

**Whole School Risk Assessment September**

<b>Location / Site</b>	
CHAILEY PRIMARY SCHOOL AND FLETCHING PRIMARY SCHOOL	
<b>Activity / Procedure</b>	
September OPENING to all	
<b>Assessment date</b>	
07/07/2020 – to be updated regularly until re-opening to all	
<p>Updated 27<sup>th</sup> August 2020</p> <p>Reviewed and Updated 4<sup>th</sup> September</p> <p>Reviewed and Updated in accordance with new restrictions to social distancing from Monday 14<sup>th</sup> September</p> <p>Reviewed 1<sup>st</sup> October</p> <p>Reviewed 14<sup>th</sup> October – updated visitor information in relation to signing test and trace form since last review</p> <p>Review 2<sup>nd</sup> November- in accordance with the announcement of National lockdown from Thursday 5<sup>th</sup> November</p> <p>Review 16<sup>th</sup> November- additional information on extra-curricular clubs</p>	

Identify people at risk	YES or NO
Employees	<b>YES</b>
Children	<b>YES</b>
Visitors	<b>YES</b>
Contractors	<b>Yes</b>

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing in the classroom</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children keep to their allocated desks when in the room</p> <p>Children to be seated in rows Year 1 -6</p> <p>Year 2 – year 6 set format of furniture to be followed</p> <p>Recognition Class Charter created for and with the children – (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school)</p> <p>Charter re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy</p> <p>Lessons planned for individual work or paired work (not group work in first instance)</p> <p>Where possible staff to be at front or side or back of room</p> <p>If close feedback or communication needed – side to side not facing child</p> <p>Set seating plan so children have their desk which is the same every day</p> <p>Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom</p> <p>Children stay in their class for the majority of the time, including lunchtimes.</p> <p>Social distancing charter created for and with the children – (Include instructions how use of toilet, moving around the classroom etc.)</p> <p>Charter re-visited and modelled frequently and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance</p> <p>Children taken aside if cannot adhere to charter and spoken to re the need for social distancing with other classes and in indoor spaces</p> <p>Feedback and marking – Teachers can mark books and take them home.</p> <p>Where possible individual feedback is given adult distances themselves from the pupil (It is understood 2 metres will not be possible)</p> <p>Children to use same desk if returning next day</p> <p>Teacher and TA are assigned to these children and stay with these children throughout the day (and on subsequent days)</p> <p>Children stay in the classroom for majority of the day and not mix directly with other groups-</p> <p>Individual bubbles will attend Worship in hall weekly and have own zone in playground</p> <p>Classrooms to be well- ventilated at all times with all possible doors propped open and windows open if this is not an option</p> <p>Children will be required to wear school uniform</p> <p>Sitting on the carpet needs to be as spread out as possible (some could sit at desks)</p> <p>Water bottle on desks or under desk to remove need of children moving around classrooms</p> <p>Ensure good ventilation in each classroom all day (windows or doors open)</p>	
<b>Risk Remains High</b>	
<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission	

of the virus			
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>No children from different classes/bubbles in the toilet- Chailey St Peter's classes have own toilet                  Allocated toilet cubicles for each class – Fletching School shared toilets /separate cubicle for each class                  Extra signs in toilets re cubicles and re washing hands                  Hand gel used after toilet use as well as washing hands                  Hand dryers will be switched off and paper towels to replace them.                  Wedges for the toilet external toilet doors if not fire doors.                  Toilet door handles and taps to be cleaned midday and at the end of each day                  Extra soap ordered to ensure we do not run out                  Catch it, kill it , bin it approach and regular modelling and reminders</p>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
Risk assessments will be amended if needed.			

