

Cadmore End CofE School

Additional Covid-19 School Premises Risk Assessment September 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
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Approved by Headteacher and Governing Body Premises, Health & Safety Committee Date:
Shared with staff:

Access					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Through physical contact	<ul style="list-style-type: none"> Parents of children in KS1 and KS2 are encouraged to drop off their children at the gate. EYFS parents drop their children off within the EYFS area Parents who need to enter the building should wear a face mask Contractors, external teachers and volunteers should wear a face mask Have a hand sanitiser at the front gate. To be used by both children and adults System communicated to all groups 	Monitor	Low
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> Parents to park at bottom carpark Parents to observe social distance System communicated to all groups 	Monitor	Low – Med
Infection outbreak and reporting					
	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> All staff to follow COVID Self-test policy and risk assessment. Please see here for further details 		Low

Suspected case of Covid-19 in school			<ul style="list-style-type: none"> All parents receive reminders to keep their children home if the child has COVID symptoms and that they need to undertake a PCR test Any child who become poorly in school will be sent home. If a child or member of staff tests positive, contact PHE for further advice in how to deal and report. Deep clean all areas used or visited by child / staff member Alert Governors to hazard and actions 			
Bins						
Hazardous waste	All staff and cleaners	contamination	<ul style="list-style-type: none"> PPE worn before any handling of waste All waste from potential Covid-19 case to be bagged and marked as such Removed from building to outside storage area and contractor notified Cleaners not to handle potential Covid-19 waste. Staff member dealing with case to dispose. 			Low
Caretaking						
Cleaning chemicals	Staff and cleaners	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> Class teachers to ensure each room has sufficient cleaner for surfaces and sanitiser each morning Ensure labels clear and shared with all staff Place orders with headteacher 			
Cleaners	Staff and cleaners	Cross contamination	<ul style="list-style-type: none"> Cleaners to come after school Schedule in place where high risk areas are deep cleaned daily Touch points within classroom should be cleaned during the day by class staff Touch points outside classroom and around school to be cleaned by Lindsey 			
Designated Learning Areas						

Reducing the risk of spreading COVID/other infections	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> Children to be encouraged to have water bottles Children to be encouraged to wash hands regularly. Children in KS2 to have their own equipment. Shared equipment should be regularly cleaned – especially if there is a case or any infections (e.g. common cold) Children to wash hands before choosing healthy snack Staff and pupil discretion to wear a mask Schedule in place where high risk areas are deep cleaned daily Touch points within classroom should be cleaned during the day by class staff Touch points outside classroom and around school to be cleaned by Lindsey 		Adults to monitor	Low
Cleaning						

Learning surfaces - tables, doors and handles Toilet doors and handles	All staff	Cross contamination	<ul style="list-style-type: none"> Use anti-bacterial cleaner Store out of reach of children Wear gloves when cleaning Spray onto cloth and wipe all surface contacted by children / adults ar after any direct coughing or sneezing Deep clean learning areas at end of day 		Increase use as needed, after sneezing or coughing episodes	Low
Toilets	Debbie and Lindsey	Cross contamination	<ul style="list-style-type: none"> Wipe down push points and handles at end of day Deep clean at end of day 		Ensure check rota in place	Low
Computer keyboards used by children	All staff	Cross contamination	<ul style="list-style-type: none"> Wipe keyboard surface with alcohol cloth after use Class teacher to ensure all laptops are wiped after each use. Clean photocopier at end of day 		Under adult supervision	
Contractors						
Covid-19 awareness	Debbie and staff	Cross contamination	<ul style="list-style-type: none"> Alert to social distancing in school Check health status Monitor access away from children / staff – separate times if possible 			Low
Cleaners	Pupils, staff, visitors	Cross contamination	<ul style="list-style-type: none"> Cleaners to come after school Schedule in place where high risk areas are deep cleaned daily 			

First aid						
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> Paediatric first aider to wear a mask if they wish and aid any injured child/adult Training on safe use of PPE given to all staff and protocol for suspected infection PPE used in suspected cases 			Low
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> First Aid kits available in original designated areas. First aid bags only to be used by paediatric trained staff. Hands must be cleaned before handling bag Paediatric first aider to wear a mask if they wish and aid any injured child/adult 		Weekly check	Low
Grounds maintenance						
Grass cutting etc	Contractor	Cross contamination	<ul style="list-style-type: none"> Onsite only when children are indoors 			Low
Gym/Hall						
Hall	All staff	Maintaining social distancing	<ul style="list-style-type: none"> Pupils to eat at designated tables in the hall. Hall is cleaned after use 			Low
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> Wipe down surface with recommended cleaner at the end of each day 			Low
Kitchen						
Staff kitchen	Staff	Cross contamination	<ul style="list-style-type: none"> Staff to use upstairs kitchen but practice social distancing, and keeping the room well ventilated. Staff to clean equipment after use 			Low
School kitchen	All staff		<ul style="list-style-type: none"> Closed for children until further notice. Closed to non-catering team when in use Catering team to wear expected catering clothing 			
Lessons						
General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Pupils in KS2 to have their own essential resources where possible Shared resources are regularly cleaned Text books to have plastic sleeves to ensure easy cleaning 		KS1 & 2	Low

			<ul style="list-style-type: none"> Frequent cleaning of whole class resources Windows and internal doors open in classrooms for ventilation 			
P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> Frequent cleaning of resources 			Low
Library, ICT	All staff pupils	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Pupils can borrow a book. When returned, wipe cover Laptops cleaned after use 		Review end week 1	Low
Office						
Office and Headteacher's room	School secretary, bursar, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Staff can have access to office but maintain social distancing and sanitise regularly Sit apart facing away from each other Keep office window to outside open whenever possible Keep door open when possible Wipe keyboards down at end of day Wipe phone and drawers down at the end of the day 		Work in different rooms available wherever possible	Low
Off site visits						
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Follow relevant COVID procedures identified by the provider 		Review as necessary	Low
Play equipment, external						
Playground furniture Benches Adventure trail and log stack.	All staff	Cross contamination	<ul style="list-style-type: none"> All play equipment is regularly cleaned 			Low
Playground						
	Pupils, staff	Maintaining social distancing	This is no longer necessary			Low

Maintaining social distancing at break times		Cross contamination personal injury	All play equipment is regularly cleaned			
Playtime and lunchtime						
Breaks/lunch	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> As above Children to eat at designated internal tables. If weather is warm and dry, children to eat outside 			Low
Store rooms						
Access	Staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Limit to one person at a time Use sanitiser regularly 			Low
Toilets						
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> Toilet doors and handles wiped down regularly throughout day. Maintain social distancing 			Low

DATE OF REVIEW: 1.9.21	COMMENTS: Takes into account new DFE recommendations
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.