



## Risk Assessment for Sidlesham Primary School:

08/11/2021

### Context

This risk assessment outlines the key measures being taken to stop the spread as we have hit an outbreak level within the school.

This is a detailed enhanced plan which we have enacted from this date. All measures will be kept under constant review.

The context of this risk assessment helps us and our school community to understand the changes to how school looks this year.

### Premises

	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Cleanliness of the school in light of risk of COVID				School Community	Premises Staff/cleaners to: <ul style="list-style-type: none"> <li>- Hoover Rooms daily</li> <li>- Thoroughly clean toilet, desks and frequently touched surfaces daily</li> <li>- Anti bac door handles, tables and chairs at the end of each day</li> </ul> Windows to be opened regularly Doors to be left open where safe to do so in order to minimise the risk of transmission HEPA filters used each day All classrooms and common used areas to be fogged each day before children enter school (by Premises Officer)	



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2	Protection of Premises staff in light of the risk of Covid 19			School Community	<p>Wear a face covering when in and around the building</p> <p>Wash hands or sanitise hands on entry and exit to the building</p> <p>Regular LFD testing encouraged for all staff</p> <p>Use of gloves and apron where appropriate</p>	
3	Prevention of spread within the school			School Community	<p style="text-align: center;">Supporting a one way system throughout the school supporting classes to have separate drop off and pickups:</p> <p>Drop off and pickup will operate the same as this afternoon:</p> <ul style="list-style-type: none"> <li>- Tigers and Meerkats within the KS1 playground</li> <li>- Kangaroos, Penguins and Huskies operating from the field</li> <li>- We ask parents and carers to wear a mask if you can and observe social distancing during these times</li> </ul>	
4	Prevention of spread within the school			School Community	Supporting the separation of the playground area	
5	FIRE SAFETY			School Community	<p>Follow established procedures. Muster Point remains the same but mindful of social distancing.</p> <p style="text-align: center;">Class lists available for fire roll call.</p> <p style="text-align: center;">Action: Fire Drill to be carried out</p> <p style="text-align: center;"><i>Date Completed: 7/10/2021</i></p> <p>Action: Visitor information regarding safeguarding, health and safety and fire risk</p> <p style="text-align: center;"><i>Date Completed: 10/10/2021</i></p>	



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### Parents/Carers/Home

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Increased risk of transmission of COVID 19 during whole-school drop off and pickup				School community	<p>Parents and carers are encouraged to wear a mask during drop off and pickup and to observe social distancing</p> <p>Drop off and pickup remains outdoors</p>	
2	Increased risk of transmission at school events e.g. Macmillan afternoon and community day				School community	<p>Temporary hold on school community events</p>	
3	Risk of viral load from parents impacting on School Community				School community	<p>All non essential parent and caterer volunteers on held temporarily</p>	
4	Parent and carer concern over a positive case				School community	<p>Communications shared with parents and carers to inform them of changes and updates as soon as possible. Including:</p> <p style="text-align: center;">Warn and Inform Close Contact Tracing Outbreak Management</p> <p>Communication will be via Parent Mail with group whatsapps to inform parents and carers to check their emails</p> <p>Positive cases to be reported during the day to the school office and in the evening to the SBM via whatsapp</p>	
5	Prospective parents visiting				School community	<p>Open afternoon and tours of the school postponed</p>	



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### Staff

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Viral Load affecting the potential transmission of COVID 19				All members of the school community	<p>Staff are encouraged to maintain as much physical distance from others as possible</p> <p>Staff are encouraged to meet in well-ventilated areas</p> <p>Staff are encouraged to wear masks in and around the school</p> <p>Staff are encouraged to regularly test using LFD</p> <p>Staff meetings will be shorter and within the hall</p> <p>Staff bubbles consistent with pupils to stop transfer</p>	
2	Individual hygiene requirements in light of the risk of COVID19				All members of the school community	<p>Staff to ensure that Hygiene Protocols are followed consistently by pupils:</p> <p>KS1 children sprayed with hand sanitizer on entry</p> <p>KS2 sanitize hands at classroom door on entry</p> <p>Frequent handwashing or hand sanitising for pupils throughout the day, for example before eating, after break and before going home</p>	
3	Inadequate hygiene protocols				All members of school community	<p>All members of staff to wash hands immediately on arrival and before leaving.</p> <p>All members of staff to keep high standards of personal hygiene.</p>	
4	Inadequate Social distancing				All members of the school community	Staff to observe social distancing measures where appropriate to the national and public health guidance	



