**Penshurst CE Primary School**

**Risk Assessment for 2021 – reopening to all pupils full time.**

**Updated 30th August 2021 (following August 2021 update)**

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| Assessment conducted by: Sue Elliott | Job title: Headteacher | Covered by this assessment: **pupils, staff** and **other relevant individuals**. |
| Date of assessment: 30/8/21 | Review interval: in line with government updates | Date of next review**: As required****Monday 6th September 2021** |

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| **Related documents** |
| Health and Safety Policy, First Aid Policy, Business Continuity Plan, Supporting Pupils with Medical Conditions Policy, COSHH Guidelines, Administering Medication Guidelines, Confidentiality Policy, Data Protection Policy, Behavioural and Discipline Policy, Staff Code of Conduct, Ill Health and Infectious Disease Risk Guidance, |

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| **Risk rating** | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major** | High (H) | H | Medium (M) |
| **Severe** | H | M | Low (L) |
| **Minor** | M | L | L |

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| **Area of Concern / Risk** | Risk before measures | **Measures in place**  | **School Specific Measures** | Risk after measures |
| **System Controls in place following latest Government guidance** | H | **Employees*** Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and if appropriate conduct individual risk assessments.
* Employees fully briefed about the plans and protective measures identified in the risk assessment.
* Regular staff briefings.
* Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
* Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.
* Information shared about testing available for those with symptoms.
 | * School has a separate risk assessment in place for individuals who might be at higher risk or need to take additional precautions. These are available to all staff on Sharepoint.
* Risk assessments regularly shared with all staff.
* Catch up sessions with staff to discuss issues or concerns.
* Information is shared and available via the school’s website. / Sharepoint
* HT/SENDCo catch up meetings to support staff working in school
 | ML/ML |
| H | **Parents/pupils*** Review EHCPs where necessary .
* Communicate to parents on the preventative measures being taken.
* Post the risk assessment or details of measures on school website.
* Parents and pupils informed about the process that has been agreed for drop off and collection of pupils – now that there is no legal restrictions in place
* Ensure parents have a point of contact for reassurance as to the plans put in place. Newsletters and parent communications give new information as it is available.
* All pupils told to only use personal equipment (pens, pencils, ruler calculators etc.) to ensure limited shared use in class of stationery items
* Staggered drop-off and collection times planned and communicated to parents. Staggered through drop of locations etc.
 | SENDCo has reviewed and adapted risk assessments for pupils with EHCPs - arrangements are shared with class teachers and parents Risk assessments shared with parents and available via website.School drop off and pick up procedures sent to parents from School Office. SLT available at school gate each day.All parents informed of protocols linked to drop off and collection of children.  Website information informs parents of all procedures and these are regularly communicated to parents.  | L/M |
| H | **Others*** Assurances that caterers comply with the guidance for food businesses on COVID-19
 | * Office staff communicate to any visitor the school's protocols and safety measures
 | L/M |
| **Area of Concern** | **Buildings, lessons etc.** | **School Specific actions** |  |
| **Making sure buildings and school community is Covid19 compliant** | HH | **Buildings*** Ensure that all health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).
* Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).
* Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room.
* Ensure school has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.
* Provide suitable and sufficient bins to support pupils and staff to follow the ‘catch it, bin it, kill it’ approach.
* Provide sufficient tissues in all rooms.
* COVID-19 posters/ signage displayed.
* Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.

**Timetabling and lessons*** Pupils to come into school in PE kit on PE days to minimise potential crowding and movement around the school.

**Policies and procedures*** Update policies to reflect changes brought about by COVID-19, including:
	+ Safeguarding/child protection
	+ Behaviour
	+ Curriculum
	+ NQTs
	+ Special educational needs
	+ Visitors to school
* Ensure website is compliant with regards to the publishing of policies.
* Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.