<b>Identify hazard</b>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing resulting in direct transmission of the virus to pupils and staff in and around and outside of the school or coming into contact with visitors to the site			
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Markers in playground for parents to wait and pick up child – more than 2 metres apart as more than one person                  Instructions shared re school email between families in the morning with parents and children                  Signage for parents and children displayed outside the classroom                  EXHT /HT to be on duty to supervise                  Staggered drop off and pick up times for different year groups                  From Monday 14<sup>th</sup> September                  Contact with parents indoors is limited and done remotely wherever possible                  Visitors for educational purposes will adhere to the 2metre social distancing rule                  All visitors other than for educational purpose will need to wear a mask indoors                  Parents collecting their child from the school site - we recommend wearing face coverings, if able to do so, when a 2 metre distance cannot be maintained.                  Visitors to the site, such as contractors, volunteers and peripatetic staff will be kept to minimum and will have guidance on mixing, physical distancing and hygiene explained to them on or before arrival.                  Visits will happen outside of school hours wherever possible.                  A record will be kept of all visitors by the school Office.                  14/10/2020 Review - For test and trace purposes, we need to keep records of everyone who has visited the school. We will keep this information for 21 days. We will share this information with test and trace if somebody within the school community tests positive for Covid-19. Visitors will be required to fill in their</p>			

name and a contact number, and then sign this form to demonstrate agreement. For those visitors not in receipt of a pen, a pen to sign will be available on request and cleaned after use.

Ensure all contractors, school meal, milk and fruit providers can fulfil all risk assessment requirements  
 Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.

Children in primary school do not need to wear a face covering.

3/11/20 From Thursday 4<sup>th</sup> November all staff to wear masks when they take their class outside at end of the day and meet or talk to parents on the school gate or front door Chailey

Planned open days will go ahead and all parents will adhere to measure for visitors for educational purposes  
 Visitors for educational purposes will adhere to the 2 metre social distancing rule

All visitors will need to wear a mask indoors and outdoors

All visitor will be required to read and sign a Covid Visitor Agreement in advance of their visitor ( displayed on both school websites)

<https://www.chaileystpeters.org.uk/COVID-19/Policies/> and <https://fletchingschool.org/covid-19-guidance-for-parents/>

Open day tours- All doors will be left open and any touched surfaces wiped cleaned between parent tours

Review November 16<sup>th</sup>

Extracurricular provision

Providers are advised to keep children in small groups of no more than 15 children, with the same children each time whenever possible. Multiple groups of 15 pupils can use the same shared space if necessary, with distancing between the groups.

Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.

Risk Remains High

Risk assessments will be amended if needed.

<b>Identify hazard</b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
Allocated play area in the first instance Reduced playtime equipment – hard surfaces and can be easily cleaned Each class to have allocated equipment Staff supervision throughout – actively encouraging social distancing in wider school areas			

Children to wash hands or hand gel before and after play times/dinner times /home times	
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<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>KS2 Children eat in their classrooms at their own desk or eat outside socially distanced.                  Children asked to bring packed lunch in first instance – packed lunches kept under children's tables with bags                  Hot school meals provided by Chartwells in school hall for <b>KS1 Cuckoos and Firecrests at Chailey St Peter's</b> and at In <b>Fletching Grasshoppers will eat in their classroom and Caterpillars /Ladybirds and Dragonflies will eat in the school hall.</b>                  Children to wash hands or hand gel before and after lunch                  Catch it bin it kill it "The 'catch it, bin it, kill it' approach                  MDSAs allocated to classes (and year groups) for supervision.</p>	
<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Children staying in their classroom to keep movement at a minimum  <b>Messages to office via walkie-talkies/telephones in classes Chailey</b>                  Different groups of children not to move around the school at the same time                  Agree instructions with children concerning going and returning to toilet                  All inhalers and epi pens to be kept in classroom to minimise children and adults going to the office                  First Aid boxes being created for individual classes. If they are then an adult should go to the office to get them. All grazes etc. can be dealt with in the classroom. A first aid box with a form to complete will be in each classroom</p>	

<b>Risk assessments will be amended if needed.</b>	
<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Contact of shared resources</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
Children asked to bring in own stationary/pencil case (named ) Tubs of resources for individuals if needed – maths cubes etc. I-pads or laptops to be cleaned with wipes every time they are used. Tables, door handles and other surfaces cleaned every night Resources on tables ready for lesson and not distributed within the lesson Children to wash hands / use hand gel before lessons and after each lesson	
<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Emotional distress of the children</b>	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
At the heart curriculum Children to have own class teacher and TA in the first instance Friendly welcoming environment encouraging talk and discussion Parental questionnaire to communicate concerns /emotional distress to school Parent /teacher meeting brought forward week 2 Regular check ins and reassurance from staff and adults Regular information sharing and communication between staff and parents Nurture type curriculum to be included to support children’s well-being Thrive curriculum to be delivered for first few weeks to support children’s well-being – slowly increasing the cognitive load	
<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Emotional distress of the staff – including anxiety</b>	

