

**Risk Assessment for March 2021 opening**

**Risk Assessment Version 3 - 25.02.2021**

**LIST OF ALL TASKS OR WORK OPERATIONS**

<b>Service: Ditton CE Junior School</b>	<b>Persons affected:</b> Staff Pupils Parents Delivery drivers/visitors:
<b>Area Assessed:</b> Ditton CE Junior School	<b>Location:</b> New Road, Ditton, Aylesford, Kent, ME16 9NB
<b>Assessment Team Members:</b> Richard Sutton-Smith Deborah Johnson	<b>Signatures:</b>

**RISK PROFILE FORM A (CONTINUATION)**

**LIST OF ALL TASKS OR WORK OPERATIONS**

<b>Task or Work Operation</b>		<b>Do significant hazards exist?</b> If you are unsure, please seek advice from your designated Health & Safety Adviser, extension 64700	
		<b>Yes</b>	<b>No</b> (all risks trivial)
		<b>Transfer to Form 2</b>	<b>No Further Action</b>
1	Controlling the spread of infection through social interactions		√
2	Drop off of pupils/ entry to Ditton CE Junior School.		√
3	Collection of pupils / leaving Ditton CE Junior School.		√
4	Classroom use / activities.		√
5	Dining, transitioning, playtimes and lunchtimes		√
6	Handwashing and hygiene		√
7	Cleaning Ditton CE Junior School		√
8	School employee interactions in Ditton CE Junior School day		√
9	Administering first aid		√
10	Managing external visitors to Ditton CE Junior School		√
11	Using the toilets		√
12	Supervision of pupils		√
13	Managing Ditton CE Junior School premises		√
14	Substance management/ COSHH management		√
15	Emergency evacuation of School		√
16	Spread/contraction of COVID-19 for all levels of clinically vulnerable groups including BAME		√
17	Wellbeing of Staff		√
18	Teaching of PE		√
19	Teaching of Computing		√
20	Food handling and preparation		√
21	Educational Visits		√
22	Responding to suspected and confirmed cases of COVID-19		√



