

Whole school risk assessment – Keyworth Primary School, September 2021

Amended August 2021

Risk	Action	How this looks in practice
Staff		
<p>To ensure staff are informed and consulted</p>	<ul style="list-style-type: none"> ➤ Risk assessment shared with all staff and feedback welcomed. ➤ Staff to receive information on health and safety. ➤ Creation of individual school plans. 	<ul style="list-style-type: none"> • Every staff member will be provided with a copy of this risk assessment and subsequent supporting documents. When the risk assessment is updated, this and any supporting documents will be shared. • It is each staff member’s individual duty to ensure that they have read this document and any subsequent documents provided by senior leaders. • If any staff member requires further support in understanding this document or others provided, they will speak to a senior leader immediately. • All elements of the risk assessment to be reviewed regularly by senior leaders in consultation with staff.
<p>To ensure social/physical distancing amongst the adults</p>	<ul style="list-style-type: none"> ➤ Adults to be especially mindful of hygiene standards in adult shared areas. ➤ Large meetings to be conducted over Zoom. ➤ Documents to be shared with staff via email. ➤ Staff to email senior leaders with suggestions or concerns. 	<ul style="list-style-type: none"> • Unless absolutely necessary, staff should not enter the school office but instead communicate with the office staff using internal phones and email. Senior leaders are permitted on safeguarding/health and safety grounds. • Reasonable social/physical distancing should be observed in the staffroom with windows being kept open. Face coverings are advised when not eating or drinking. • Staff to communicate any queries or concerns with senior leaders via email. • Meetings to take place remotely, where possible. • Staff do not need to sign in and out each day, but must enter the school site via either Gaza Street or Faunce Street gates. All staff must ensure that they have tapped in using their fob at one of these gates on arrival and when departing. This is for health and safety reasons. • Any dishware or cutlery used by staff must be immediately put into the dishwasher to be washed. • Staff to ensure that any area that they use is left clean. • Cleaning materials provided in classrooms and communal areas. Staff should contact the school office if there are not suitable materials supplied.

<p>To ensure staff and pupil safety</p>	<ul style="list-style-type: none"> ➤ Staff to wear PPE in-line with government guidance e.g. administering first aid/intimate care. ➤ PPE provided by school to carry out intimate care/first aid duties. ➤ Face coverings (masks, not visors or shields unless worn in addition to masks) are encouraged to be worn in communal areas by staff and visitors. ➤ Parents/carers encouraged to wear face coverings at drop-off and collection when social/physical distancing cannot be maintained. ➤ Lateral Flow Covid tests to be made available to staff. 	<ul style="list-style-type: none"> • Staff are encouraged to wear face coverings in communal areas, including when moving around the school and in staffrooms. Face coverings can also be worn by staff in other areas of the school throughout the school day. Staff should also wear face coverings if social/physical distancing cannot be maintained at the school gate. • Parents/carers to be encouraged to wear face coverings during drop-off and collection when social/physical distancing cannot be maintained. • Normal procedures for intimate care to be followed – use of disposable gloves, masks and aprons. Ensure all PPE is disposed of in designated bins. • All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children, where possible and appropriate, with staff supervising from a 2-metre distance. • Wherever possible, application of eczema cream, sun cream and similar will be administered by the parent before the school day starts. Any necessary reapplication during the day will be done by the child under supervision, if possible. If an adult needs to apply cream, gloves, a mask and an apron will be worn. • Staff must ensure that the office is informed immediately, or as immediately as possible, of all injuries or incidents of first aid being provided that would normally be recorded in the first aid book. • Asthma pumps and other medication that does not need to be refrigerated will be kept in the child/ren’s classroom for easy access. Staff will be provided with regularly updated medical lists. • Children who display any symptoms of illness at home should not be sent to school. Any children displaying symptoms in school will be isolated and then sent home. Parents will be advised to contact 111 for advice and/or encouraged to take a test. • When children return to school, they will be shown the new school procedures and any changes made to school expectations. Children will then be reminded after any return to school. • Any PPE used must be disposed of safely and appropriately. • Staff to be asked to take Lateral Flow Covid tests twice weekly (Mondays and Thursdays) before attending school and then share their results with the school office.
<p>Parents/Carers</p>		