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5	A member of the school community displaying COVID symptoms				<p>SLT to follow most recent Government Guidance for Isolation) -<a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection - GOV.UK (www.gov.uk)</a></p> <p>School regularly reviewing guidance, risk assessments and protocols in line with the latest government and public health requirements and legislation</p>	
6	Well Being of staff				<p>A wellbeing lead to be assigned to complete national training. Staff have access to LA support line and national initiatives - <a href="https://bit.ly/32F5eYh">https://bit.ly/32F5eYh</a></p> <p>Staff also to have access to private and confidential conversations with members of SLT where necessary.</p> <p style="text-align: center;">Our Headteacher is also a Mental Health First Aider</p> <p style="text-align: center;">Staff well-being is considered in meeting times</p>	
7	Risk of transmission to staff				<p>Staff bubbles have been enacted to reduce transmission across classes and between staff</p> <p>Staff are encouraged wear masks across the school in common areas and as they feel comfortable</p>	



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### Children

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Transmission of COVID 19 across the school population				School community	<p>As a school we will now return to class bubbles, meaning classes have a separate:</p> <ul style="list-style-type: none"> <li>- Drop off and pickup locations</li> <li>- Their own toilets, playground area, entrance and exit spaces and lunch time, with consistent adults</li> <li>- A one-way system within the school for corridors and other areas</li> <li>- All our frequently used areas in the school will be fogged each day</li> <li>- All assemblies will take place online</li> <li>- Hot Chocolate Friday to be delivered to classes by HT</li> </ul> <p style="text-align: center;">School clubs temporarily halted</p> <p style="text-align: center;">No classes to attend trips or events</p> <p style="text-align: center;">No non-essential visitors in to work with children, including parent helpers</p> <p style="text-align: center;">Children will be informed that these changes are to keep everyone safe from covid-19.</p>	
2	Transmission of COVID 19 across the school population				School community	<p style="text-align: center;">Hummingbirds will move to providing essential childcare only with separated class areas within the hall</p> <p style="text-align: center;">No snacks will be provided, children will bring their own snacks</p>	
3	Transmission of COVID 19 due to personal hygiene habits				School community	<p style="text-align: center;">All children to wash hands:</p> <p style="text-align: center;">On entry to school</p> <p style="text-align: center;">Before Playtime</p> <p style="text-align: center;">After playtime</p> <p style="text-align: center;">Before Lunchtime</p> <p style="text-align: center;">After lunchtime</p> <p style="text-align: center;">Before leaving school</p> <p style="text-align: center;">After coughing or sneezing or putting hand/elbow to mouth or nose.</p>	



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CATCH IT-BIN IT –KILL IT approach to be used if sneezing or blowing nose.  
 Medical waste to be put into a NAPPY SACK, tied and binned in the PHS bin  
 located next to the disabled toilet

### First Aid/Additional H&S

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Access to a first aider				School community	<p>1 first aider to be placed in each bubble where possible. Where this is not possible, a first aider to be in the nearest classroom (preferable to use SLT/office where possible).</p> <p>If the child is in the adjacent bubble, the child will go to the First Aider NOT the First Aider to go to the child. Treatment to be in a neutral area i.e., just outside the child's bubble</p> <p>Leadership team are available as first aid trained staff, too – same rules apply</p> <p>2x staff paediatric trained (Feb '21), including administrative officer who is medical lead</p>	
2	Lead First Aider: total 2 across 5 bubbles				School community	<p>Lead First Aider is the administrative officer so can be released if needed.</p> <p>1 member of paediatric trained staff on site at all times</p>	
3	First Aid personnel needing to be within 2 meters of another member of school community to administer First Aid				First Aid personnel	<p>PPE to be worn every time when administering First Aid:</p> <p style="text-align: center;">Mask Gloves Apron</p> <p style="text-align: center;">These will be once only use and then disposed of</p> <p>PPE kit to contain:</p> <p style="text-align: center;">X5 masks X5 aprons X5 pairs gloves X5 packs of anti-septic wipes</p> <p style="text-align: center;">This must be replenished at the end of the day when children have left</p>	



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					<p style="text-align: center;">Thermo Digital thermometer to be used if needed</p> <p style="text-align: center;">Walkie Talkies for each staff member for communication</p>	
4	Cleanliness of First Aid Room			First Aid personnel	<p>Only First Aiders to access the First Aid room to administer First Aid if required, if it cannot be done within the bubble or in a neutral space outside the child's bubble</p> <p>First Aider to Anti-bac the First Aid area in office after administering First Aid</p> <p style="text-align: center;">Adults to take First Aid kits outside when on duty</p>	
5	<p>Reduction of transfer of paper correspondence regarding First Aid incidents:</p> <ul style="list-style-type: none"> <li>● reference bumped head</li> <li>● reference other first aid incidents</li> </ul>			School community	<p>Details of any tended to first aid incidents to be recorded in class first aid record</p> <p>Slip detailing time of the bumped head to be put straight into bag of children</p> <p style="text-align: center;">Parents informed of any head injuries by telephone</p>	
6	Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency			School community	<p style="text-align: center;">Ensure there are sufficient fire marshals to operate the school safely.</p>	JBL & AP trained fire marshals. 4 other staff trained internally
7	Fire – Staff and pupils not knowing what to do in an emergency			School community	<p style="text-align: center;">All staff, families and children</p>	Termly fire drill has been carried out and the process is no different.