**Response to any infection*** Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.
* School has an ‘outbreak management plan’ in place
 | SE – to monitor / caretaker to complete regular maintenance checks.Emergency evacuation to be completed within normal schedule of monitoring. Pupils displaying Covid symptoms should be directed to school lobby where they can be seen by a member of office staff while they wait to be collected. The front door should be open to provide ventilation and all surfaces cleaned after the pupil has left. PPE Checked regularly by First Aid Team.Each class has a bin and office staff to regularly replenish stocks.CP addendum in place and shared with school community (governors and staff)Regular staff briefings and email updates ensure all staff are fully aware of processesStaff have all received information for tests and reporting the results of any tests. Staff have been made aware of their responsibilities in connection with reporting positive Covid19 tests. Outbreak management plan is in place | L/MH/M L/ML-M |
| **Area of Concern** | **Access and Visitors** | **School specific actions** |  |
| **Access and Visitors****Overseeing the number of people coming onto the school site or entering the school building –**  | H | **Access*** Entry points to school controlled (including deliveries).
* Building access rules clearly communicated through signage on entrances.
* School start times staggered so pupils arrive at different times.
* Floor markings outside school to indicate distancing rules (cones out at collection – 2m apart)
* Screen used to protect employees in reception.
* Shared pens removed from reception.
* Hand sanitiser provided at all entrances.
* Bins provided on entrances to dispose of temporary face coverings.

**Visitors*** Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
	+ have seen and will comply with the school’s measures
 | Buzzer system in placeSchool to continue a cautious approachReception children at the back of the school – Y1/2 direct access to the classroom. Years 3-4 via side gate.Continue a cautious approach and face coverings encouraged. | L-M |
| **Area of Concern/Risk** |  | **Infection Control Measures**  | School Specific measures |  |
| **Area of Concern:****Minimising the spread of Covid 19 through good infection control measures.** | HHH | **Minimise contact with individuals who are unwell:*** Refer to PHE guidance/poster around the school about the measures to follow if you/someone else feels unwell.
* Anyone with COVID-19 symptoms not to attend school.
* If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.
* An unwell child awaiting collection will be isolated in a suitable room (school entrance lobby or lobby area - door open) with or without adult supervision (depending on age and needs of the child).
* Staff caring for a child awaiting collection to keep a distance of 2 metres.
* PPE to be worn by staff caring for the child, including:
	+ a face mask worn if a distance of 2 metres cannot be maintained.
	+ if contact is necessary, then gloves, an apron and a face mask should be worn
	+ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.
* Staff to wash their hands after caring for a child with symptoms.
* All areas where a person with symptoms has been to be cleaned after they have left.
* Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.

**Hand washing*** Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).
* Sufficient handwashing facilities are available.
* Where there is no sink, hand sanitiser provided in classrooms.
* Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
* Staff help / reinforcement of guidelines is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).
* Use resources such as “e-bug” to teach effective hand hygiene etc.

**Respiratory hygiene*** Adults and pupils are encouraged not to touch their mouth, eyes and nose.
* Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
* Tissues to be provided.
* Bins for tissues provided and are emptied throughout the day - as appropriate.

**Ventilation*** Ventilation is prioritised.
* Heating used as necessary to ensure comfort levels are maintained when the building is occupied.
* Keep windows open a little (not wide open) to provide some natural background ventilation and open internal doors to increase air flow.
* Only open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and before and after school).
* Action should be taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible.
* Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered).

**Cleaning*** Sanitising spray, wipes and paper towels to be provided in classrooms for use by members of staff.
* Thorough cleaning of rooms at the end of the day. Kent Gurkhas have been advised.
* Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
* Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.
* Outdoor equipment appropriately cleaned frequently.
* Toilets to be cleaned regularly.
* Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.
* When using shared areas staff should carry out additional cleaning and hygiene measures.

- hand should be sanitised before entering shared areas (toilets/photocopier room/staffroom/computer room/library/learning hub etc) - staff should wipe down (spray+cloth or anti-bac wipes) toilet seat and flush handle/touch points – posters inside toilets to remind adults. **PPE**The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:* where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
* where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

PPE for protection against COVID-19 will include:* fluid-resistant surgical face masks (Type IIR);
* disposable gloves;
* disposable plastic aprons;
* eye protection (for example a face visor).

