



V E N N

**Risk Assessment for COVID-19**

**Griffin Primary School**

<b>Completed by:</b>	Louise Pitts	<b>Date:</b>	06.01.2021	<b>Approved by:</b>	Amraz Ali
<b>Version:</b>	1.1	<b>Review date:</b>	As per new guidance	<b>Applicable to:</b>	All adults & children

<b>Hazard / Risk (without controls)</b>	<b>Who is at Risk?</b>	<b>Risk Low – Medium – High</b> <i>see risk matrix table</i>	<b>Control Measures</b>	<b>Residual Risk score Low – Medium - High</b>
Spread of infection	Adults Children	High	<p><b><u>Early Years</u></b></p> <ul style="list-style-type: none"> <li>• Parents/carers to ensure the family have washed their hands before leaving the house</li> <li>• PPE equipment available for staff to wear in the setting if required (face visors, masks, disposable aprons, gloves)</li> <li>• Limit movement between the different areas of play and follow a timetable when appropriate</li> <li>• Removal of soft furnishings that cannot be cleaned thoroughly</li> <li>• No use of playdough and similar resources that cannot be cleaned</li> <li>• Minimise contact and maintain social distancing where possible</li> <li>• 2m guidance markings on the floor to maintain social distancing whenever possible and practical</li> <li>• Limiting items that parents send in for their child(ren), e.g. changing bags</li> <li>• Staff to work in small groups maintaining social distancing where possible and keeping to EYFS ratios with the children</li> <li>• Where possible staff to work with the same children for each session</li> </ul>	Medium

		Medium	<ul style="list-style-type: none"> <li>• Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building and regular intervals throughout the day</li> <li>• Wipes/hand sanitiser available for all staff and children to use regularly throughout the day</li> <li>• Cleaning team and early years staff to undertake enhanced daily clean</li> <li>• Windows to be opened to allow for ventilation throughout the setting.</li> <li>• Parents, visitors, etc. will need to observe the strict social distancing guidelines whilst outside school site and wear a face mask.</li> <li>• All children to be dropped off and collected from the Nursey gate and Reception door. Parents will not enter the building.</li> <li>• Separate play areas for members of staff and their children and thoroughly wipe/clean before/after each rotation</li> <li>• If clothing comes into contact with bodily fluids or blood, clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing. The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate</li> <li>• If a child shows symptoms of the virus contact the parents/carers immediately. Child to be removed from classroom until collection.</li> </ul>	Medium
		Medium	<p><b><u>Outdoor</u></b></p> <ul style="list-style-type: none"> <li>• Limit the number of staff/children in the outdoor space</li> <li>• Zones marked out in the outdoor areas to limit congregations in line with social distancing guidance</li> <li>• Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building</li> </ul> <p><b><u>Toilet/Intimate Care</u></b></p> <ul style="list-style-type: none"> <li>• The toilet/changing area should be cleaned and disinfected using standard cleaning products before and after use</li> </ul>	Medium

		Medium	<ul style="list-style-type: none"> <li>• Staff to wear disposable aprons and gloves</li> <li>• All aprons and gloves to be disposed of after the care of each child</li> <li>• Changing area to be sanitised before and after use</li> </ul> <p><b><u>Mealtimes/refreshments</u></b></p> <ul style="list-style-type: none"> <li>• Children can have school meal or bring packed lunch</li> <li>• All packed lunch will be sanitised on entry to school and kept in the child's bubble classroom</li> <li>• All cutlery and crockery will be washed in the dishwasher only, on a high temperature</li> <li>• Clean all surfaces in the Sunshine room/hall before/after mealtimes</li> <li>• Divide the children into the different areas for meals staying with their existing staff</li> <li>• Wash hands with soap and water for 20 seconds then dry thoroughly before handling any food/drinks</li> </ul>	Medium
		High	<p><b><u>Key Stage 1 and 2</u></b></p> <p><b><u>Specific controls</u></b></p> <ul style="list-style-type: none"> <li>• Year group bubbles will be in place made up of pupils and staff</li> <li>• Bubbles will be kept separate as much as possible</li> <li>• Each bubble will work in isolation from other bubbles at all times</li> <li>• Each bubble uses a designated entrance and exit from the building</li> <li>• Playtimes and lunchtimes are staggered to avoid mixing of bubbles</li> <li>• Each bubble uses a designated outdoor space for playtimes and lunchtimes to avoid bubbles mixing</li> <li>• Staff in bubbles to be allocated a staff room to use and a toilet to use to minimise contact with other bubbles</li> </ul>	Medium
		High	<p><b><u>Indoor Spaces</u></b></p> <ul style="list-style-type: none"> <li>• All children to be briefed and reminded throughout the day on expectations regarding all control measures</li> </ul>	Medium

