



# Kea Community Primary School

**Covid -19 Risk assessment and action plan for full opening of schools – Updated 01.09.2021**

**Prepared by Katherine Hunkin and School Governors**

**Shared with Staff and Governors**

## **Introduction**

We have consulted the following government guidance in the preparation of this risk assessment and action plan:

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

Testing: visit <https://www.gov.uk/get-coronavirus-test> or call 119

## **Control measures**

### **You should:**

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

**Risk assessment and action plan. This is a dynamic risk assessment and working document which will be updated as necessary.**

			Risk Rating: Below 9 - Low Risk 9 to 14 - Medium Risk
What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Premises not checked to ensure it is safe to re-open.	<ul style="list-style-type: none"> <li>Staff to spend time w/b 1 March (working round vulnerable/key worker groups) getting rooms ready, move equipment/furniture where necessary and ensure that everything is ready.</li> <li>Interserve carrying out regular premises checks and cleaning</li> <li>Interserve to ensure that all compliance testing is up to date</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Environment to be prepared prior to children returning. to be made suitable for use during Covid-19 pandemic	<ul style="list-style-type: none"> <li>Desks and chairs to be spaced to avoid close face to face contact. Where possible, pupils to be seated facing the front of the classroom – rather than in groups facing each other.</li> <li>Children to have own designated working space, own tray, own resources, own books.</li> <li>When working in different rooms – e.g. ICT suite, children to have their own designated working space</li> <li>Books may be shared within a classroom, but not with other class groups for at least 48 hours.</li> <li>Soft toys and cushions and unnecessary items to be removed</li> <li>All classrooms to have a stock of tissues, cleaning materials and gloves/ facemask for the case of having to deal with intimate care or isolating pupil with symptoms of Covid-19 and a pedal bin for the disposal of tissues</li> <li>Staff to maintain social distancing where possible</li> <li>Staff meetings – online or face to face – spaced out in large room</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Lack of up-to-date information for Staff	<ul style="list-style-type: none"> <li>Weekly teacher meetings socially distanced in a classroom or via Teams - with opportunities for questions</li> <li>Support staff meetings – with notes to be shared</li> <li>Meeting notes to be shared</li> <li>Risk assessment and key government guidance/advice to be summarised and shared.</li> <li>Staff to sign (or e-mail sign) risk assessments.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Lack of up-to-date information for pupils and parents/guardians	<ul style="list-style-type: none"> <li>Information letters to be sent regularly to all parents (e-mailed and on website).</li> <li>Where possible, information to be succinct and clear (with links to government guidance where appropriate).</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>

	<ul style="list-style-type: none"> <li>• Specific H&amp;S information, specifically related to COVID-19 and government recommendations to be shared with parents of all pupils returning to school.</li> </ul>		
Failure to maintain supervision levels if staffing levels drop.	<ul style="list-style-type: none"> <li>• Timetable for pupil groups to be tightly linked to availability of staff.</li> <li>• Staff levels to be checked daily. HLTAs to cover absent teaching staff where possible. Agency staff to be used where necessary.</li> <li>• If for any reason staff levels became too low, certain pupil groups would not be able to be in school on that particular day. Parents to be notified of this at earliest possibility</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Member of staff displaying symptoms of Coronavirus	<ul style="list-style-type: none"> <li>• All staff to undertake twice weekly lateral flow Covid-19 tests.</li> <li>• Staff with symptoms to be sent home immediately and cover arranged for class where appropriate</li> <li>• Protocols advised by Public Health England for reporting, testing and isolating will be followed. The first action is to call local health protection team/DFE Helpline.</li> <li>• Area/s last used by that staff member to be thoroughly cleaned.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Pupil displaying symptoms of Coronavirus	<ul style="list-style-type: none"> <li>• Immediate isolation of affected pupil</li> <li>• Meeting room to be set aside for affected student until their parent is able to collect them- and thoroughly cleaned after use.</li> <li>• If dry and warm weather, pupil to sit outside (rather than in the meeting room) until their parent arrives.</li> <li>• Staff providing support to be provided with PPE (fluid repellent face mask, apron and gloves)</li> <li>• Protocols advised by Public Health England for reporting, testing and isolating will be followed. The first action is to call local health protection team/DFE Helpline.</li> <li>• Any rooms used by that pupil to be thoroughly cleaned.</li> <li>• Cover work to be set for pupil</li> <li>• If a Covid-19 case is confirmed a letter will be sent by the school to advise of close contacts and for parents to monitor their child. Should the child be required to take a PCR test this will be advised by NHS track and trace.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:4</b>
Managing a confirmed case	<ul style="list-style-type: none"> <li>• Protocols advised by Public Health England for reporting, testing and isolating will be followed. The first action is to call local health protection team/DFE Helpline.</li> <li>• PHE South West Centre Protection Team, Follaton House, Plymouth Road, Totnes TQ9 5NE</li> <li>• Telephone 0300 303 8162 option 1 then option 1</li> <li>• DFE helpline 0800 046 8687</li> </ul>	Yes	Severity:4 Likelihood:3 <b>Risk Rating:12</b>
Risk of outbreak within school community	<ul style="list-style-type: none"> <li>• If schools have 2 or more case of Covid-19 + variant in 14 days or an overall rise in sickness absence where Covid-19 + variant is suspected, they may have an outbreak and</li> </ul>		

