

North Mundham School

Risk assessment

Assessment carried out: February 2021 Date of next review: April 2021

This document should be read in conjunction with 'Arrangements in School March 2021' document

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
School building presents hazards after closing for partial closure	Pupils Staff Visitors	<ul style="list-style-type: none"> Premises officer and cleaning staff maintaining safety levels during partial closure. March checklist for all teachers to share with new class re safety around school Fire Safety rehearsed regularly 	<p>Premises Officer to carry out WS safety check list and report findings to Business Manager/HT</p> <p>Ensure this is carried out with all classes</p> <p>Fire Drill planned for 2nd week back.</p>	<p>PO</p> <p>Class Teachers</p> <p>HT/AHT</p>	<p>Initial check by 5th March 2021</p> <p>w/b 8.3.21</p> <p>w/b 15.3.21</p>	

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<p>Staffing levels insufficient for safety in school</p> <p>insufficient staff to ensure high standards of safeguarding</p>	<p>Staff Pupils</p> <p>Pupils Staff</p>	<ul style="list-style-type: none"> Staff to inform HT or AHT if unwell, presenting any symptoms or confirmed as testing positive for coronavirus or advised that they need to shield. Three staff are fully trained DSL's. Always 1+ DSL on site Information shared between DSL's for continuity of support to pupil/family/class teacher Governors continue to monitor staffing levels and discussing with the HT. A contingency plan is in place to ensure support for school if Chair/vice chair is unavailable 	<p>Risk Assessment for staff with medical issues and BAME staff</p> <p>Safeguarding updates for all staff and new recording procedures on 'safeguard my school'</p>	<p>HT / AHT</p> <p>HT or other DSL</p>	<p>Ongoing March 2021</p> <p>Staff meetings w/b 22.2.21</p>	
<p>Getting or spreading Coronavirus by not</p>	<p>Staff</p> <p>Pupils</p>	<ul style="list-style-type: none"> Following government guidelines regarding handwashing 	<p>Remind all staff, pupils and visitors about guidelines</p>	<p>HT Office staff</p>	<p>Ongoing</p>	

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<p>washing hands or not washing them adequately</p> <p>Sneezing, and coughing spreading Coronavirus</p>	<p>Visitors</p> <p>Pupils</p>	<ul style="list-style-type: none"> • Providing water, soap and drying facilities at wash stations • Providing sanitiser in areas around the school • Providing information on how to wash hands properly and display posters • Limiting visitors and ensure any people that do visit follow handwashing procedures • No additional adult helpers inside school. Adult helpers can attend Forest School but must remain outside the school building and maintain social distancing. • Reminding children and staff to wash their hands regularly throughout the school day • Promoting 'Catch it, bin it, kill it'. • Closed lid bins provided for tissues in all classes 	<p>Identify how hand washing/sanitising facilities will be replenished</p> <p>Put signs up to remind people to wash their hands</p> <p>Communicate information to parents</p> <p>Ensure signs in classroom promoting Catch it Bin it Kill it and good hygiene promoted in class behaviour. Closed bins in all classes.</p>	<p>HT/PO</p> <p>HT/PO</p> <p>Class Teachers promote good respiratory hygiene</p> <p>Emma ensure signs displayed</p>	<p>March 8th</p> <p>March 8th</p> <p>March 8th</p>	

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				JC arrange purchase of bins		
Getting or spreading Coronavirus by close contact with others in school	Staff Pupils Visitors	<ul style="list-style-type: none"> Limiting the number of people in rooms so that social distancing rules can be met 	Provide staff with additional staff room space in the library Put up signs in shared areas reminding people of social distancing rules Monitor shared areas to ensure people are following controls put in place Ventilate any shared areas and clean down any shared equipment	HT HT HT/AHT PO All staff	ongoing Ongoing Daily	
		<ul style="list-style-type: none"> Staff can choose to work at home during PPA time. 				