RISK ASSESSMENT FORM B- Version 7. 10<sup>th</sup> July 2020

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
1) Controlling the spread of infection through social interactions	Pupils Staff Parents Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Ditton CE Junior School has informed parents, students, carers, employees and visitors not to enter Ditton CE Junior School if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>Parents receive guidance on Ditton CE Junior School times for their child and protocols set out for attending Ditton CE Junior School i.e. should remain 2m apart from others where possible, should follow staff members instruction and should not congregate outside Ditton CE Junior School ;</li> <li>Parents issued specific Ditton CE Junior School protocols for school attendance for them to explain to their children;</li> <li>Parents of SEN students or those with care plans are individually consulted in order that plans are reviewed to include any new safety measures;</li> <li>Staff are briefed and consulted on School procedures and the plans for re-entry of students;</li> <li>Employees have had sufficient training and briefing regarding infection control and School protocols;</li> <li>Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students;</li> <li>Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing</li> <li>There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>Hazard reporting mechanism are in place and easily accessible;</li> <li>Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> <li>COVID-19 guidelines are published on the school's website</li> <li>Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</li> <li>Whenever possible, meetings will take place remotely via videoconferencing or phone, e.g. parents evenings, staff meetings, SLT and IEB, and letters are also used for communications</li> <li>People deemed vulnerable take particular care to minimise contact with others and are advised to follow <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made</li> <li>The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate</li> <li>Specific risk assessments for new and expectant mothers have been completed</li> <li>Staff that travel abroad during the summer holiday to countries that are not on the <a href="#">Coronavirus (COVID-19): travel corridor list</a> will self-isolate for 14 days before they are due to return to work in the autumn term. Where it is not possible to avoid a member of staff having to quarantine during term time, the school will consider if it is possible to temporarily amend working arrangements to enable them to isolate and work from home</li> <li>If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days.</li> <li>If a pupil or member of staff displays symptoms of COVID-19 they will be required to self-isolate and to be tested. If the test is returned as 'positive', the rest of the 'bubble' will isolate for 14 days.</li> <li>In the event of localised lockdowns, including school closures, the school is prepared to close at short notice and to revert to its remote learning strategy.</li> <li>All opted in staff members test themselves twice a week at home and inform SLT of outcomes, which are recorded.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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2) Drop off of pupils/ entry to School and collection of pupils	Pupils Staff Parents	Risk of contracting COVID 19	<p><b>Drop off::</b></p> <ul style="list-style-type: none"> <li>Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents.</li> <li>The playground/entrance has been demarcated to enable parents to remain 2m away from other parents during drop off of students;</li> <li>Parents are asked to not congregate in the playground or around the gate before or during drop off to ensure a flow of parents</li> <li>Gate opening time extended in order to prevent large numbers of parents on Ditton CE Junior School grounds or waiting at the gate;</li> <li>Parents are reminded to leave the site once their child is in the teachers care</li> <li>Only one parent/guardian per child is permitted on site;</li> <li>If there are additional siblings who have no other carers at home and who are not at School they are permitted to stand with their parent. They are not to be allowed to run around the playground or interact with other families.</li> <li>A one-way system for parents arriving and leaving has been introduced.</li> </ul> <p><b>Entry to Ditton CE Junior School:</b></p> <ul style="list-style-type: none"> <li>Students will be collected at the designated point by their Teacher;</li> <li>Parents/Guardians are NOT permitted to enter Ditton CE Junior School, school buildings;</li> <li>Entrance doors are held open, reducing the number of occupants touching the doors;</li> <li>Teachers will have hand sanitisers for the children to use before entering the school</li> <li>Good hand washing signage to instruct students how to do this effectively is displayed;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing demonstrations have been provided to students on how to adequately wash their hands.</li> <li>Where ground floor classrooms/offices have fire exits leading directly outside, these are utilised as entry points to reduce congestion in main entry points.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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4) Classroom use/ activities	Pupils Staff	Risk of contracting COVID 19	<p>There will be no large gatherings such as assemblies or collective worship with more than one group/'bubble'.</p> <p><b>Junior:</b></p> <ul style="list-style-type: none"> <li>• Classroom sizes are restricted to 32 maximum students (Usual number of pupils), 1 teacher and TA if required (specific needs of class);</li> <li>• Students are kept in year group bubbles but the intention is to aim to also minimise contact between classes to aid contact analysis should a case occur.</li> <li>• The year group bubble will not interact with other groups within Ditton CE Junior School;</li> <li>• Hand washing is completed on entrance to the class and between specific activities;</li> <li>• Students are allowed to share resources within the Year group bubble</li> <li>• Students will have regular stationery resources that will be personalised to them and not shared</li> <li>• All resources to be cleaned at the end of day or before passing to another class</li> <li>• Students are regularly reminded not to touch their or other students faces;</li> <li>• Classroom furniture has been reduced. This is designed to enable successful and effective cleaning of all surfaces;</li> <li>• Where possible some classes/activities will be completed outside;</li> <li>• Play equipment will be used in rotation. Equipment is cleaned before use by each designated year group bubble;</li> <li>• The same Teacher and TA (where applicable) are assigned to a class each day. Where possible this will be one teacher for the whole and subsequent days;</li> <li>• The timetable has been reviewed to decide which lessons or activities can be delivered to reduce movement around Ditton CE Junior School.</li> <li>• Individual student packs to be produced;</li> <li>• Wipe-clean folder with equipment to be ordered and provided for each pupil to keep on designated desks;</li> <li>• Individual and very frequently used equipment such as pencils and pens are not shared;</li> <li>• Staff and pupils have their own items;</li> <li>• Classroom based resources are only shared within a bubble. These resources are cleaned regularly as are classroom surfaces;</li> <li>• Resources shared between bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics);</li> <li>• Outdoor equipment is more frequently cleaned or are cleaned meticulously between use</li> <li>• The school limits the amount of equipment students bring to school to only essentials such as lunch boxes, hats, coats, books, stationery and mobile phones;</li> <li>• Shared resources can be taken home but this is avoided where unnecessary. All such resources are cleaned before used by others;</li> <li>• Classrooms are arranged so that students sit side by side and facing forwards, rather than face to face or side on;</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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5) Dining, transitioning, breaktimes and lunchtimes	Pupils Staff	Risk of contracting COVID 19	<p><b>Primary :</b></p> <ul style="list-style-type: none"> <li>Separate lunch breaks/areas are designated for each class and year group bubble. Students will stay in these groups during lunch;</li> <li>Tables are designated by bubble</li> <li>Tables are wiped clean with appropriate disinfectant before and after lunch;</li> <li>Students are advised to clean hands before and after eating lunch</li> </ul> <p><b>Moving around Ditton CE Junior School:</b></p> <ul style="list-style-type: none"> <li>Movement to different areas within Ditton CE Junior School is reduced as much as possible;</li> <li>Suitable external doors are used to move students from one area to another. Effectively creating external corridors in the open air;</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or doors;</li> <li>Corridors are sterile environments and kept as clear as possible;</li> <li>Corridors that cannot provide 2m separation (although passing in the corridor is deemed low risk) are designated one way where possible;</li> <li>Corridor walls are demarcated to show direction and safe distance signage;</li> <li>Times are allocated for each class to reduce the need to pass one another in open spaces.</li> <li>Where possible students will move with their group only and will not mix with other groups;</li> <li>Staff will generally manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break-times / playgrounds:</b></p> <ul style="list-style-type: none"> <li>Separate times or areas (at a safe distance using government guidance) are issued for each separate year group bubble.</li> </ul> <p><b>Primary :</b></p> <ul style="list-style-type: none"> <li>Students are only permitted to complete suitable activities with their year group;</li> <li>Due to potential issues with reduced numbers of staff and trained first aiders, playground activities are strictly controlled with structured play. Rough play is prevented;</li> <li>Daily inspection and enhanced cleaning programs in place for external areas and equipment;</li> <li>Outside play equipment and toys will be used in rotation;</li> <li>Equipment is cleaned before use by each designated year group bubble;</li> <li>Outside play equipment and toys have been reduced; this is designed to enable successful and effective cleaning of all outside toys / play equipment.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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6) Handwashing and hygiene	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Staff and parents are encouraged to use education resources such as <a href="#">e-bug</a> and <a href="#">PHE Schools resources</a>;</li> <li>All those entering Ditton CE Junior School are required to wash/sanitise their hands;</li> <li>Hand washing sinks are located within each toilet provision and will be encouraged throughout the day;</li> <li>Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively;</li> <li>Students and staff have been shown how to wash hands properly;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times:               <ul style="list-style-type: none"> <li>➢ Entry and exit from Ditton CE Junior School;</li> <li>➢ After using the toilet;</li> <li>➢ Before and after eating;</li> <li>➢ On entry and exit from each classroom.</li> </ul> </li> <li>Unnecessary touching of the face is discouraged.</li> <li>Teachers will remind students to use tissues and bin them once used- 'catch it, bin it, kill it'. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and wash stations have single use paper towel for drying hands.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
7) Cleaning Ditton CE Junior School	Pupil Staff Cleaners Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Ditton CE Junior School has implemented additional cleaning regimes. This includes the following:               <ul style="list-style-type: none"> <li>➢ Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>➢ Frequent cleaning of all touched surfaces, such as door handles, handrails, table-tops, play equipment and toys.</li> </ul> </li> <li>Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>Classrooms will be cleaned at lunch breaks and after school, and work spaces wiped down by children/staff when rooms are exited;</li> <li>Toilets will be cleaned in the morning, after break, after lunch and at the end of the day;</li> <li>Common areas will be cleaned once a day;</li> <li>Equipment used by the students and staff will suitably cleaned at the end of each day or before it is used by another person;</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set on <a href="#">COVID-19: cleaning un non-healthcare settings</a>.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
8) School employee interactions in Ditton CE Junior School	Staff Pupils Visitors Parents	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Employees are required to conform with social distancing requirements at all times;</li> <li>Ditton CE Junior School offices has desks positioned in order to provide adequate separation</li> <li>The staff room is large enough to safely accommodate current staff numbers at safe distance from each other based on a rota of use;</li> <li>Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li> <li>Students will practice social distancing from staff appropriate to their age and as described in additional points of this assessment;</li> <li>Employees will be provided with and wear PPE when required in accordance with government guidance.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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9) Administering First Aid	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>This information forms the decision on what activities and groups can safely be managed within Ditton CE Junior School;</li> <li>Ditton CE Junior School has a specific space dedicated for suspected cases of COVID-19;</li> <li>Occupants (staff or students) who display symptoms of the virus during Ditton CE Junior School day will be isolated in the designated space until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained</li> <li>Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided</li> <li>The classroom area or workspace the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal.</li> <li>Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>All building users advised re monitoring their own health, reporting of symptoms and self-isolating</li> <li>Where available, the school will provide individual displaying symptoms with a home testing kit – where the individual is a pupil, the kit will be provided to their parent or carer</li> <li>First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication</li> <li>Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b> Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>A hazard waste disposal unit is available in the First Aid room.</li> <li>Put in a plastic rubbish bag and tied when full;</li> <li>The plastic bag is placed in a second bin bag and tied;</li> <li>It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>Waste is stored safely and kept away from children;</li> <li>Waste is not put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours;</li> <li>If the individual tests negative, this can be put in with the normal waste;</li> <li>If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

