

North Mundham School

Risk assessment

Assessment carried out by: July 2020 Date of next review: Autumn 2020

This document should be read in conjunction with 'Arrangements in School Sept 2020' 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 summer holiday	Pupils Staff Visitors	<ul style="list-style-type: none">• Premises officer and cleaning staff maintaining safety levels during summer holiday• September checklist for all teachers to share with new class re safety around school• Fire Safety rehearsed regularly	Premises Officer to carry out WS safety check list and report findings to Business Manager/HT Ensure this is carried out with all classes Fire Drill	PO Class Teachers HT/AHT	Wb. 24 th August 2020 To allow times for remedial action 4.9.2020 Autumn 2020	

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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 are monitoring 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>Refresher safeguarding training for all staff, peripatetic staff and regular volunteers</p>	<p>HT / AHT</p> <p>HT or other DSL</p>	<p>Ongoing Sept 2020</p> <p>Teachers – July 2020 All others Sept 2020</p>	
<p>Getting or spreading Coronavirus by not</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> Following government guidelines regarding handwashing 	<p>Inform all staff, pupils and visitors about guidelines</p>	<p>HT Office staff</p>	<p>Autumn 2020</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 • 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 	<p>Identify how hand washing/sanitising facilities will be replenished</p> <p>Put signs up to remind people to wash their hands</p> <p>Ensure signs in classroom promoting Catch it Bin it Kill it and good hygiene promoted in class behaviour</p>	<p>HT/PO</p> <p>HT/PO</p> <p>Class Teachers promote good respiratory hygiene</p> <p>Emma ensure signs displayed in September</p>	<p>Summer 2020</p> <p>Summer 2020</p> <p>Autumn 2020</p> <p>Autumn 2020</p>	

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<p>Getting or spreading Coronavirus by close contact with others in school</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<ul style="list-style-type: none"> • Limiting the number of people in rooms so that social distancing rules can be met • Staff work at home in non-contact time (eg PPA) • Identifying where there are pinch points – corridors, door between library and main corridor 	<p>Provide staff with additional staff room space in the library</p> <p>Put up signs in shared areas reminding people of social distancing rules</p> <p>Monitor shared areas to ensure people are following controls put in place</p> <p>Ventilate any shared areas and clean down any shared equipment</p> <p>Remind people about the 'keep to the left' procedure around the school</p>	<p>HT</p> <p>HT</p> <p>HT/AHT</p> <p>PO All staff</p> <p>HT/AHT</p>	<p>Summer 2020</p> <p>Autumn 2020</p> <p>Ongoing</p> <p>Daily</p> <p>Summer 2020</p>	

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		<ul style="list-style-type: none"> Continue the use of online meetings Putting in place cleaning regimes to make sure high traffic communal areas are kept clean. 	<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>HT</p> <p>HT All staff</p> <p>Emma and TA rota</p>	<p>Autumn 2020</p> <p>Summer 2020</p>	
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<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 	<p>Specify the frequency and level of cleaning and by whom</p>	<p>HT</p> <p>Jane Cross</p>	<p>Summer 2020</p>	

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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 equipment in class • Encourage staff to use their own equipment for eating 	<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 use specific mugs, cutlery etc which is</p>	<p>HT</p> <p>HT</p> <p>CTs</p> <p>All staff</p>	<p>Summer 2020</p> <p>Summer 2020</p> <p>Summer 2020</p> <p>Ongoing</p> <p>September 2020</p>	

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			machine washed at the end of the day.			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<ul style="list-style-type: none"> email contact with all staff wb 24 August Information and guidance shared regularly during term time keeps staff updated. Also staff receive newsletters to parents and families Workload considered when setting tasks 	<p>Ensure new staff and staff returning to work are confident about the procedures in place</p> <p>School's Re-opening guidelines shared with staff</p>	HT	Summer 2020	
	Pupils	<ul style="list-style-type: none"> Regular contact with most vulnerable pupils Expectations shared with the pupils in an age appropriate way 	Support from SENDCo at end of summer term and start of term	SENDCo	Summer 2020 Autumn 2020	
		<ul style="list-style-type: none"> September curriculum being planned to include topics including 'belonging' and 'dealing with worries' 	INSET day briefing	HT	July 2020	

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	Parents	<ul style="list-style-type: none"> Class teachers to carry out well-being assessment of all pupils during first two weeks of autumn term and discuss with HT and SENDCo Information shared regularly Contact with most vulnerable families by HT and SENDCo 	<p>Timetable class reviews for end of Week 2 Autumn Term</p> <p>Discuss with BAME families how recent global discussions have impacted on pupil's health and emotional well-being</p> <p>Phone call check-ins wb 1st Sept.</p>	<p>HT and SENDCo</p> <p>HT /AHT</p> <p>HT/SENDCo</p>	<p>Sept 2020</p> <p>Sept 2020</p> <p>Wb 1.9.20</p>	
Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Pupils</p> <p>Parents</p> <p>Visitors</p>	<ul style="list-style-type: none"> Virtual meetings being held where possible Ensure good ventilation in rooms used for team meetings 	Continue with virtual meetings			

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		<ul style="list-style-type: none"> • Staggered start and end times to the school day • Expectations shared with parents about social distancing at drop off and pick up times • Zoned areas for play time and lunch time • Encourage social distance when lining up /walking around school/at desks 	<p>Forward facing seating in KS1 and KS2 classes</p> <p>Additional staff to monitor</p> <p>AHT creating timetable with locations</p> <p>Children in larger class bubbles sitting side by side and facing forward (Y1 – 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</p>	<p>CTs</p> <p>HT AHT and SLT</p> <p>AHT</p> <p>CTs</p> <p>Helen Ford and Niamh Grounds</p> <p>All class teachers and TA's</p>	<p>Autumn 2020</p> <p>ongoing</p> <p>July 2020</p> <p>Autumn 2020</p>	

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		<ul style="list-style-type: none"> Using library for additional staff room space 	around the classroom during lessons			
Incorrect use of PPE equipment	Staff Pupils	<ul style="list-style-type: none"> PPE only to be used when a member of staff is supervising a child who is displaying symptoms and waiting to go home if close contact required – or – if cleaning up after child with symptoms has been in school 	Ensure staff are aware how to put on equipment correctly	HT/AHT	Autumn 2020	
A member of staff or a pupil	Staff	If a member of staff has either a persistent cough, temperature or loss	If a member of staff or a pupil in the school tests positive for Coronavirus the school will	HT/AHT	Ongoing	

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presents symptoms of coronavirus	Pupils	<p>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 • Inform the school of the result of the test. • If negative – return to work • If positive – <ul style="list-style-type: none"> ➢ 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.’ 	<p>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>	HT	Sept 2020	

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	Parents	<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 Reception Lobby • 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 	Ensure families have information about how to arrange a test for Covid 19			

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Continuity of learning through times of self-isolation or whole bubble needing to self-isolate	Pupils	Remote School system set up to support Home learning. Photocopied packs available for families without a printer	Review of Home learning carried out July 2020. Use this feedback to shape future Home Learning provision. Key Stage leaders to keep informed about sources of support for Home Learning	HT Sarah Gill Lisa Palin	Autumn 2020 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	Joy Herrington Joy Herrington Jane Cross	3.9.2020 3.9.2020 Mid Sept 2020	

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

Based on Health and Safety guidance.

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HT – Head Teacher

AHT – Assistant Head Teacher

PO – Premises Officer

SLT – Senior Leadership Team

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