

**Cobham Primary School RISK ASSESSMENT: COMPLETED BY: Jacqui Saunders**  
**ASSESSMENT DATE: 15<sup>th</sup> March 2021 REVIEW DATE: June 1<sup>st</sup> 2021**

Column 4 KEY:	<b>HIGH</b>	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	<b>MEDIUM</b>	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	<b>LOW</b>	Nominal risk of slight injury. Continue to monitor	
1. HAZARDS / WHO COULD BE HARMED / HOW	2. EXISTING CONTROL MEASURES			3. PROPOSED ADDITIONAL ACTIONS	4. RISK LEVEL	5. ACTION OWNER	6. ACTION COMPLETE

<b>Transmission of virus through close contact with direct transmission (coughing and sneezing)</b>	<ul style="list-style-type: none"> <li>Anyone who is unwell with CV-19 symptoms does not attend school setting.</li> <li>Team and pupils to travel on foot, bicycle or own car.</li> <li>Hands washed regularly as they enter school and after each learning session for at least 20 seconds.</li> <li>All personnel/children to be observed washing/antibac-ing their hands on arrival to school.</li> <li>All children to wash hands as soon as they enter their classroom provision. Then before break, after break, before lunch, after lunch, and then before and after play in the afternoon and before the children return to families at end of the day.</li> <li>Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene.</li> <li>PPE including a face mask worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary. Provided by school.</li> <li>Dedicated resources for every individual – pencil cases with resources contained</li> </ul>	<ul style="list-style-type: none"> <li>Toilets/Classrooms to be adequately stocked with hand wash, anti bac, cleaning products, pedal bins where possible and cleaned at end of day by cleaners.</li> <li>If child has had to use an alternative toilet for any reason, they must alert the team and the team to clean the surfaces used.</li> <li>New toilet has been put in to boys ` junior toilets so that there are 3 cubicles and 3 toilets. Every year group now have a designated sink and toilet cubicle for boys and girls within the school site.</li> <li>PPE provided for team members if having to care for a team member / pupil who becomes unwell on site with CV-19 symptoms.</li> <li>Any unwell member of the team or child will be isolated in the school house upstairs with access to water and ventilation. A member of the team will support from an appropriate distance with PPE.</li> <li>Keep all windows and doors open where safe to do so.</li> <li>Clarification that the toilets do not need cleaning each time a child has been to the toilet and from September when each class/gender has their own cubicle and sink to use, cleaning of taps, handles of main door can be after play/s &amp; after lunch.</li> </ul>			
<b>Transmission of virus through indirect</b>	<ul style="list-style-type: none"> <li>All those who can be working at home to stay at home.</li> </ul>	<ul style="list-style-type: none"> <li>Wallets are left out for cleaning at the end of the day.</li> </ul>			