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10) Managing external visitors to Ditton CE Junior School, including: <ul style="list-style-type: none"> <li>Parents;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	Pupils Staff Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Parents are not permitted to enter Ditton CE Junior School buildings;</li> <li>Parents have been informed to call Ditton CE Junior School office or email if they have any questions or concerns; or to use Year group emails and Class Dojo communication</li> <li>If parents need to drop off items for students, they should be left at Ditton CE Junior School main entrance for staff to collect;</li> <li>The SLT are able to zoom (or other) parents if face to face meetings are required;</li> <li>For those who have to enter Ditton CE Junior School reception, screens/counter-top Perspex shields have been installed to reduce the risk to School staff;</li> <li>Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk;</li> <li>Sign in equipment in Reception to be wiped after use;</li> <li>Visitors will only be permitted into Ditton CE Junior School if they have an appointment and a face covering;</li> <li>A record of all visitors, including contractors, to site will be kept and maintained;</li> <li>Visitors will only be permitted at their designated time and will be asked to wait until their School contact is available;</li> <li>Ditton CE Junior School contact is required to attend reception in good time to meet their visitor;</li> <li>Meetings with visitors will be via video conference or phone where possible;</li> <li>If not possible social distancing measures will be adhered to at all times;</li> <li>Face to face meetings in small room or within 2m are not permitted;</li> <li>Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>Deliveries will be accepted at designated quiet times only;</li> <li>Delivered items will be left For at least 24hrs before opening</li> <li>The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
11) Using the toilets	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>One in one out management of toilets is in place;</li> <li>Toilet use protocols are managed by Teachers if located adjacent to classrooms;</li> <li>Toilets are cleaned regularly</li> <li>Students and staff are encouraged to close toilet lids where applicable before flushing.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
12) Supervision of pupils	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation;</li> <li>Children are suitably supervised at all times;</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
13) Management of School premises	Pupils Staff Visitors	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> <li>Good ventilation can help reduce the risk of spreading coronavirus, where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, the Premises Manager will look at improving mechanical systems.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
14) Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	Pupils Staff Visitors	Risk of ill health or fire	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of School buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
15) Emergency evacuation	Pupils Staff Visitors	Risk associated with fire	<ul style="list-style-type: none"> <li>Evacuation plans have been reviewed February 2021</li> <li>Safe assembly of occupants following social distancing requirements;</li> <li>Safe exit via the nearest final exit;</li> <li>Training occupants of any changes to evacuation;</li> <li>Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of Ditton CE Junior School;</li> <li>All other fire system testing and maintenance has continued as normal.</li> </ul> <p>A fire risk assessment was conducted February 24<sup>th</sup> 2021.</p>	2: Harmful	1: Highly Unlikely	2: Tolerable

