

Fen Ditton C.P. School

Risk Assessment form

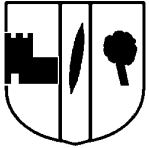


Name of assessor	Mark Askew	Date	25.08.21
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Time	From 01.09.21	Work area/location of visit	Whole School
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Task being assessed	Covid Control Measures
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Covid-19	Staff, pupils, parents, other professionals or visitors	Transmission of the covid-19 virus through touching resources or surfaces	<p>Hand sanitiser used by pupils, staff and all visitors on their arrival and departure.</p> <p>Pupils and staff to use hand sanitizer following any transitions in different locations of the school, including at the end of all break and lunchtimes.</p> <p>Soap and water can also be used to clean hands</p>	2	5	10	<p>All staff to undertake LFT twice a week (Sunday and Wednesday)</p> <p>Anyone (pupil or adult) identified as a close contact following a positive track and trace case should undertake a PCR test</p>				Ongoing monitoring by the head teacher and SLT	Ongoing, but revised on 20.10.21 or following any updated guidance
		Transmission continued	<p>Hand sanitiser sited next to the photocopier to clean hands before using the machine.</p> <p>No pupils to use the photocopier or collect printed work.</p> <p>Additional cleaning carried out by cleaning contractors at lunchtime, every day – This involves all touchpoints and toilets</p>				Sign put up next to the photocopier machine to remind users to sanitise					

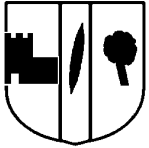


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			<p>School is cleaned daily as normal in addition to the extra lunchtime clean.</p> <p>Hand sanitiser to be used before using the school phone or communal keyboards</p> <p>Lunchtime tables and chairs cleaned between sittings</p> <p>Pupils to sit at the dining table they have been allocated to</p> <p>Each class should limit no more than 2 children at any one time to visit the toilets.</p>								
		Respiratory transmission	<p>The 'catch it, bin it, kill it' approach must be used when using tissues</p> <p>There should be no whole school assemblies held in the school hall. If weather permits, a whole school assembly can be held outside, with clear distances maintained between classes.</p> <p>Windows and doors to be kept open when the weather permits. At other times, windows should be opened at break and lunchtimes to regularly ventilate the room. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so)</p>	2	5	10	<p>Signs put up to promote catch it...</p> <p>The hall windows and doors to be left open for a period of time post lunchtime period or other class use</p>				

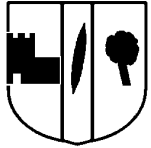


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		<p>Respiratory transmission continued</p>	<p>All visitors to the school must be asked to wear a face covering (if they are medically fit to do so)</p> <p>Staff should wear a face covering when they are in locations of the school that social distancing cannot be maintained (corridors) or when they are in close proximity with staff or parents they do not normally work with.</p> <p>School staff and parents to conduct brief conversations with parents/carers outdoors where possible and at a 2m+ distance. Any meetings indoors with parents or visitors to be held in a room with good ventilation and sit at a 2m+ distance. Face coverings should be worn while in close proximity. If the people in the meeting can maintain a safe distance from each other in a ventilated space, face coverings can be removed if there is an agreement between all parties.</p> <p>Parents/carers must not attend any school assembly or an event.</p> <p>Office staff should ensure desks are 2m+ and the room should be ventilated regularly</p> <p>The glass hatch between the office and visitor entrance to remain closed or partially opened when required to when interacting with a visitor.</p> <p>Parents/carers encouraged using email and the telephone with</p>																						
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			<p>communication with the school office where possible.</p> <p>One way system used to enter and leave the school playground</p> <p>Limit of 4 people to use the bike shed at any one time</p> <p>Staff should manage transitions in communal areas of the school (cloakrooms) in a controlled way, limiting the number of pupils accessing an area at the same time.</p>									
		Pupils or staff exhibiting signs of covid-19	<p>The person showing signs of possible covid should be isolated from the rest of the class. Parents to be contacted and told to collect their child and strongly encouraged to book a PCR test. If possible this person should isolate outside while awaiting collection or in a vacant room that is well ventilated. The member of staff supporting the pupil should try to remain 2m+ and wear a face covering. Any areas the person has been must be wiped clean. Any equipment used by the pupil, if known must be cleaned or quarantined for 72 hours</p>	2	5	10	.					



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		Transmission of covid-19 while using the staffroom	<p>Staff to hand sanitise when entering the room.</p> <p>Staffroom must be regularly ventilated with the windows or doors open.</p> <p>Limit the amount of staff using this space at any one time – Staff to take their breaks and lunches in their class when the room becomes 50% full.</p> <p>If possible staff should sit next to colleagues they are working directly with in the staffroom and sit 2m+ away from other colleagues where possible</p>	2	5	10						
		Staff/Pupils identified with vulnerable or critically vulnerable needs, including pregnancy or if they live with someone who is vulnerable.	A risk assessment must be completed if anyone falls into these categories (government guidance)	1	5	5						

Other professional agencies working inside the school setting (Sports clubs, Forest School or after school clubs) should adhere to this Risk Assessment document, but also produce and share with the school their own specific Risk assessment procedures

In the event of an outbreak of positive cases, the school will adopt the Outbreak Management Plan, in conjunction with LA, Health and Trust partners. The threshold for what constitutes an outbreak occurs in educational settings, based upon whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- A school may also be identified to be in an area of significantly high covid and stricter measures may be adopted

Review Date	20.10.21	Signature	M. Askew
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