**Face coverings*** Face coverings to be worn staff or visitors (unless exempt), outside classrooms and when moving around the premises.
* staff and visitors will be expected to provide their own face covering.
* A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe.
* Cleaning of hands before and after removing or putting on face covering.
* Face coverings placed in sealable plastic bags between use.

**First Aid*** Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:
	+ washing hands or using hand sanitiser, before and after treating injured person;
	+ wear gloves or cover hands when dealing with open wounds;
	+ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;
	+ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.
	+ dispose of all waste safely.
 | Posters in place and regular reminders to staff. [Welcome to e-Bug (e-bug.eu)](https://www.e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Welcome%20to%20e-Bug)P Staff to be made aware of the proceduresPPE aprons, gloves, face coverings, thermometer etc are located at the First Aid point in the resources room. Staff all to be made aware of this and posters around the school. Individual information has been circulated previously and has been added to SharePoint. We will adopt a ‘common sense’ approach to first aid and staff present at an incident will deal with minor bumps and bruises. If futher medical help is required then Debby Brown or Carolyn Lane will support. If taking the temperature of a child over time then please record and sign – give an indication why the temperature was initially taken.  | L/M |

**STAFF**

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| **Area of concern/****DfE Recommended Action** | **Risk before action** | **What is being done to control the risk** | **Risk after action** |
| **Teaching staff support** | M | 1 member of staff has a spouse who is CEV and therefore additional precautions may be considered as and when appropriate (ie an outbreak of Covid19 at school) | L – M  |
| **Explore flexible working arrangements needed to support any changes to your usual patterns e.g. staggered start/ end times** | L | Regular ‘touching base’ meetings with staff and discussions around anxiety over Covid19 | L |
| **Agree staff workload expectations (including for leaders)** | M | **We have considered the impact on workload and welfare of staff and are confident that we have reached a reasonable and manageable position.**We have looked at staff workload and we feel the arrangements in place are manageable. This needs regular review. This will be discussed again in September 2021Teachers will be teaching their own class. TAs will be directed to classes ; this will be reviewed regularly to ensure we minimise contacts. We need to be mindful of the opportunity to provide staff with supervision / time to act on requests, this is where their wellbeing can be impacted. Supervision is providing staff with time and a listening ear to discuss concerns and worries and offer solutions. All SLT will be available for all staff and members of SMSC committee will be available for SLT.  | L |
| **Adults (Teachers or Support Assistants) working in 1:1 to deliver interventions** | H | * + - all interventions to be planned in advance and not ad-hoc
		- pupil and adult identified in advance
		- space / room allocated for specific interventions
		- room allocation and timetable distributed to all staff and displayed centrally
		- room to have allocation timetable on the door
		- if member of staff wishes they should wear a face covering as it may not be possible to maintain social distancing measures.
		- Surfaces, touch points etc are cleaned down before another child /adult uses the space
		- Adults wear face masks in shared spaces eg when collecting children from classrooms
 | M |

**CATERING**

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| **Area of concern/****DfE Recommended Action** | Risk before action | What is being done to control the risk | Risk after action |
| **Catering: Ensure meals are available for all children in school and for those year groups eligible for benefits related free school meals** | M | **Our host kitchen is able to provide hot meals for pupils in school, both those who purchase meals and those who are eligible for FSM.**The school servery can provide hot meals for all pupils. This is under review for the return on 8/3/2021Timings to be agreed and published.  | L |
| **Suppliers: Plan with your catering suppliers and check they are following appropriate social distancing and hygiene measures, including when in school** | L | **We have ensured consistency of supply and that social distancing and hygiene measures will be in place.**We have a maximum of 2 members of staff working in the school kitchen at any one time.   | L |