		High	<ul style="list-style-type: none"> <li>• 2m guidance markings on floors/walls</li> <li>• Where a safe 2m distance is not achievable in the corridor areas, a wait zone will be marked on the floor to ensure that only one person passes, and social distancing is maintained</li> <li>• Apply catch it, bin it, kill it for coughs and colds <a href="https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtu.be">https://www.youtube.com/watch?v=BEJHHuT9_ig&amp;feature=youtu.be</a></li> <li>• Posters to be displayed throughout school to support the education of staff, visitors and children</li> </ul> <p><b><u>Classroom / Office Spaces</u></b></p> <ul style="list-style-type: none"> <li>• Clear signs indicating number of people allowed entry to each office at any one time</li> <li>• Space out pupils within classrooms to reduce congestion and maintain some social distancing</li> <li>• Tables and chairs in each room should not be moved</li> <li>• Tape is available for 2m distance to be marked in individual classrooms</li> <li>• Windows to be opened to allow for ventilation throughout the classrooms.</li> <li>• Children to use their own school equipment from Year 2 upwards and equipment will not be shared</li> <li>• Wipes/hand sanitiser available in every room to be used upon entry/exit and regularly throughout the day</li> <li>• MS Teams to be used for all meetings, where possible to ensure distancing is maintained.</li> </ul>	Medium
		High	<p><b><u>Cleaning &amp; Hygiene Arrangements</u></b></p> <ul style="list-style-type: none"> <li>• Increase in general cleaning services throughout the week</li> <li>• ‘Deep clean’ of the school prior to reopening</li> <li>• The clear desk policy will be strictly adhered to, to enable staff to wipe down areas throughout the day and cleaning staff to thoroughly clean surfaces at the end of the day</li> </ul>	Medium

		<p>Medium</p>	<ul style="list-style-type: none"> <li>• Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building, before/after each rotation/session, before/after eating, after sneezing/coughing</li> <li>• Increased cleaning throughout the building, all staff are responsible in some way for this e.g sanitising of tables/surfaces throughout the day</li> <li>• Cleaning products will be available in classrooms and shared areas</li> <li>• Photocopier screens and touch points to be sanitised after use</li> <li>• Tables and seats in the hall sanitised between use at lunchtime by lunchtime supervisors. Year group bubbles sit at allocated tables to facilitate this.</li> <li>• Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of germs</li> <li>• All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly</li> <li>• All adults and children to wash hands frequently throughout the day. Teachers will plan for children to wash their hands at the following key times (1) entry to the building, (2) after AM playtime (3) before lunch time (4) after lunch time (5) after afternoon break</li> <li>• Increase the availability of hand washing and sanitising facilities throughout school, including reception</li> <li>• Reinforce good hygiene with the children through lessons and information to parents</li> <li>• Teachers to ensure children wash hands at regular times throughout the day</li> </ul> <p><b><u>School Reception / Entrance</u></b></p> <ul style="list-style-type: none"> <li>• Perspex screen in the reception area</li> <li>• All staff face in same direction with 2 metre space between desks</li> <li>• Use of 2m line at reception area to reduce proximity to visitors and chairs to enable waiting in this area to be removed</li> <li>• Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website</li> </ul>	<p>Medium</p>
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		Medium	<p><b><u>Visitors</u></b></p> <ul style="list-style-type: none"> <li>• Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff</li> <li>• All <u>staff and visitors</u> to wash hands on entry and exit from the building. Hand sanitiser to be placed in reception and regularly restocked signage placed into reception area</li> <li>• Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this</li> <li>• Parents to be encouraged to communicate with school office via phone call, email and Parentmail to avoid unnecessary contact</li> </ul>	Low
		High	<p><b><u>Moving Around the School</u></b></p> <ul style="list-style-type: none"> <li>• Pupils and staff to walk on the left in corridors</li> <li>• Staff to wear masks when moving around school and in communal areas</li> <li>• Where possible virtual methods will be used to communicate. (see virtual communication technologies below)</li> <li>• Staff in school will adhere to social distancing, where possible</li> <li>• Stagger break/lunch times to reduce number of people in corridors</li> <li>• Non-contact PE lessons and break times</li> <li>• Dedicated access zones to staff/children to limit movement throughout the school</li> <li>• Doors will be propped open where possible</li> <li>• Separate staff rooms and toilets allocated in different areas to avoid cross contamination of personnel</li> </ul>	Medium
		Medium	<p><b><u>Individual Pupil Risk Assessments / Behaviour Management</u></b></p> <ul style="list-style-type: none"> <li>• Review of the current risk assessments individual pupils may have</li> <li>• Risk assessments of other pupils</li> <li>• pupils who have not previously been risk assessed but in the new circumstances may pose a risk; pupils who need specific care, which cannot be delivered whilst ensuring social distancing; or</li> </ul>	Medium