<p>To ensure parents and carers are well-informed</p>	<ul style="list-style-type: none"> ➤ Information shared on school-based actions so they can prepare their children – to be continuously updated. 	<ul style="list-style-type: none"> • An initial letter will be sent to parents/carers detailing all of the precautions and updates will be sent home as necessary. • Parents/carers to be asked to adhere to government guidance e.g. social/physical distancing, and with regular reminders in the newsletter.
<p>To limit large numbers of pupils/parents arriving/leaving school at the same time</p>	<ul style="list-style-type: none"> ➤ Continued slight staggering of the school day. ➤ Children are to be dropped off at the school gates in the morning. ➤ Parents/carers may access the school site at collection times. ➤ Parents/carers encouraged to walk or cycle to school. ➤ Parents/carers to be requested to remain 2 metres apart when dropping off their children, and to wear face coverings if this is not possible. There should be no loitering near school. ➤ Encourage only 1 adult to drop children off and pick up. 	<ul style="list-style-type: none"> • Senior leaders will be present at all school gates to coordinate arrivals and exits and supervise social/physical distancing amongst parents/carers. The use of face coverings will be encouraged if social/physical distancing cannot be maintained. • Some staff will be in the playgrounds to direct children to their allocated routes to their classrooms. • Support staff will supervise children washing their hands on arrival to school. • Staff supporting individual SEND children will collect child at an identified gate, as necessary. Parents will not enter the school site in the morning. This will be coordinated by Kristin. • Parents/carers should drop-off their child/ren at the times designated to each year group. • Parents/carers will be informed of these arrangements and of any changes.
<p>To not allow non staff onto the school premises unless essential. When considered essential, safety measures to be in place.</p>	<ul style="list-style-type: none"> ➤ Parents/carers to drop children at designated gates in the morning - see individual school plans. ➤ No outside adults permitted onto school grounds unless necessary. ➤ Contractors to be given clear instructions upon arrival - where possible, arrive after 3:30. If this is not possible, visitors can only enter school by appointment. ➤ School tours to take place on an individual/small group basis. 	<ul style="list-style-type: none"> • Parents/carers will be directed to the office email address and/or the main school phone number to communicate with staff. Parents/carers will be able to access the school office at the end of the school day or by an advanced appointment. Safeguarding concerns must still be reported immediately using normal procedures. • The school office will be responsible for ensuring that no parents or visitors enter the school site via Faunce Street gate during the day, without having an appointment. • Peripatetic teacher/therapists etc., who attend school must adhere to the risk assessment and school guidelines. They will also be encouraged to have taken a Lateral Flow Covid test prior to their arrival. • A <i>risk assessment</i> will be given to visitors to the school site. Where possible, visitors will be asked to visit after school. Premises staff need to consider this when arranging for necessary contractors to visit the school.

Children

<p>To ensure individual risks are identified for children with EHCP</p>	<ul style="list-style-type: none"> ➤ Individual risk assessments completed if necessary and shared with all relevant staff. 	<ul style="list-style-type: none"> ● Risk assessments for EHCP children created by the Inclusion Manager, to be shared with relevant staff and families. If there are concerns in relation to the safety of a child or staff once a risk assessment has been completed, additional adaptations will need to be made. ● Students with medical needs – office staff to ensure that any child with expired medicine brings in new in-date medicine before they are allowed to return to school, after any given holiday, and are proactive in relation to contacting parents/carers about medicines expiring in the near future. Staff within a classroom should regularly check the expiration date on a child’s medicine.
<p>Limiting virus transmission</p>		
<p>To ensure hygiene standards are adhered to</p>	<ul style="list-style-type: none"> ➤ Hand sanitiser and antibacterial spray available in each classroom. ➤ TAs/teachers to wear gloves to clean surfaces regularly. ➤ Regular cleaning of surfaces/door handles/light switches throughout the day. ➤ Children regularly reminded of expectations around washing hands/coughing /tissues. ➤ Staff will not be able to apply sunscreen – parents/carers need to do so before school. 	<ul style="list-style-type: none"> ● Office to order cleaning and sanitising supplies for each class. ● Premises staff responsible for re-stocking, as necessary. ● School staff responsible for immediately reporting to premises staff/school office where cleaning and sanitation products are not available/running low. ● Classroom-based staff should complete a daily <i>Health and Safety check</i> of the classroom and surrounding areas, and act immediately on anything that does not meet the expected standard. ● Premises staff should complete a daily <i>Health and Safety check</i> of the premises, and act immediately on anything that does not meet the expected standard. ● Handwashing timetable and staff expectations around maintaining hygiene in communal/frequently used areas to be created. ● When children return from being outside/PE, they should wash their hands before sitting at their tables. ● Premises Manager to conduct a health and safety audit in-line with appropriate guidelines.
<p>To ensure there are safe practices around intimate care/first aid</p>	<ul style="list-style-type: none"> ➤ Normal procedures will be followed but staff will have option to wear further PPE (supplied). ➤ Where possible, children encouraged to administer own first aid for minor injuries. 	<ul style="list-style-type: none"> ● Normal procedures for intimate care to be followed – use of disposable gloves. Staff can also wear masks and aprons, as necessary. ● All minor first aid (e.g. putting cold compress on a cut, using an ice pack) will be managed by the children, where possible and appropriate, with staff supervising from a 2-metre distance. ● Disposable gloves, a mask and an apron to be used for any first aid that requires physical contact – this may be more likely with younger children.