	must work with local health procreation team who will advise on further action. Contact details above.		
Social distancing not observed in staff areas	<ul style="list-style-type: none"> <li>• Staff to maintain social distancing at all times in the staffroom.</li> <li>• Facemasks to be worn in staff room unless staff are sitting down eating</li> <li>• Separate welfare facilities (kettle/cups etc.) in the Victorian building</li> <li>• Where necessary, other areas – balcony, classrooms where their group is located, outside spaces to be used by staff for lunch/breaks.</li> <li>• Staff members to choose a cup and only use that cup throughout the day. Cups to be placed in dishwasher (not left in the sink) for washing.</li> <li>• Staggered breaks and to minimise people wanting drinks/food at one time.</li> <li>• Staff reminded to socially distance from each other at all times.</li> <li>• Staff meetings/briefings to be held in large rooms, spaced out, or on Teams.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained at school gate or drop-off/pick-up point	<ul style="list-style-type: none"> <li>• Where possible children to walk or cycle to school.</li> <li>• Where children travel to school by taxi, the driver must wear a face mask.</li> <li>• Where possible, year 6, 5, 4 and 3 pupils to be dropped off by parents to minimise numbers of parents in the playground.</li> <li>• One way system round school for parents/pupils</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained by pupils before school starts	<ul style="list-style-type: none"> <li>• Parents instructed not to allow pupils to attend before their group start time.</li> <li>• Pupils to walk straight to their classroom door and go straight into their classrooms.</li> <li>• No playing on the playground before school.</li> <li>• One way system for walking round the school.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained in classrooms	<ul style="list-style-type: none"> <li>• Staff have the option of wearing PPE/face masks in classrooms as well as round the school <ul style="list-style-type: none"> <li>• Adults to use PPE when dealing with anyone with symptoms</li> <li>• frequent hand cleaning and good respiratory hygiene practices (cough/sneeze into tissues). Used tissues to be placed in a pedal bin (with closed top)</li> <li>• regular cleaning of classroom/toilet areas/door throughout the day</li> <li>• box of tissues and a cleaning kit (cloths and spray) to be stored in each classroom to clean handles and rails throughout the day</li> <li>• Windows to be kept open to maintain good ventilation. For the wider security of the school, doors to the outside should not be left open unless an adult is in the immediate outside area (e.g. balcony)</li> <li>• Children to be reminded to avoid touching their faces and putting their fingers in their mouths</li> </ul> </li> </ul>		Severity:3 Likelihood:2 <b>Risk Rating:6</b>