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### Safeguarding

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Non-compliance / not all staff being aware of existing statutory and C-19 safeguarding policies and guidance				All children and families	Clear implementation plan shared with all staff and volunteers (where applicable)	
2	Parents decide to send their child into school when they are unwell.				All children and families	<p>Staff to remain vigilant at all times to look out for indicators of Covid-19. Designated red room for children/staff to move to immediately if symptomatic</p> <p>Staff to be vigilant regarding parents reporting children presenting covid symptoms at drop off times - if so, insist they self isolate until a PCR result has been received</p>	Red room in old office space. Office now moved to community room
3	Safeguarding risks to all children not attending school, including those the school have previously identified as vulnerable.				Children not at school	<p>Attendance of vulnerable families monitored by SENCO and also HT</p> <p>Getting in touch with families to offer support e.g. laptops</p> <p>Raise awareness of covid isolation grant and how families can seek further support</p>	



## Risk Assessment for Sidlesham Primary School:

### Well Being

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Pupil anxiety regarding Covid-19 at school				Pupils	My Happy Mind weekly sessions in classes to support children  Children informed that changes are in place to help keep everyone safe from Covid-19	
2	Bereavement support for staff and pupils-				Staff, pupils and families	Contact the EPS and online resources e.g. Winston's wish, ensure that staff supporting children (including DSLs, Pastoral leads, SENCOs and TAs) have additional informal support from SLT and others and that they are personally resilient enough to provide this support to the pupils.	Behaviour of pupils will be monitored using Prov Map as normal. Good clear communication with parents will ensure that teachers have the most relevant information in a timely manner. Ht and SENDCo to lead on any bereavement issues that arise as a result of COVID 19.
3	Staff anxieties on returning to school due to changes to guidance				School staff	Open communication with staff regarding latest guidance  Time to meet with staff and share letters and communications  Consult with Occupational Health where support is needed	
4	Anxieties from staff and pupils escalate rather than reduce				Staff and children	Ensuring all measures are regularly reviewed to ensure wellbeing of the school community is sustained, alert appropriate bodies of support and guidance proactively rather than reactively.	Agenda item at weekly staff meeting to include focus on specific pupil Well Being concerns, updates and proposed strategies. Staff will be encouraged to monitor own wellbeing and to share concerns with HT as part of ongoing live risk assessment process.



## Risk Assessment for Sidlesham Primary School:

					<p>Keep up to date with latest government guidance of Covid measures in schools. Review and update risk assessment regularly and communicate to school community.</p> <p>MyHappyMind</p>	
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### Curriculum

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Lost learning time due to isolation, impact on expected progress				Children	Classes having high levels of absences, impacting on the continuity of learning experiences offered - will be mitigated by providing access to either a 2 week curriculum plan or learning via Google Docs, depending upon the age and stage	
2	The children may have lost social interaction skills.				Children	Staff to provide opportunities to teach social interaction skills in class.  Children mixing together outdoors during break times.	The children will be completing a lot of PSHE based activities to develop social interaction. The use of resources like 'Laughology' will give children the tools they need to develop their social interactions. Teachers to base their planning around the specific needs of the class.



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### Children and Families

No	Risk	Level of Risk			Those affected by the risk	Action to address the risk	Additional Information
		low	med	high			
1	Transmission of Covid-19 within the school community				School Community	Where a sibling has tested positive for Covid-19, their sibling does not need to self isolate. They should take a PCR test and if negative they should attend school.	
2	COVID 19 Room: RED ROOM Isolated room designated for containing any member of the school community showing signs of COVID19				All Staff	Designated isolation space created - the RED ROOM Designated toilet - the accessible toilet  Covid Tests kept in RED ROOM  After the RED ROOM has been used, it should be fogged, surfaces wiped down and sanitised	
3	Risk of COVID 19 when applying CPR				First Aiders	Follow the Primary Survey Adults will NOT receive mouth to mouth resuscitation: only chest compressions (at staff discretion)  Children will only receive mouth to mouth resuscitation by using a FACE SHIELD which all First Aiders have access to. Compressions and Breath ratio as normal.	