

HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

RISK ASSESSMENT

School Name: Chilmington Green

Location: Chilmington Green

Activity: Chilmington Green Primary School Covid 19 - read alongside Trust Covid 19 Risk Assessment (Updated 8th March 2021)

Date: 04/01/2021

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

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A	Risk of Transmission of Virus (Covid 19)	<p>Staff in school:- All staff to sanitise hands on entry to school. All adults in charge of classes to ensure children sanitise hands on entry (re-entry after breaks). All staff entering a new bubble must sanitise hands entering and leaving a class bubble. All staff will endeavour to maintain 2 metres from other adults at all times, being mindful of social distancing. All adults to ensure they do not share resources. Where this is unavoidable, resources must be sanitised before being passed to another adult. Wherever possible resources are not to be shared. Where they have to be shared they must be sanitised after use. This is the responsibility of the adults in charge of the classes. Each class to have sanitising wipes, sanitising spray, blue roll. It is the responsibility of the adults in charge of the classes to ensure these supplies are maintained. Each table (in class or hall) to have a hand sanitizer and box of tissues. It is the responsibility of the adults in charge of the classes to ensure these are maintained. Additional sanitising cleaning to be undertaken in each teaching room- this is the responsibility of the adults teaching in these rooms. This cleaning must be undertaken when the children go out for break and lunch. This cleaning must include sanitising all tables, chairs and door handles. All cleaning to be recorded on cleaning timetables. Adults in charge of classes to limit number of children using the toilet area at any one time. Adults in charge of classes to sanitise toilet area after use. (Staff to sanitise toilet after use - toilet seat, taps, door handles). Adults in charge of classes to ensure movement around the building is kept to a minimum. All staff to maintain social distancing when using the photocopier and sanitise the area after use. Office is not to be entered unless absolutely necessary. Messages can be passed onto office or classes by walkie talkies. Chairs in the staffroom are socially distanced and staggered lunchtimes for staff to ensure limited numbers. Staff briefings, phase leader and SLT meetings to be held by TEAMS. Face masks to be worn in shared areas. Adults in charge of classes to ensure key focus on handwashing and sanitising is maintained with all children and adults. Wherever possible doors are to be kept open to limit contact with door handles. Adult in charge of a class to open all windows each morning. Wherever possible doors from the corridor to the hall should remain open. Additional risk assessments are in place for vulnerable members of staff. Staff shielding should not be on school grounds until after 31st March 2021.</p> <p>Visitors to school:- Face masks to be worn by visitors and staff. Deliveries to school should be dropped off outside of the building and staff to bring in once visitor has left. Only essential contractors or external educational professional to be allowed in the building. Hands to be sanitised before entering the school. No parents to enter the building unless an essential meeting which cannot take place by Teams. Outside agency staff and other Trust staff to visit but must read risk assessment on website, sanitise hands and social distance.</p>	2	3	6	
B	Transmission of Covid 19 through PE	<p>The large outdoor climbing frame only to be used by Oak class children and constantly cleaned by EYFS staff. PE equipment (including EYFS equipment) must be sanitised by adults in charge of class after use. PE can be undertaken inside the school hall but ensure windows and doors are open and all equipment is cleaned before next bubble class. Adults to remain socially distanced from each other and especially in shared areas and masks to be worn.</p>	2	3	6	

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ACTION PLAN

1-4 ACCEPTABLE

5-9 ADEQUATE

10-16 TIMED ACTION REQUIRED

17-25 UNACCEPTABLE

	RECOMMENDED CONTROL	FINAL RISK RATING				COMPLETION DATE	RESPONSIBLE PERSON
		L	C	L x C	RISK		
A	Headteacher to dynamically review and modify risk assessment where needed	3	3	9		All	
B	Headteacher to dynamically review and modify risk assessment where needed	3	3	9		All	