	<ul style="list-style-type: none"> <li>ICT suite to be used as per normal timetable, but pupils to use hand sanitiser prior to and after entering the room and to sit at the same work station each time.</li> </ul>		
Social distancing not maintained during break / lunch times	<ul style="list-style-type: none"> <li>Close supervision of pupils.</li> <li>Designated play areas for each group of classes / rota basis.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Hygiene maintained during meals	<ul style="list-style-type: none"> <li>All pupils to wash hands or anti-bac hand gel prior to entering the hall</li> <li>Tables/chairs to be cleaned down before next pupils sits down</li> <li>Y6 to eat in outside (unless wet).</li> <li>Max 6 chairs per table (not 8)</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Social distancing not maintained during physical activities (PE etc)	<ul style="list-style-type: none"> <li>No activities that require contact or proximity.</li> <li>Where possible, each class of children to have their own set of equipment.</li> <li>Where this is not possible, equipment to be cleaned after use.</li> </ul>	Yes	Severity:3 Likelihood:2 <b>Risk Rating:6</b>
Storage of furniture or equipment removed from classrooms workspaces and other areas.	<ul style="list-style-type: none"> <li>Spare furniture to be stored safely - some in the music room and some in sheds.</li> </ul>	Yes	Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Lack of hand-washing facilities.	<ul style="list-style-type: none"> <li>Hand washing facilities in each toilet area and in each classroom.</li> <li>Most hand washing (whenever they come into the classroom and before lunch) to take place in the classroom.</li> <li>Children to line up - soap to be squirted on their hands for thorough washing (20 seconds) until they get to the front of the line by the sink to rinse off their hands.</li> <li>Any spillages of soap to be thoroughly cleaned and dried.</li> <li>Hands to be dried with paper towels.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Over-use or mis-use of hand sanitiser	<ul style="list-style-type: none"> <li>Hand sanitiser only to be used where hand washing is not possible.</li> <li>Hand sanitiser dispensers to be kept in main school reception, office areas, staff room - for use after using the photocopier.</li> <li>Hand sanitiser not to be left out in easy reach of young children.</li> </ul>	Yes	Severity:3 Likelihood:1 <b>Risk Rating:3</b>
Skin reactions from use of school soap.	<ul style="list-style-type: none"> <li>Staff / pupils with sensitive skin to be reminded to rinse their hands thoroughly after using soap and where appropriate, permitted to bring in their own dermatological handwashing products.</li> </ul>		Severity:2 Likelihood:2 <b>Risk Rating:4</b>
Staff and pupils not washing hands frequently	<ul style="list-style-type: none"> <li>Pupils to be instructed to wash their hands whenever they come into the classroom, at the end of each lesson, before eating food and after going to the toilet.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross-contamination from used tissues etc.	<ul style="list-style-type: none"> <li>• Bins with bin liners in each classroom. Bins to be emptied daily - and more frequently if full.</li> <li>• All class staff to monitor the bin and arrange for it to be emptied if necessary. Pupils to be reminded regularly about putting tissues in the bin.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Disposal of potentially contaminated waste.	<ul style="list-style-type: none"> <li>• Bin liners to be double bagged and stored for disposal.</li> <li>• Double bagged tissue bags and other waste to be disposed of securely by cleaners in outdoor skips</li> <li>• Yellow bags of clinical waste to be disposed of by Interserve.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing equipment	<ul style="list-style-type: none"> <li>• Surfaces, door handles/rails to be cleaned regularly – by teaching staff. Kit to be made available in each classroom (cleaning spray, disposable cloths and wipes)</li> <li>• Classes to have class-sets of books. Reading/homework books are permitted to go home each day – but need to be quarantined when returned for 48 hours prior to being used by another pupil /group.</li> <li>• Equipment sharing to be discouraged as much as possible.</li> <li>• Each classroom to have its own selection of equipment - e.g. maths equipment, playtime equipment (balls, hoops etc).</li> <li>• Each classroom to be provided with sanitising spray and blue roll of tissue to clean equipment between usage.</li> <li>• Children to sit at the same place in the ICT suite each time and to use hand sanitiser before and after use.</li> <li>• Classrooms and all shared areas to be thoroughly cleaned by cleaners after pupils have left each day. School staff to ensure that all surfaces are clear and tidy to enable effective cleaning.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from sharing personal possessions (water bottles, toys, etc.)	<ul style="list-style-type: none"> <li>• Pupils to be discouraged from bringing in spare equipment/school bags etc, unless absolutely necessary</li> <li>• PE kit to be worn for the whole day</li> <li>• Pupils to bring their own full water bottles. Pupils to be reminded to take home and wash their bottles each day.</li> <li>• Cups to be provided for those who forget their bottle.</li> <li>• Sharing of other personal possessions not permitted.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from contact with frequently touched surfaces (door handles, hand-rails, tables, etc)	<ul style="list-style-type: none"> <li>• Frequently touched surfaces to be cleaned twice a day. Morning class staff to clean surfaces, chair backs, rails/door handles etc.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Cross-contamination from use of welfare facilities, toilets, sinks, water fountains etc.	<ul style="list-style-type: none"> <li>• Water fountains not to be used – all to be sealed off with plastic bags to avoid accidental use</li> <li>• Water bottles to be filled up from sinks only.</li> <li>• Sinks and toilet areas to be cleaned twice a day. [Interserve]</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Cross-contamination from food served on premises	<ul style="list-style-type: none"> <li>• Catering provided by Autograph - Interserve. All H&amp;S regulations are in place.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Lack of appropriate cleaning materials and personal protective equipment for cleaning and catering staff	<ul style="list-style-type: none"> <li>• Cleaning staff to be provided with disposable apron and gloves.</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Visitors to the school site.	<ul style="list-style-type: none"> <li>• Visitors will be required to hand sanitise at Reception and to wear facemasks in school (unless working with child/children)</li> <li>• Parents not permitted inside the school building except in exceptional circumstances.</li> <li>• Support workers, SEN professionals and peripatetic music teachers need to be made aware of the school risk assessment and must share their own risk assessment with Kea School.</li> <li>• Interserve caretakers to maintain social distancing at all times.</li> <li>• Interserve caretakers not to socialise in the staffroom</li> <li>• All visitors to wear face masks when in school</li> </ul>	Yes	Severity:4 Likelihood:1 <b>Risk Rating:4</b>
Provision of first aid (including paediatric first aid where appropriate) support to pupils	<ul style="list-style-type: none"> <li>• All staff first aid trained.</li> <li>• Disposable gloves, apron and surgical masks to be available in all first aid kits.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care (dispensing medicines etc.) for pupils with medical needs	<ul style="list-style-type: none"> <li>• Disposable gloves to be used where appropriate (available in first aid room)</li> <li>• Care plans to be reviewed where appropriate</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Providing care for pupils with specific care needs (support for toileting etc.)	<ul style="list-style-type: none"> <li>• PPE (fluid repellent face masks, disposable apron and gloves) to be worn when providing intimate care for any pupil who is coughing/sneezing/wet.</li> <li>• Individual risk assessment and care plans where necessary.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>