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<b>transmission ( touch and surface contact)</b>	<ul style="list-style-type: none"> <li>Groups of children limited to 32 and stay in the same areas and do not cross contaminate other areas.</li> <li>Children are provided a personal set of school equipment essential for learning and a plastic, sealable wallet to store them in.</li> <li>Playtime and lunch times are staggered each day (See timetable)</li> <li>All EYFS resources wiped and deep cleaned where possible. Limit the number of soft furnishings and toys to a 'must have'</li> <li>Ensure multi gym equipment is cleaned at the end of each play/lunch session.</li> <li>Lap top and desk cleaned at the end of each day</li> <li>No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc.</li> <li>Lunchtime - packed lunches for all and if children require utensils they must be placed in the dishwasher after use.</li> <li>Designated space and times for cloakroom access at start and end of school days.</li> <li>Year 3 using ICT suite to store bags and coats.</li> </ul>	<ul style="list-style-type: none"> <li>All surfaces cleaned by the team at the end of the day, at lunch break and morning break where their are hot spots of contact. (main entrances, toilet doors and handles etc...)</li> <li>2m demarcations still identified in and around the school site to give community a visual reminder of social distancing.</li> <li>EYFS staff clean as they go approach when children have finished exploring resources.</li> <li>Bins changed too when surfaces are wiped.</li> <li>Clothing kept on individual and not left lying around.</li> <li>All students to bring packed lunches.</li> <li>Reception Class to not wear laces as they need help with these at close proximity.</li> <li>Year R, 1 and 2 to use usual cloakroom spaces.</li> <li>Year 3 to use back of ICT suite.</li> <li>Year 4, 5 and 6 to have allocated times at start of day and ring next class when area is clear for next class. Order is 5, 4 and 6.</li> </ul>			
<b>Social distancing protocols where possible</b>	<ul style="list-style-type: none"> <li>Team meeting Monday and Fridays at 8.30am on junior playground to remind team members of schedule and protocols of the day.</li> <li>Marking of work will be verbal feedback with groups worked with and more formative for independent groups. Wash hands before and after marking a set of books.</li> <li>Pupil's line up as a bubble on the junior or infant playground separate from another class.</li> <li>Pupils and staff reassured that transitory contact is a</li> </ul>	<ul style="list-style-type: none"> <li>Head/Office Manager to support the management of collection and drop off at junior gates, infant playground and reception area.</li> <li>School house - in one way and out the other.</li> <li>Year R to have their own gate access in and out of their outdoor learning area. Still considering this as best option?</li> <li>Face masks to be worn in the school house and if any member of the team has the need to move to another classroom. Within the</li> </ul>			

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	<p>very low risk.</p> <ul style="list-style-type: none"> <li>Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations.</li> </ul>	<p>classrooms, when working 1:1 with a child at close proximity, wear a face mask. If seating position allows you to be 2m away or behind the group/child, no mask is needed if you do not wish to wear one!</p> <ul style="list-style-type: none"> <li>Year 1 and 2 to enter via staff car park and line up in infant playground and parents exit through gate by hall. ( Now been reversed)</li> <li>Juniors line up in Junior playground having entered through junior double gates and parents exit via the small gate at front of school.</li> <li>Use external doors to classrooms and buildings rather than main entrances. Year R – Front door Year 1 – Back door by soft surface Year 2 – Rainbow door Year 3- Fire exit Year 4 &amp; 6 – Fire exits Year 5 - now junior block</li> <li>Assemblies – see timetable- Zoom x 2 a week. Individual class assemblies every other week!</li> <li>Lateness of parental collection will be immediately highlighted as unacceptable.</li> </ul>			
<b>Staff or pupils become symptomatic whilst in school</b>	<ul style="list-style-type: none"> <li>Home is telephoned immediately and parents must collect in line with social distancing protocol. (Junior gate entry only and hall gate as exit.)</li> <li>Staff member to wear a face mask /scarf and gloves when moving a child to school house or call for head warning her to arrive in PPE.</li> </ul>	<ul style="list-style-type: none"> <li>Nominated use of staff room toilet in the office area for CV-19 symptomatic pupils or staff if required. Deep cleaned if used.</li> <li>Disabled toilet in junior block to be used by all adults.</li> <li>PPE ordered to cover urgent requirements</li> <li>PPE used for staff supporting very young or</li> </ul>			