<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Inclusion in risk assessment process – input into hazard identification and control measures</p> <p>Staff meeting to discuss concerns and shared control measures</p> <p>At least one SLT member of staff on site every day for staff to share concerns with</p> <p>Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible</p> <p>Staffroom use to be staggered and seating spaced out.</p> <p>Planned time for planning and preparation Tuesday afternoon</p> <p>Vulnerable staff – those suggests to strict social distancing – working at home or in school with strict 2 metre distancing measures in place</p>	
<p><b>Reflection on Control Measures. Additional control measures/action required.</b></p> <p>.</p> <p><b>Risk assessments will be amended if needed.</b></p>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<p><b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus</p>	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Seek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments</p> <p>Masks and gloves purchased if needed Extra disposable aprons ordered</p> <p>Extra gloves ordered</p> <p>If child has temperature or new and continuous cough – child taken to COVID isolation (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE in disabled toilet by office and place in yellow bins, wash hands and use hand gel. (Staff can return to work after this situation)</p> <p><b>Please note the Government guidance states “Wearing face coverings or face masks is not recommended in school – Parents advised to wear on school site at pick /drop off in playground</b></p> <p>Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk</p>	

**Reflection on Control Measures. Additional control measures/action required.**

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**Risk assessments will be amended if needed.**

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Hand gel dispenser outside of all classrooms</p> <p>Hand gel order in large quantities</p> <p>Extra soap dispensers and re-fills in each classroom</p> <p>Children hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze</p> <p>Washing hands posters replaced in all washing areas</p> <p>Reminders how to wash hands properly – videos and posters</p> <p>Procedure agreed for children to wash hands so thorough hand washing</p> <p>Catch it bin it kill it approach</p> <p>Books, resources , library etc. can be used in school but need to be quarantined for 72 hours cleaned in between groups</p>	
<b>Reflection on Control Measures. Additional control measures/action required.</b>	
<b>Risk assessments will be amended if needed.</b>	

<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>All surfaces, handles, toilets and shared equipment will be cleaned each day</p> <p>Books, resources etc. can be used in school but need to be cleaned in between groups</p> <p>Reading books given and collected out once a week – home reading record (to be left at home and collected in once every 3 weeks) (No library books in first instance)</p>	
<b>Reflection on Control Measures. Additional control measures/action required.</b>	

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<b><u>Identify hazard</u></b>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus	
<b><u>Control measures</u></b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>Those who are clinically extremely vulnerable (those who have received a letter from Government or clinician) or living with someone who is clinically extremely vulnerable are to work from home</p> <p>Those who are clinically vulnerable – those strongly advised to social distance in the original guidance are to work at home or work in school adhering to strict 2 metre social distancing from colleagues and children.</p> <p>Those living with those that are clinically vulnerable can attend school and work with children or adults adhering to this and other re-opening risk assessments.</p>	
<b>Reflection on Control Measures. Additional control measures/action required.</b>	
<b>Risk remains high</b>	

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Managers comments</b>	Insert comments relevant to findings as appropriate		
<p>This risk assessment will be reviewed every two weeks. Practices will be monitored daily by a member of the SLT. Staff are all asked if they feel any practices need to be adapted or improved and following this the risk assessment is updated.</p> <p style="color: red;">All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p>			

Name of managers	Signature of assessor	Date
Gemma White Petrina Ferris	P.Ferris	September 4th

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion	
<b>18/9/2020</b>		<b>September 18th</b>

<b>Risk assessment review 1</b>	
<b>Date</b>	After day one
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>	
<p>This risk assessment is reviewed every two weeks. A review was carried out on 04.09.20 Practices are monitored daily by a member of the SLT. Staff are all asked if they feel any practices need to be adapted or improved and following this the risk assessment is updated.</p> <p>The overall level of risk remains high as the nature of the virus and its spread is high. All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p> <p>On the 4<sup>th</sup> September the following measures needed to be amended</p> <p><b>Fletching- Slight alteration to timings of staggered break times to allow more time for classes to wash hands and avoid queuing</b></p> <p><b>Chailey St Peter's – Firecrest class to have an earlier break time to avoid KS2 transitioning through their outside area. Firecrest class to have lunch play 12.30-1.00 to avoid mixing with KS2 class transitioning to/from lunch.</b></p>	
Next review 18/9/20	
Who was involved in the Review P.Ferris and Staff	
Signature of those involved in the Review <i>P.Ferris</i>	