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		<ul style="list-style-type: none"> Identifying where there are pinch points – corridors, door between library and main corridor Putting in place cleaning regimes to make sure high traffic communal areas are kept clean. Limit face to face contact within 1 metre for no longer than absolutely necessary. Adult to maintain distance of at least 1m when working with a child or small group of children. 	<p>Remind people about the 'keep to the left' procedure around the school</p> <p>Visitors in the school building by appointment only. All visitors expected to maintain social distancing with pupils and staff members</p> <p>Review additional cleaning rota</p> <p>Areas in classes set up where possible for social distanced group work.</p>	<p>HT/AHT</p> <p>HT</p> <p>HT All staff</p> <p>Emma and TA rota</p> <p>All teachers</p>	<p>ongoing</p> <p>ongoing</p> <p>March 2021</p> <p>March 2021</p>	

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		<ul style="list-style-type: none"> Keep 1:1 or small group sessions to less than 15 minutes Mark according to marking addendum (December 2020) No more than 1 additional person in School Office at the same time. Equipment MUST be wiped down if used. 				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Pupils Visitors	<ul style="list-style-type: none"> Areas that are frequently touched and by many people have been identified, e.g. handrails, door handles, taps, photocopier, entry i-pad. Visitors limited to reduce the number of people moving around the school building 	Specify the frequency and level of cleaning and by whom	HT and Bursar	ongoing	

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		<ul style="list-style-type: none"> Equipment rota (Computers/tablets) set up to ensure time to clean between use Encourage staff to leave tables / surfaces clear of equipment Each bubble has their own box of equipment for playtimes Shared equipment used in class cleaned before use by another bubble All pupils in Y1 – Y6 to have individual named pouch of 'very frequently used equipment' in class 	<p>Purchase and maintain levels of suitable cleaning equipment</p> <p>Insist that tables are clear to allow thorough cleaning</p> <p>Specify cleaning requirements for shared equipment – PE etc Cleaned after each session if another bubble are using the same equipment or quarantined before being returned to the PE shed</p> <p>Pupils do not bring own equipment or share pencil cases</p> <p>Ensure staff mugs, cutlery etc is machine washed after use.</p>	<p>Jane Cross</p> <p>HT</p> <p>TT to audit boxes</p> <p>HT</p> <p>CTs</p>	<p>March 2021</p> <p>March 2021</p> <p>March 2021</p> <p>Ongoing</p> <p>ongoing</p>	

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		<ul style="list-style-type: none"> Ensure staff tidy away any crockery or cutlery and place in dishwasher. PE rota in place so that equipment isn't shared. 		All staff		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> Ongoing regular check ins with all staff by email and face to face. Information and guidance shared regularly during term time keeps staff updated. Also staff receive newsletters to parents and families Workload considered when setting tasks Regular contact with all vulnerable pupils and families in and out of school. 	Ensure all staff returning to work are confident about the procedures in place	HT	March 2021	
	Pupils		School's Re-opening guidelines shared with staff	HT	ongoing	
			Support from SENDCo at end of summer term and start of term	SENDCo	Ongoing March 2021	

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	Parents	<ul style="list-style-type: none"> Expectations shared with the pupils in an age appropriate way March 'recovery' curriculum being planned to include topics including 'belonging' and 'dealing with worries'. Use of Jigsaw, PSHCE focus on recovery and well being Class teachers to carry out well-being assessment of all pupils during first two weeks of return and discuss with HT and SENDCo Information shared regularly Contact with most vulnerable families by HT and SENDCo 	<p>INSET day 22nd March and notes from</p> <p>Timetable class reviews for end of w/b 17th March 2021. Use pandemic register</p>	<p>HT</p> <p>HT and SENDCo</p> <p>HT /AHT</p> <p>HT/SENDCo</p>	<p>Feb 22nd 2021 From March 8th</p> <p>March 2021</p> <p>March 2021</p> <p>ongoing</p>	

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Contracting or spreading the virus by not social distancing	Staff Pupils Parents Visitors	<ul style="list-style-type: none"> Virtual meetings being held where necessary. Ensure good ventilation in rooms used for team meetings- use hall and Y6/ YR classrooms only Forward facing seating in all KS2 classes Staggered start and end times to the school day Expectations shared with parents about social distancing at drop off and pick up times- parents expected to wear face coverings when on school premises including 	<p>Continue with virtual meetings where necessary and if staff prefer that.</p> <p>Ensure seating is always 2m apart.</p> <p>KS1 seating should be forward facing where possible and all children have their own allocated space.</p> <p>Avoid corridor congestion, siblings taken to Y6/Y4 gate to line up with older sibling.</p> <p>Additional staff to monitor Staff to wear face covering at the end of the day.</p>	<p>CTs</p> <p>HT AHT and SLT</p> <p>AHT</p> <p>CTs</p>	<p>March 2021</p> <p>ongoing</p> <p>Ongoing March 2021</p>	