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		disabled / unconscious staff or pupils.				
<b>Pupil or staff have been in contact with a symptomatic</b>	<ul style="list-style-type: none"> <li>Staff member or children do not need to isolate if they have been in contact with someone displaying new symptoms such as a cough or cold.</li> <li>Follow good hand and respiratory hygiene at all times.</li> <li>Clean the immediate affected area and record on a cleaning log in the school house for that area/inform office manager and head as well as logging it.</li> </ul>	<ul style="list-style-type: none"> <li><b>Call 999 if symptoms are such that life appears at risk.</b></li> <li>All those in proximity of infected person to be tested where possible.</li> </ul>				
<b>Contact with a diagnosed case of CV-19</b>	<ul style="list-style-type: none"> <li>If a staff, member or pupil develops symptoms compatible with CV-19 then they will be sent home to isolate for 10 days</li> <li>Test administered when available. If positive, all members of teaching group and teacher self-isolate for 10 days. Class deep cleaned and all resources cleaned or discarded.</li> <li>Head to contact Public health and advice followed.</li> </ul>	<ul style="list-style-type: none"> <li>Members of that household must also self-isolate for 10 days.</li> <li>Tests will be sourced as early as are available to test those isolating.</li> </ul>				
<b>Insufficient staff to maintain group ratios identified in risk assessment.</b>	<ul style="list-style-type: none"> <li>Keep all staff informed of all decisions in good time to alleviate any concerns where possible.</li> <li>Identify asap how many children will be coming in to school.</li> <li>Ensure government guidance is followed and adhered to.</li> <li>Manage the impact of NEU advice on refusal to work.</li> </ul>					
<b>Danger to vulnerable staff and pupils with an underlying health condition.</b>	<ul style="list-style-type: none"> <li>Staff who have underlying health conditions, or where a member of their household has underlying health conditions (as listed on the NHS website, IN ADDITION TO the higher risk</li> </ul>	<ul style="list-style-type: none"> <li>Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation and are</li> </ul>				

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	shielding group) to work from home for the duration of the pandemic.	<ul style="list-style-type: none"> <li>Parents should keep children at home if they have underlying health conditions</li> <li>Staffing decisions led by scientific research and safety at all times.</li> </ul>	<ul style="list-style-type: none"> <li>ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene.</li> </ul>			
<b>Plan insufficiently communicated or risk assessed.</b>	<ul style="list-style-type: none"> <li>Complete plan in good time.</li> <li>Identify all stakeholders who need to know info.</li> <li>Governing body to receive Risk assessment within a week of any new guidance/protocols having been advised by DFE/Kent.</li> </ul>	<ul style="list-style-type: none"> <li>All Government guidance is given consideration but the decision must be on the grounds of safety and not guidance or getting people to work.</li> </ul>				
<b>Pupil and staff well being significantly harmed by impact of CV-19.</b>	<ul style="list-style-type: none"> <li>Team to consider social stories written for children on how school will be when we return if required.</li> <li>Parent views taken in to consideration and school communicates how these have been responded to.</li> <li>Regular fresh air breaks for all children and staff.</li> <li>Praise and encouragement and high levels of compassion displayed at all times by all leaders.</li> <li>Send team members home asap if groups are smaller.</li> </ul>	<ul style="list-style-type: none"> <li>EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns.</li> <li>Opportunities for Time to Talk/PSHE and Chat time in all year groups</li> </ul>				
<b>Asymptomatic Testing kits for all staff</b>	Since Feb 21 the team are able - if they wish (voluntary) - to take 2 tests a week and submit their results to Head/office manager/Track and Trace. Most team members are undertaking the test. Those choosing not to have legitimate/fair/ understandable reasons for not doing so.	To provide test kits for all team members involved with working at Cobham, such as Premier Sports, Music tutors and additional support staff if they require and would like them to test themselves. To record test results and allocation of tests kits.				
<b>Vaccinations for team</b>	All team members apart from pregnant staff and Head teacher have had their first vaccination and are awaiting their 2 <sup>nd</sup> vaccination in due course.	To remind team when date is due for 2 <sup>nd</sup> vaccination.				

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<b>LIKELIHOOD</b>	<b>LIKELY (3)</b>	<b>MEDIUM RISK (3)</b>	<b>HIGH RISK (6)</b>	<b>EXTREME RISK (9)</b>
	<b>UNLIKELY (2)</b>	<b>LOW RISK (2)</b>	<b>MEDIUM RISK (4)</b>	<b>HIGH RISK (6)</b>
	<b>HIGHLY</b>	<b>TRIVIAL</b>	<b>LOW</b>	<b>MEDIUM</b>

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	<b>UNLIKELY (1)</b>	<b>RISK (1)</b>	<b>RISK (2)</b>	<b>RISK (3)</b>
		<b>SLIGHTLY HARMFUL (1)</b>	<b>HARMFUL (2)</b>	<b>EXTREMELY HARMFUL (3)</b>
<b>SEVERITY</b>				