	<ul style="list-style-type: none"> ➤ Adults to wear gloves when administering first aid and staff will have the option to wear further PPE - provided. 	<ul style="list-style-type: none"> • Staff must ensure that the office is informed immediately, or as immediately as possible, of all injuries or incidents of first aid being provided that would normally be recorded in the first aid book. • Any PPE used must be disposed of safely and appropriately.
<p>To ensure that safe practices are adhered to if a child/adult is suspected of having COVID</p>	<ul style="list-style-type: none"> ➤ Staff all informed of symptoms of Covid-19. ➤ Child/adult immediately removed from others and adult dealing with situation to wear PPE, if a distance of 2 metres cannot be maintained. ➤ Office advise parents/carers to contact 111 for further advice and get a test. ➤ If diagnosis confirmed, all staff who have come into contact to be tested. ➤ Parents/carers to be reminded not to send children who are displaying symptoms or if they have symptoms themselves. ➤ Staff members who have symptoms or have taken a test to remain at home until they receive a negative test result. 	<ul style="list-style-type: none"> • Symptoms to look out for shared with staff at INSET. • Child exhibiting symptoms will be removed from others to await collection. They will be isolated in a designated <i>isolation room</i> where a window can be opened. Where possible, the staff member from their bubble will supervise from outside the room. If the child is too young for this, the staff member will maintain a safe distance and wear PPE. Only one child at a time will use the room and it will be cleaned between uses. If it is in use when needed by another child, then an empty classroom will be used. • Thermometers will be provided in the <i>isolation room</i>. • Office to call parents/carers to arrange immediate collection and seek medical treatment/advice from 111. Parents/carers to be strongly encouraged to organise for their child to take a coronavirus test. • Senior leaders will communicate with staff the diagnosis. • If an individual tests positive, senior leader will follow government guidelines, including testing those who had contact with the individual – Track and Trace will confirm this. If a member of staff is infected, then normal sickness procedures should be followed. • Any unvaccinated person (except if unvaccinated for medical reasons) must isolate for 10 days if considered a close contact of someone who tests positive (contacted via Track and Trace). • Refer to the NHS website for the latest details of when and who needs to self-isolate: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

<p>To reduce transmission rates</p>	<ul style="list-style-type: none"> ➤ Classroom surfaces cleaned throughout the day. ➤ Windows and doors left open where possible. ➤ Children to have individual equipment packs-tray/pencil/pen. ➤ All adults to wear gloves when cleaning ➤ Children not allowed to bring any non-essential items from home. ➤ If there are a number of Covid cases in a class or year group, bubble arrangements may be put back in place to reduce the risk of transmission throughout the school. ➤ Water fountains can now be used to fill up bottles as they have been altered. 	<ul style="list-style-type: none"> • Some internal doors will be propped open to reduce the use of door handles. Fire evacuation procedures to be amended accordingly. • If children are using IWBs, they should be regularly sprayed and wiped as with other resources. • For individual and very frequently used items such as pens and pencils, staff and children are to have their own items (year 2 upwards). • Children should all bring in a labelled water bottle which will be kept on their table or in a designated place in the Early Years/year 1. If parents are unable to provide a water bottle, a named cup or water bottle will be allocated to the child. • Children should limit the amount of resources they bring into school from home each day and only bring in essential items e.g. packed lunches, coats and book bags. • Children will be able to fill their bottles using the water fountains. They are not allowed to drink directly from the fountains. Fountains and water bottles should be cleaned regularly. • Windows should be left open, where possible.
<p>Wellbeing</p>		
<p>To manage anxiety for both adults and children</p>	<ul style="list-style-type: none"> ➤ Regular PSHE sessions with children to share their worries. ➤ Recovery curriculum planned to address children's academic, social and emotional needs. ➤ Staff to ensure that they regularly check in with children in relation to any concerns. ➤ Feeling/ emotion boxes in each class. ➤ Staff to be reminded of the language to use if children are not following guidelines. ➤ Staff to be informed of how they can access wellbeing resources. ➤ Adults reminded of safeguarding procedures if children make safeguarding disclosures. 	<ul style="list-style-type: none"> • PSHE lead to provide guidance and resources for regular PSHE sessions. • A combination of whole class therapeutic and more targeted support planned to be delivered by school staff and additional specialists, as needed. • School staff to use guidance provided (sent via email) to support children who express worries about Covid or the current school situation. • If children are not following the expected rules, staff should talk to them about it first and re-explain what the rules are and why we have them, as appropriate. • Staff to be aware that colleagues may be anxious and/or vulnerable so need to ensure that they follow guidelines shared by senior leaders. • Normal safeguarding procedures in place; staff to follow regular procedures. • Staff to communicate with senior leaders if they have worries or concerns to discuss, where possible via email. • Staff invited to email senior leaders with any suggestions regarding adaptations to practices.

	<ul style="list-style-type: none">➤ Adults to have regular forums to share their concerns both formally and informally.➤ Continued monitoring of risk and, in particular, of vulnerable groups identified by the government guidelines.	<ul style="list-style-type: none">• Where staff are identified as being in a vulnerable group as identified by the government guidelines, they should ensure that senior leaders are aware of this so any additional risk assessments can be completed, as necessary.• Staff to be made aware of counselling/support services available.
--	--	---

* Should there be an outbreak at Keyworth, we will adapt our measures and revert back to previous risk assessment details.