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		<p style="background-color: yellow;">waiting to drop off and collect children.</p> <ul style="list-style-type: none"> • Zoned areas for play time and lunch time • Encourage social distance when lining up /walking around school/at desks <ul style="list-style-type: none"> • Using library for additional staff room space 	<p>AHT creating timetable with locations</p> <p>Children in larger class bubbles sitting side by side and facing forward (Y3 – Y6).</p> <p>YR and Y1 children to have allocated carpet space</p> <p>Teachers to facilitate pupils collecting resources from their tray as they enter the classroom to prevent unnecessary movement around the classroom during lessons</p>	<p>Helen Ford and Niamh Grounds</p> <p>All class teachers and TA's</p>		

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Contacting the virus by spreading it via respiratory means	All staff and pupils	<ul style="list-style-type: none"> • Face coverings to be worn by all staff when not in class bubbles and when moving around the school building. • Parents requested to wear face coverings when on school property- inside and out. • All visitors to wear face coverings at all times when on school grounds. 	Ensure clear signage for face coverings. Ensure signs are replaced if damaged.	HT/ PO/TT		
Spreading the virus when asymptomatic	All staff and pupils in school	<ul style="list-style-type: none"> • All staff taking part in LFD testing twice weekly. (see sep risk assessment) • Parents encouraged to test children 	Share information with parents	HT	March 8 th 2021	
Incorrect use of PPE equipment	Staff Pupils	<ul style="list-style-type: none"> • PPE to be used when a member of staff is supervising a child who is displaying symptoms and waiting to go 	Ensure staff are aware how to put on equipment correctly	HT/AHT	March 2021	

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		<p>home if close contact required – or – if cleaning up after child with symptoms has been in school</p> <ul style="list-style-type: none"> • PPE also to be worn if carrying out intimate care with a child. • PPE to be worn if member of staff is in close face to face contact with a child to carry out First Aid 	<p>Ensure supply of PPE is available in appropriate areas.</p>			
<p>A member of staff or a pupil presents symptoms of coronavirus</p>	<p>Staff</p>	<p>If a member of staff has either a persistent cough, temperature or loss of taste or smell the following procedures are followed;</p> <ul style="list-style-type: none"> • Immediately inform HT or school office - go home or stay at home if there • Book a test at a local testing centre for them and those they live with 	<p>If a member of staff or a pupil in the school tests positive for Coronavirus the school will immediately contact the local health protection team.</p> <p>The health protection team will carry out a risk assessment and provide advice on who must be sent home.</p>	<p>HT/AHT</p>	<p>Ongoing</p>	

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	<p>Pupils</p> <p>Parents</p>	<ul style="list-style-type: none"> • Inform the school of the result of the test. • If negative – return to work • If positive – <ul style="list-style-type: none"> ➤ Did they attend school in the infectious period (2 days before symptom onset- or test day if asymptomatic) to 10 days after? ➤ Provide details of anyone they have been in close contact with to Test and Trace ➤ Self-isolate for 10 days following the ‘stay at home: guidance for households.’ ➤ Identify who they have been in close contact with in school to isolate for 10 days. 	<p>Ensure families have information about how to arrange a test for Covid 19</p>	<p>HT</p>	<p>ongoing</p>	

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		<p>If a pupil presents with either a persistent cough, temperature or loss of taste or smell the following procedures are followed;</p> <ul style="list-style-type: none"> • Isolate the pupil in the Community Room.`` • Any adult with the pupil to put on PPE if staying in the same room for over 15 minutes • Call home and ask for the child to be collected and family to arrange for child and family to be tested as soon as possible • If the test is negative the pupil can return to school • If positive – confirm to school and self isolate for 10 days • Identify anyone who has been in close contact with the child and ensure that they self isolate for 10 days. 				

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Continuity of learning through times of self-isolation or whole bubble needing to self-isolate	Pupils	Refer to Remote learning policy regarding what will be provided in different scenarios.	Review Remote Learning policy. Key Stage leaders to keep informed about sources of support for Home Learning	HT Sarah Gill Lisa Palin	March 2021 ongoing	
Access to First Aid	Pupils Staff Visitors	Each bubble has its own First Aid Kit and qualified First Aiders Medicines needed and consent forms are kept with the class and administered within the bubble	Check each class has medical information for new cohort New record sheets provided for each class bubble Ask parents / carers to update medical information for their child	Lindsay Turrell Lindsay Turrell Jane Cross	8.3.21 8.3.21 March 2021	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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Based on Health and Safety guidance.

HT – Head Teacher

AHT – Assistant Head Teacher

PO – Premises Officer

SLT – Senior Leadership Team

This document should be read in conjunction with

‘Arrangements in School March 2021 document

LFD Risk Assessment

Remote Learning policy

Safeguarding policy annexe for remote learning

Live Marking addendum