16) Spread/contraction of COVID-19 for all levels of clinically vulnerable groups including BAME	Pupils Staff Parents Visitors	Risk of contracting COVID 19	<p><b>Extremely vulnerable group (Clinically Extremely Vulnerable):</b></p> <ul style="list-style-type: none"> <li>• May still be at risk of severe illness if they catch coronavirus, they must stay at home as much as possible and continue to take precautions.</li> <li>• They can go to work, as long as the workplace is COVID-secure – but carry on working from home if possible</li> <li>• children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)</li> </ul> <p>Vulnerable group (<b>Clinically Vulnerable</b>):</p> <ul style="list-style-type: none"> <li>• if working from home is possible then staff will work from home</li> <li>• If staff comes to school, they will be offered PPE when working in close contact with others</li> <li>• Staff will avoid public transport where possible and avoid peak times with PPE provided (gel, gloves and face covering)</li> <li>• Shielding and protecting vulnerable people in accordance with GOV COVID-19 guidance</li> <li>• <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
17) Wellbeing of staff	School staff	Mental Health	<ul style="list-style-type: none"> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> <li>• In relation to mental health and stress support organisation, details are available to staff including: Staff care services counselling service, confidential employee help lines and information that can be provided to students;</li> <li>• There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;</li> <li>• Hazard reporting mechanism are in place and easily accessible;</li> <li>• Talks with staff about the planned changes (E.g. safety measures, timetable changes and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> <li>• Staff feel valued and consulted, and supported and report this.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable

