

# 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 risk assessment updated

**Date:** 29/11/2021

**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

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

A	Risk of Transmission of Virus (Covid 19)	<p>To follow up to date guidance from government.</p> <p>Everyone to sanitise hands on entry to school. All adults in charge of classes to ensure children sanitise hands on entry (re-entry after break, lunch and activities in other areas of the school).</p> <p>Everyone entering a room must sanitise hands before entering and leaving.</p> <p>All staff will endeavour to maintain 2 metres from other adults at all times, being mindful of social distancing.</p> <p>Shared resources to be cleaned daily to ensure good hygiene including PE and curriculum resources which are shared.</p> <p>Each class to have sanitising wipes, sanitising spray and blue roll. It is the responsibility of the adults in charge of the classes to ensure these supplies are maintained.</p> <p>Each table (in class or hall or other room such as library and nurture room) to have a hand sanitiser and box of tissues and be cleaned throughout the day. It is the responsibility of the adults in charge of the classes to ensure these are maintained.</p> <p>Any movement around the school is keep left system.</p> <p>All staff to use walkie talkies as much as possible to limit unnecessary movement around the school.</p> <p>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.</p> <p>Adults in charge of classes to limit numbers of children in the toilet at any one time. Adults in charge of classes to sanitise toilets after use. Staff to sanitise toilet after use - toilet seat, tap, door handle). All staff to ensure shared toilets are being sanitised each morning and afternoon and that this is noted on the cleaning schedule.</p> <p>Chairs in the staffroom are socially distanced and staggered lunchtimes for staff to ensure limited numbers.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends they are worn in enclosed and crowded spaces including visitors or parents in the school building.</p> <p>Wherever possible doors are to be kept open to limit contact with door handles and allow for ventilation.</p> <p>Adult in charge of a class to open all windows and doors each morning. Wherever possible doors from the corridor to the hall should remain open.</p> <p>Additional risk assessments in place for vulnerable members of staff.</p>	3	3	9	
---	--	---	---	---	---	--

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

B	Lack of understanding by staff and pupils	<p>All school staff to regularly remind pupils to wash their hands and use anti-bacterial gel.                      Anti-bacterial gel to be in all classes and shared spaces.                      Staff to remind remind pupils to tell someone if they feel unwell.                      Signage on site to remind all adults regarding social distancing.                      Staff to advise HT if they have not received both doses of the vaccine.                      Windows and doors to be open to ventilate closed spaces.                      Signage remains on site as visual reminder to socially distance as adults.                      Staffrooms organised to ensure staff are not congregating.                      Risk assessment shared with all staff. All staff to electronically sign to indicate they have read and understood the risk assessment.                      School behaviour policy takes into account Covid 19.</p>	3	3	9	
C	Social Gatherings	<p>Lunch and break times are staggered.                      Drop off and collection points are separated and staggered and SLT and Safeguard team visible.                      Majority of assemblies to be held via TEAMS or pre-recorded.                      Families are asked not to congregate on site at drop off and collection times.                      Signage to remain on site to remind families to adhere to social distancing.                      Meetings with members of staff to be pre-booked.                      Staff to adhere to social distancing in the staff room.                      Classrooms to be well ventilated.                      Hall to be well ventilated when in use.                      Indoor PE in well ventilated hall space.                      Events in school will be assessed separately.</p>	3	3	9	
D	Safeguarding	<p>Risk assessments in place for key children e.g. SRP.                      Visitor to the site to share contact details should a Covid case be confirmed.                      These will be held securely for 21 days and then destroyed.                      School lockdown procedures to be shared.                      Meetings held by DSL/ PSA to be pre-booked and take place by virtual means or socially distanced inside adhering to government guidelines.                      If a child is isolating, first day calling / check in will be in place.                      Regular checks on isolating staff and pupils in place by safeguard team and office staff.                      Lunch will be offered for those FSM pupils isolating.</p>	3	3	9	
E	Contractors and visitors	<p>Visitors to site are required to leave contact details with the school in case a confirmed case occurs within the school or from the visitor.                      Details will be destroyed by the Office Manager after 21 days.                      Catering and cleaning company are issued with this risk assessment.                      Face masks recommended to be worn in enclosed and crowded spaces.                      All contractors and visitors including parents to sanitise hands before entering the school or moving around the school in different rooms.                      Outside agency staff and other Trust staff to visit but must read risk assessment on website, sanitise hands, social distance and wear face masks in shared areas.</p>	3	3	9	

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

F	Welfare	<p>Absent staff and pupils through self-isolation to be regularly contacted to check on their welfare by SLT or PSA.                  Signage in schools to signpost staff to counselling should it be needed.                  In the event of symptoms developing during the school day, adult will be sent home and follow National guidelines.                  In the event of a child developing symptoms during the school day, they will be moved to the allocated medical room at the front of the school. A member of staff will wait with them and wear PPE should a 2m distancing not be possible.                  Staff to be encouraged to complete Virtual Collage - Covid 19 Staying Mentally Well and Simple Soothe strategies.                  Nurture strategies are in place throughout the school.                  PSA and DSLs to signpost families to Mental Health support.                  A register is compiled of exposure to Covid experience.                  Lateral Flow Tests are available to all staff.</p>	3	3	9	
G	First Aid	<p>Asthma pumps and epi pens to be kept in classrooms - labelled and in a safe place.                  Any medication to be stored in the front office as per usual.                  Families to complete medicine administration form via front office.                  First aiders to wear PPE when dealing with bodily fluids</p>	3	3	9	
H	Notification of positive cases	<p>A 'warn &amp; inform' letter to be sent to classes affected by a positive case.                  Staff to inform HT if not fully vaccinated.                  HT to contact PHE is 5 cases likely to have mixed closes within 10 day period.                  HT to contact PHE if 10% or more of the school are likely to have closely mixed and test positive within a 10 day period.</p>	3	3	9	

# HEALTH & SAFETY MANAGEMENT SYSTEM



Please complete all boxes as fully as possible

## 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	Ongoing review Headteacher to dynamically review and modify risk assessment where needed. Estates team to monitor and replenish cleaning materials, to include anti-bacterial gel and soap.	3	3	9		All	
B	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	
C	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	
D	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	
E	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	
F	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	
G	Ongoing review Headteacher to dynamically review and modify risk assessment where needed. Estates team to monitor stock of PPE. First Aiders to update if First Aid stock is getting low.	3	3	9		Management / All	
H	Ongoing review Headteacher to dynamically review and modify risk assessment where needed.	3	3	9		Management / All	