

Cobham Primary School RISK ASSESSMENT: COMPLETED BY: Jacqui Saunders
ASSESSMENT DATE: 1st January 2022 REVIEW DATE: July 2022

Column 4 KEY:	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW / GREEN ranking	LOW	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

Transmission of virus through close contact with direct transmission (coughing and sneezing)	<ul style="list-style-type: none"> Anyone who is unwell with CV-19 symptoms does not attend school setting. Hands washed regularly as they enter school and after each learning session for at least 20 seconds. All personnel/children to be observed washing/antibac-ing their hands on arrival to school. 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. Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. PPE including a face mask must be worn if there is a risk of spitting, vomiting or coughing when contact with a child is necessary. Provided by school. 	<ul style="list-style-type: none"> Toilets/Classrooms to be adequately stocked with hand wash, anti bac, cleaning products where possible and cleaned at end of day by cleaners. 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. 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. PPE provided for team members if having to care for a team member / pupil who becomes unwell on site with CV-19 symptoms. 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. Keep all windows and doors open where safe to do so. 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 & after lunch. 			
Transmission of virus through indirect	<ul style="list-style-type: none"> Playtime and lunch times are staggered each day (See timetable) 	<ul style="list-style-type: none"> All surfaces cleaned by the team at the end of the day, at lunch break and morning break. 			

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transmission (touch and surface contact)	<ul style="list-style-type: none"> All EYFS resources wiped and deep cleaned where possible. Lap top and desk cleaned at the end of each day No shared use of cups, crockery, fabric resources, musical instruments that are blown, etc. Lunchtime – school dinners for those that wish to have them (Years R, 1, 2, 3 and 4) have now moved to lunch in hall together 12-1 and Year 5 and 6 still 12.30-1.30pm. If cases increased in a class, they would be asked to have a packed lunch or dinners would be collected and class isolated eat in their classrooms. Designated space and times for cloakroom access at start and end of school days. NO LONGER IS A REQUIREMENT! Year 3 using ICT suite to store bags and coats.NO LONGER IS A REQUIREMENT. 	<ul style="list-style-type: none"> EYFS staff clean as they go approach when children have finished exploring resources. 			
Social distancing protocols where possible	<ul style="list-style-type: none"> Team meeting Monday and Fridays at 8.30am on junior playground to remind team members of schedule and protocols of the day. Marking of work will be verbal feedback with groups worked with and more formative for independent groups. Still continue to wash hands before and after marking a set of books if you wish. Pupils and staff reassured that transitory contact is a very low risk. Communicate drop off plan to all staff and parents and ensure protocol is adhered to including times and expectations. 	<ul style="list-style-type: none"> Head/Office Manager to support the management of collection and drop off at junior gates & infant playground, Reception team to manage their own entrance and exit. School house - in one way and out the other. Face masks to be worn if anyone is more comfortable to do but no mask is needed if you do not wish to wear one. If having meetings with team members who are not wearing masks and someone would like them to, please respect their request and do so. Year 1 and 2 to enter hall gate. Juniors enter through junior double gates and parents exit via the small gate at front of school. 			

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		<ul style="list-style-type: none"> Use external doors to classrooms and buildings rather than main entrances where possible. Year R – Front door Year 1 – Back door by soft surface Year 2 – Rainbow door Year 3- Fire exit Year 4 & 6 – Fire exits Year 5 - now junior block Assemblies – Whole school – usually 9.10am Lateness of parental collection will be immediately highlighted as unacceptable. 			
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Home is telephoned immediately and parents must collect in line with social distancing protocol. (Junior gate entry only and hall gate as exit.) 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. 	<ul style="list-style-type: none"> Nominated use of staff room toilet in the office area for CV-19 symptomatic pupils or staff if required. Deep cleaned if used. If the point above occurs, disabled toilet in junior block to be used by all adults. PPE ordered to cover urgent requirements PPE used for staff supporting very young or disabled / unconscious staff or pupils. Call 999 if symptoms are such that life appears at risk. 			
Pupil or staff have been in contact with a symptomatic	<ul style="list-style-type: none"> 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. Follow good hand and respiratory hygiene at all times. 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. 	<ul style="list-style-type: none"> All those in proximity of infected person to be tested where possible as soon as possible. Testing for those that wish to, to still be on a Tuesday and Friday. Report to Head/Office Manager if positive/no need if negative. 			

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Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> If a staff, member or pupil develops symptoms compatible with CV-19 then they will be sent home to undertake a test. Test administered ASAP. If positive, they isolate for 7 days. Negative lateral flow tests on Day 6 and Day 7 allow the team member/child to return to school if WELL ENOUGH. Team/Class to be notified of case and asked to undertake regular tests. If an outbreak of cases is noted in one class or across the school, then revert to Outbreak Management Plan and consider the return to class bubbles, etc. Head to contact Public health and advice followed. 	<ul style="list-style-type: none"> Members of that household do not have to isolate, but should undertake regular testing. Tests will be sourced as early as are available to test those isolating. If team member is unvaccinated and comes into close contact with someone with Covid, they do need to isolate for 7 days and test daily. 			
Insufficient staff to maintain group ratios identified in risk assessment.	<ul style="list-style-type: none"> Keep all staff informed of all decisions in good time to alleviate any concerns where possible. Identify asap how many children will be coming into school. Ensure government guidance is followed and adhered to. 				
Danger to vulnerable staff and pupils with an underlying health condition.	<ul style="list-style-type: none"> Staff who have underlying health conditions can request to work from home for the duration of an outbreak. Parents should keep children at home if they have underlying health conditions Staffing decisions led by scientific research and safety at all times. 	<ul style="list-style-type: none"> 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 tested. ALL NHS AND GOV.UK guidance to be followed at all times regarding isolation, distancing and hygiene. 			
Plan insufficiently	<ul style="list-style-type: none"> Complete plan in good time. 	<ul style="list-style-type: none"> All Government guidance is given consideration 			

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communicated or risk assessed.	<ul style="list-style-type: none"> Identify all stakeholders who need to know info. Governing body to receive Risk assessment within a week of any new guidance/protocols having been advised by DFE/Kent. 	but the decision must be on the grounds of safety and not guidance or getting people to work.			
Pupil and staff well being significantly harmed by impact of CV-19.	<ul style="list-style-type: none"> Team to consider social stories written for children on how school will be when we return if required after an outbreak. Parent views taken in to consideration and school communicates how these have been responded to. Regular fresh air breaks for all children and staff. Praise and encouragement and high levels of compassion displayed at all times by all leaders. 	<ul style="list-style-type: none"> EH referrals for pupils / parents displaying signs of emotional stress or mental health concerns. Opportunities for Time to Talk/PSHE and Chat time in all year groups 			
Asymptomatic Testing kits for all staff	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.			
Vaccinations for team	Most team members have had their 2 nd vaccinations & boosters since Dec 21.				

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LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)

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SEVERITY