		High	<p>potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint</p> <ul style="list-style-type: none"> <li>• Make provision for the school to be able to sanction, up to and including exclusion, pupils who wilfully refuse to adhere to arrangements of social distancing and deliberately cough or spit at pupils or staff, putting them at risk</li> </ul> <p><b><u>Photocopying/Stationery</u></b></p> <ul style="list-style-type: none"> <li>• Copier to be sprayed and wiped in-between use. Staff to use ‘hold print’ when sending copying and only pick up own copying</li> <li>• Staff to wear masks when using the photocopier</li> <li>• Necessary stationery to be kept in classrooms with any additional equipment wiped thoroughly before being returned.</li> </ul>	Medium
		Medium	<p><b><u>First Aid / Medication</u></b></p> <ul style="list-style-type: none"> <li>• Pupils to be treated in the classroom or corridor where appropriate</li> <li>• Each hub has first aid kit</li> <li>• Each hub has registered first aider</li> <li>• Medication to be stored, signed for and taken in admin room/hub (discretion of first aider)</li> </ul>	Medium
		High	<p><b><u>Children displaying COVID symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Removal of the child to the ‘medical’ at front of school</li> <li>• PPE (gloves, apron and face mask) will be readily available in this room if the supporting adult needs to remain with the child to support his/her wellbeing</li> <li>• The child’s parents/carers will be contacted to collect the child</li> <li>• The child will remain in the room (if possible) until parents/carers arrive.</li> <li>• If the child needs the toilet whilst waiting to be collected, the child should be allowed to do so, and then cleaned using standard cleaning equipment before being used by anyone else.</li> <li>• A window will be opened to ventilate the room, if possible</li> </ul>	Medium

		High	<ul style="list-style-type: none"> <li>• The child will be supported to leave at their designated hub entry/exit point and taken home by the parent/carer (If they are at the front of school, we would not walk them back to their hub to send them home)</li> <li>• The adult who has supported the child can remain in school, unless he/she starts to display symptoms. The adult should ensure he/she washes their hands thoroughly (see handwashing guidance) and continues to follow the guidance put in place.</li> </ul> <p><b><u>Adult displaying COVID symptoms</u></b></p> <ul style="list-style-type: none"> <li>• Adult will leave their bubble immediately and go home</li> <li>• Follow the self-isolation guidance and take a test as soon as possible</li> <li>• Test results to be shared via screen shot with head of school/deputy/SBM</li> </ul> <p><b><u>Safeguarding</u></b></p> <ul style="list-style-type: none"> <li>• Daily (teams, email, calls or in person) contact to be made by staff from year group bubbles.</li> <li>• Safeguarding team to carry out welfare checks with vulnerable families for children who are not attending school.</li> <li>• Safeguarding team to remain in contact with named social workers for children weekly.</li> <li>• Log concerns on CPOMS</li> <li>• Home visits to be made for children where contact has not been made.</li> </ul> <p><b><u>Personal Protective Equipment (PPE)</u></b></p> <p><b><u>Intimate care</u></b></p> <ul style="list-style-type: none"> <li>• 'Routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves, apron and face mask)</li> </ul>	<p>Medium</p> <p>Medium</p> <p>Medium</p>
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		High	<p><b><u>Other</u></b></p> <ul style="list-style-type: none"> <li>• A face mask, visor, disposable gloves and apron are available if needed</li> <li>• Face masks to be worn by staff when outside of the classroom and outside on the school grounds during drop off and pick up</li> <li>• Child/adult displaying symptoms of coronavirus and has to remain in school for a short period of time. The supporting adult will have access to PPE if needed</li> <li>• Perspex screen in the reception area</li> </ul>	
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<b>Head of School:</b>	Louise Pitts	<b>Signature:</b>	L.Pitts	<b>Date:</b>	06.01.2021
<b>Executive Head:</b>	Amraz Ali	<b>Signature:</b>	A.Ali	<b>Date:</b>	8.1.21

		Consequence				
		What is the result of exposure to the hazard?				
		<b>1</b> Insignificant First aid only	<b>2</b> Minor Medical attention	<b>3</b> Moderate Increased medical attention	<b>4</b> Major Severe health crisis	<b>5</b> Extreme Severe injury or death
Likelihood of occurrence	<b>1</b> Rare	1	2	3	4	5
	<b>2</b> Unlikely	2	4	6	8	10
	<b>3</b> Possible	3	6	9	12	15
	<b>4</b> Likely	4	8	12	16	20
	<b>5</b> Almost certain	5	10	15	20	25

Legend:  Low  Medium  High