<b>Risk assessment review 2</b>	
<b>Date 18<sup>th</sup> September</b>	After second week
<b>CHANGES TO CONTROLS MEASURES AND OR HAZARDS</b>	
<p>The overall level of risk remains high as the nature of the virus and its spread is high. All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p> <p>From Monday 14<sup>th</sup> September the following measures needed to be amended for both Chailey and Fletching</p> <p>Contact with parents indoors is limited and done remotely wherever possible</p> <p>Visitors for educational purposes will adhere to the 2metre social distancing rule</p>	

All visitors other than for educational purpose will need to wear a mask indoors Parents collecting their child from the school site - we recommend wearing face coverings, if able to do so, when a 2 metre distance cannot be maintained.	
Who was involved in the Review P.Ferris and Staff	
Signature of those involved in the Review <i>P.Ferris</i>	

<b>Risk assessment review 3</b>	
<b>Date 1<sup>st</sup> October</b>	After week 4
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
No further changes	
Who was involved in the Review P.Ferris and Staff	
Signature of those involved in the Review <i>P.Ferris</i>	

<b>Risk assessment review 4</b>	
<b>Date 14<sup>th</sup> October</b>	After week 6
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
<p>The overall level of risk remains high as the nature of the virus and its spread is high. All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p> <p>Since previous review on 1<sup>st</sup> October- For test and trace purposes, we need to keep records of everyone who has visited the school. We will keep this information for 21 days. We will share this information with test and trace if somebody within the school community tests positive for Covid-19. Visitors will be required to fill in their name and a contact number, and then sign this form to demonstrate agreement. For those visitors not in receipt of a pen, a pen will be available upon request and cleaned after use.</p> <p><b>Fletching – new soap dispensers introduced in children’s toilets to avoid soap spillage from over use of pumped bottled soap.</b></p>	

Who was involved in the Review P.Ferris and Staff	
Signature of those involved in the Review <i>P.Ferris</i>	
Risk assessment review 5	
Date 2 <sup>nd</sup> November	After week 8
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
<p>The overall level of risk remains high as the nature of the virus and its spread is high. All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p> <p>Since previous review <b>Announcement of National lockdown from Thursday 5<sup>th</sup> November</b>                  From Thursday 4<sup>th</sup> November all staff to wear masks when they take their class outside at end of the day and meet or talk to parents on the school gate/front door                  Planned open days will go ahead and all parents will adhere to measure for visitors                  Visitors for educational purposes will adhere to the 2 metre social distancing rule                  All visitors will need to wear a mask indoors and outdoors                  All visitor will be required to read and sign a Covid Visitor Agreement in advance of their visitor ( displayed on both school websites.  <a href="https://www.chaileystpeters.org.uk/COVID-19/Policies/">https://www.chaileystpeters.org.uk/COVID-19/Policies/</a> and <a href="https://fletchingschool.org/covid-19-guidance-for-parents/">https://fletchingschool.org/covid-19-guidance-for-parents/</a>                  Open day tours- All doors will be left open and any touched surfaces wiped cleaned between parent tours</p>	
Who was involved in the Review P.Ferris and Staff	
Signature of those involved in the Review <i>P.Ferris</i>	

Risk assessment review 6	
Date 16 <sup>th</sup> November	
After week 10	
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
<p>The overall level of risk remains high as the nature of the virus and its spread is high. All the practices we have put in place reduce the risk as much as is possible within the parameters of a school.</p> <p>Since previous review <b>Announcement of National lockdown from Thursday 5<sup>th</sup> November</b>  <b>Extracurricular provision</b>                  Providers are advised to keep children in small groups of no more than 15 children, with the same children each time whenever possible. Multiple groups of 15 pupils can use the same shared space if necessary, with</p>	