Providing care for pupils with specific emotional or behavioural needs	<ul style="list-style-type: none"> <li>• Individual risk assessments and behaviour/care plans to be reviewed and updated.</li> <li>• PPE to be provided where required (e.g. in the instance of needing to restrain a pupil who is coughing/sneezing/wet)</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Evacuation procedures	<ul style="list-style-type: none"> <li>• All classrooms will be in use during this phased return to school - fire risk assessment is up to date.</li> <li>• Evacuation procedures to be updated to enable as much social distancing as possible</li> <li>• Separate checklist to be placed in each classroom – e.g. checking that all doors are closed and not wedged open</li> <li>• Fire drill to take place within the first couple of weeks – procedures to be amended if necessary.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Vulnerable children and families	<ul style="list-style-type: none"> <li>• Continue to support families who are either attending less than usual – phone calls, support from the Education Welfare team.</li> <li>• All staff to be reminded how to contact MARU – signs in all classrooms</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Staff wellbeing	<ul style="list-style-type: none"> <li>• Processes in place to identify and support staff mental health. Refer to Occupational Health Unit if appropriate.</li> <li>• Ensure staff have reassurance as much as is possible and a clear method of raising concerns.</li> <li>• All staff to have adequate time for breaks/lunchtimes.</li> <li>• Signpost to relevant external agencies such as Schools Advisory Service health and wellbeing services.</li> <li>• Ensure clear lines of communication to request support.</li> <li>• Governors to continue monitoring the wellbeing of staff</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>
Effects on pupil welfare and academic progress	<ul style="list-style-type: none"> <li>• Teachers to carry out assessments to identify gaps in pupils' learning and to reflect this in whole class teaching and group/individual teaching including catch up provision</li> <li>• Catch up groups to be identified, timetabled and assessed regularly</li> <li>• Support booklet (produced by Twinkl) to be available for families by e-mail prior to children returning. Also to be shared in school.</li> <li>• Careful monitoring of pupils in school. Strategies such as PSHE, yoga, breathing to be embedded into weekly curriculum. Therapeutic input for first few weeks – if necessary to a higher degree than academic focus.</li> <li>• Close liaising with parents of children who display signs of anxiety / stress. Referrals to Family Support, school nurse if necessary.</li> <li>• Signposting to Penhaligon's Friends to families who have suffered a bereavement during this time.</li> </ul>	Yes	Severity:4 Likelihood:2 <b>Risk Rating:8</b>