**POLICIES AND PROCEDURES**

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| **Area of concern/****DfE Recommended Action** | Risk before action | What is being done to control the risk | Risk after action |
| **Attendance: It is compulsory for all children to attend school from September 2020. Parents will be fined for failure to comply.** | M | If children are unable to attend due to clinical or PHE advice then the school will need to provide remote learning. Website and letters to parents detail this. If parents follow clinical or PHE advice to shield then they will not be fined.Attendance expectations to be emphasised in information letter to parents before the return to school. Attendance measures and processes reminder sent 7/2021. Powers of exclusion remain in place as per set guidelines prior to COVID-19.School policy in line with government guidelines re possible and confirmed cases of Covid 19 are shared with all stakeholders.  | L |
| **Safeguarding: Agree what safeguarding provision is needed and consider any necessary changes and referrals as more children return to school.**  | M | We have created an addendum to our safeguarding policy which has been read by all staff and governors. Current procedures and 2 x DSL are all in place. We are aware that children will have had varied experiences and this will affect strategies, however school procedures will be followed and appropriate help sought if needed.We will look at children on a case by case basis according to our safeguarding policy.We will continue to check for revised protocols form LA or and update safeguarding policy if necessary. | L |
| **Behaviour: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents.** | M | We have reviewed our behaviour policy to reflect changes made in schools for all pupils to return in September 2020. Communication and consultation with staff has helped to review the policy. This will be communicated to parents to clarify the expectations.We will review and develop a COVID-19 Home School information if a child is away from school. | L |
| **Communication with parents: Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, e.g. arrangements for drop-off/collection****Communication with parents:****Procedures if a child displays symptoms aligned with Covid 19** | M | **Continue regular communication and provide parents with an update prior to return on 8/3/2021 outlining all measures in place to protect staff, parents and pupils.** KB to continue to be point of contact for parents with attendance information. KB to coordinate information about children and staff who show Covid 19 symptoms.  | L |
| **Communication with parents:****Procedures if a child displays symptoms aligned with Covid 19** |  | **Displayed on website and sent to parents**[**file://pen-dc1/EISNet%20Users$/Staff/selliot/Downloads/Covid%2019%20Update%20(headed)%20-%2018th%20Sept%202020%20(1).pdf**](file://pen-dc1/EISNet%20Users%24/Staff/selliot/Downloads/Covid%2019%20Update%20%28headed%29%20-%2018th%20Sept%202020%20%281%29.pdf) |  |
| **Pupil medication** | M | **We have reviewed need and will have adequate supply of up to date medication needed by returning pupils**As per our pupils with medical needs policy we instruct parents to check medication and replenish with up to date medication where needed. We will be checking all medication on site and alerting parents to arrange for new medication to be available. This can be handed to staff at the school gate on the first day of pupils return to school. | L |
| **Test, track and trace** | M | **All members of the school community are encouraged to participate in Test and Trace.**  | M |

**WELLBEING**

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| **Area of concern/****DfE Recommended Action** | Risk before action | What is being done to control the risk | Risk after action |
| **Staff well-being: Put in place measures to check on staff wellbeing (including for leaders)** | M | **Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and can be contacted.**   | L |
| **Pupil well-being: Plan likely mental health, pastoral or wider well-being support for children returning to school (e.g. bereavement support) and discuss with LA or Trust what wider support services are available. Secure services for additional support and early help where possible (e.g. anxiety, mental health, behaviour, social care, changes to mobility) and consider how these might apply to pupils and students who were not previously affected.** | H | A plan has been developed which identifies possible mental health, pastoral or wider wellbeing issues children may face when returning to school. This includes:* Identifying a range of sensitive and appropriate ways to check on wellbeing
* Considering the ongoing nature of some wellbeing issues.
* Exploring the range of support available and where it can be found.
* Considering staff training to raise awareness of issues

Identifying specific areas of responsibility Teachers are currently planning activities to assess pupil’s wellbeing on their return to school. We provide support and PSHE lessons to enable pupils to voice their worries and anxieties. We talk with parents when there maybe significant issues. DSL referrals are still taking place and liaison with early help is still in progress. As part of the staff training in. | M |
| **Communication** | N/A | * Consultation with employees and trades union Safety Reps on risk assessments.
* Risk assessment published on school sharepoint and website.
* Nominated employees tasked to monitoring protection measures.
* Members of staff are on duty at breaks to ensure compliance with rules.
* The effectiveness of prevention measures will be monitored by school leaders.
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This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.