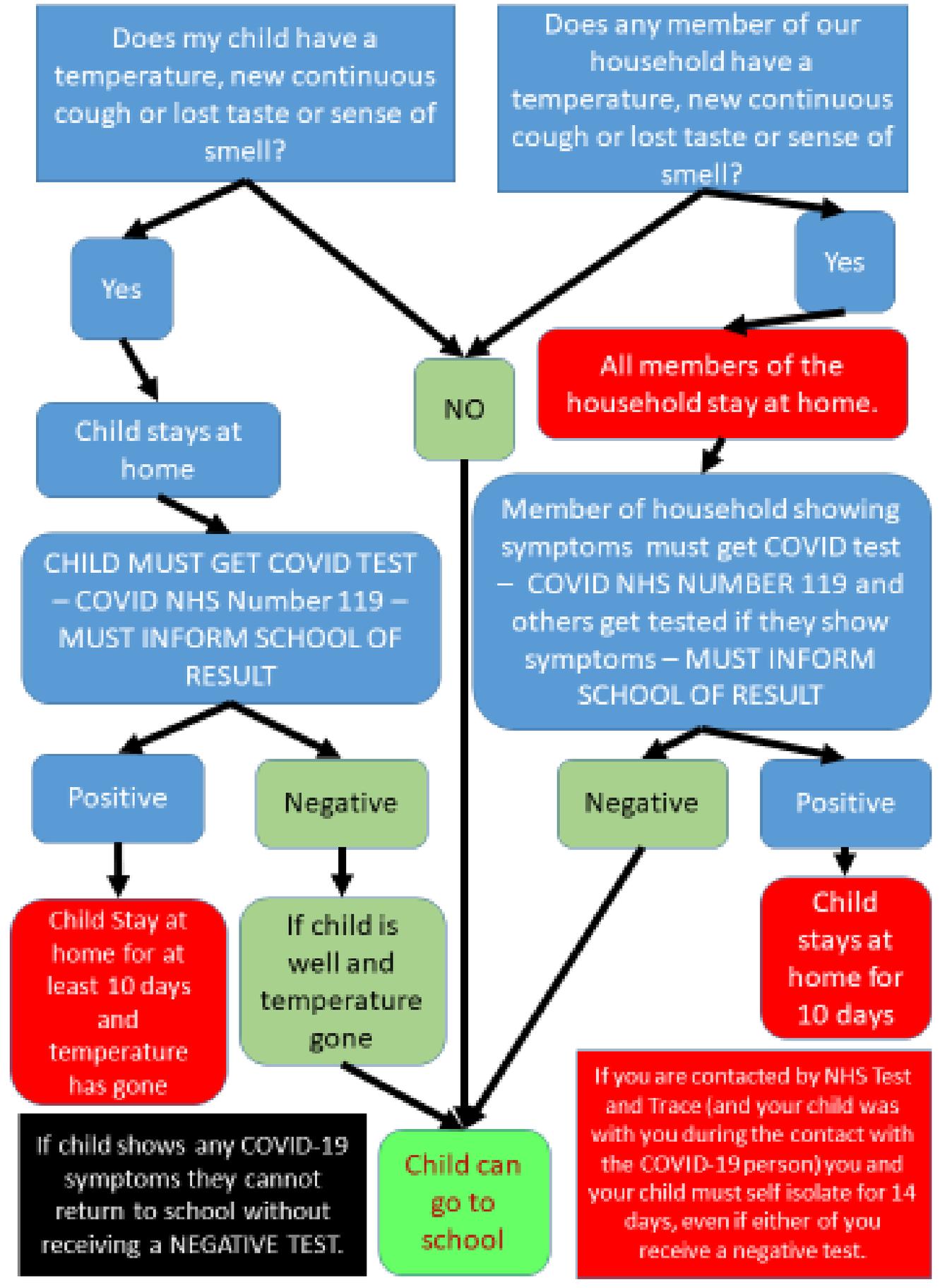
distancing between the groups.

Providers should work with parents, schools or settings to ensure that, as far as possible, children are kept in a group with other children from the same bubble they are in during the school day. Where it is not possible to keep children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups and frequently review these groups to minimise the amount of 'mixing'.

Who was involved in the Review P.Ferris and all staff/Chair of Governors

Signature of those involved in the Review *P.Ferris*

# COVID SYMPTOMS AT HOME FLOW CHART



## **ACTIONS IF CHILD SHOWS COVID-19 SYMPTOMS AT SCHOOL**