18) Teaching & Learning of PE	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>• PE lessons will be facilitated by teachers, Tas and KSporti staff</li> <li>• The lessons will be further and more closely (where necessary) supported by member/s of support staff already working in the year group bubble. <i>(Agreed staff/pupil ratios for family groups are already in line with education guidance and also include specialist support for those with additional needs.)</i> Support staff members allocated to the year group bubble will be responsible for administering First Aid if necessary (See point 9 on this risk assessment).</li> <li>• PE will be completed outside or in the hall. Contact sport skills will be included but not games or matches to apply these skills in the PE curriculum under current guidance.</li> <li>• Any equipment that is used during lessons will be cleaned and thoroughly sanitised before and after each session in line with the guidance: <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• During the lessons, the children will be required to adhere to social distancing guidelines and complete their activities in the area they have been allocated.</li> <li>• PE kits will need to be brought into school on a Monday and taken home on Friday to be washed.</li> <li>• The regular bubble staff will organise the children changing into PE kits , bringing the group outside and then at the end of the lesson, returning the pupils to their bubble and overseeing changing.</li> <li>• Children will be reminded to bring in a water bottle and a hat, in hot weather.</li> <li>• All other classroom controls are the same as in the family group bubbles:        *Students are kept in small groups as they cannot socially distance themselves at all times and the class group will not interact with other groups within the school;        *Hand washing is completed before and after use by each family group in the PE session        *Students are allocated their own PE equipment where needed and are not encouraged to share;        *Students are regularly reminded not to touch their or other students faces;        *PE equipment has been reduced and equipment with intricate parts have been removed in order to enable successful and effective cleaning of all surfaces;</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
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19) Teaching of Computing/ Use of ICT suite	Pupils Staff	Risk of contracting COVID 19	<ul style="list-style-type: none"> <li>In line with DfE guidance (11/06/20) each year group bubble will be timetabled to have a day, on a rolling basis, in the ICT suite. Only one bubble will use the suite per day.</li> <li>The computer suite will be cleaned between classes and at the end of each school day by the contracted cleaners, in line with <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>The suite has 32 consoles, so each pupil will use their own, and only their own console.</li> <li>Air conditioning will be used to allow air flow.</li> <li>The bubble group will be supervised by their regular bubble adults as usual</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
20) Food handling and preparation	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> <li>The Kitchen/Catering Manager has reviewed and implemented the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></li> <li>The Kitchen/Catering Manager has reviewed and implemented FSA <a href="#">guidance on good hygiene practices</a> in food preparation and <a href="#">PHE guidance</a></li> <li>The HACCP processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
21) Educational visits	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> <li>In line with Government advice, overnight and overseas educational visits will not be carried out for the foreseeable future.</li> <li>A risk assessment – in line with the school's policy will be carried out for non-overnight domestic educational visits.</li> <li>Every educational visit will include a risk assessment that takes in to account the most recent Covid-19 guidance and understanding of any local lockdowns.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
22) Responding to suspected and confirmed cases of COVID-19	Pupils Staff	Risk of contracting COVID-19	<ul style="list-style-type: none"> <li>If anyone becomes unwell in school with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <a href="#">COVID-19: guidance for households with possible coronavirus infection</a></li> <li>Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</li> <li>The school has identified the <a href="#">Local Health Protection Team (HPT)</a> so they can be contacted immediately in the case of a case, the HPT details are available to the SLT</li> <li>The school keeps informed of Government and Department for Education guidance and updates</li> <li>To avoid attendance to the school, remote education plans are in place for students or groups that need to self-isolate</li> <li>A contingency plan is in place for a local outbreak, and if the school is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only and providing remote education for all other pupils.</li> </ul>	2: Harmful	1: Highly Unlikely	2: Tolerable
23) Worship and singing	Pupils staff	As above	<ul style="list-style-type: none"> <li>There will only be virtual worship assemblies</li> <li>Singing will only take place in classes and facing forwards and incidence will be considerably reduced. Music instrument tuition will be virtual unless by parental consent and then always masked and distanced.</li> </ul>			