</p> <p>Headteacher SBM</p> <p>Headteacher EVC</p> <p>Headteacher</p>	<p>1 September</p>	<p>A hybrid approach to assemblies to be introduced (held via Zoom and 'live')</p> <p>See lunchtime plan</p> <p>See rotas for break and lunch duty supervision</p> <p>Risk assessments to be completed using Evolve</p> <p>See separate risk assessment and plan</p>
<p>Spreading infection due to the school environment</p>	<ul style="list-style-type: none"> • Visitors 	<p>All rooms to have access to CO2 monitors and ventilation measures should keep CO2 below 800ppm in all occupied classrooms.</p> <p>If CO2 levels are consistently above 800ppm, and ventilation cannot be improved, naturally or mechanically, then options include reducing the number of people in the room, reducing the length of time groups spend in the room, or temporarily vacating the room.</p>	<p>SBM/Caretakers</p> <p>All staff</p>	<p>1 January</p> <p>1 January</p>	<p>Impact and sourcing of supplemental ventilation, such as a HEPA filtration units, currently being explored.</p>

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		<p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>SBM</p> <p>Class Teachers</p>	<p>1 September</p>	
<p>Spreading infection due to excessive contact and mixing in meetings</p>		<p>Meetings will continue to be conducted by telephone or using video conferencing, Microsoft Teams or Zoom. This includes meetings with staff, parents/carers, visitors and governors.</p>	<p>All staff</p>	<p>1 September</p>	
<p>Individuals vulnerable to serious infection coming into school</p>		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable will continue to work from home.</p>	<p>Headteacher/DHT/ SBM</p>	<p>1 September</p>	