



V E N N

Risk Assessment for COVID-19

Griffin Primary School

Completed by:	Louise Pitts	Date:	29.11.21	Approved by:	Amraz Ali
Version:	1.4	Review date:	04.01.22	Applicable to:	All adults & children

Hazard / Risk (without controls)	Who is at Risk?	Risk Low – Medium – High <i>see risk matrix table</i>	Control Measures	Residual Risk score Low – Medium - High
Spread of infection	Adults Children	High	<p><u>Early Years</u></p> <ul style="list-style-type: none"> • Parents/carers to ensure the family have washed their hands before leaving the house • PPE equipment available for staff to wear in the setting if required (face visors, masks, disposable aprons, gloves) • Limit movement between the different areas of play and follow a timetable when appropriate to share the outdoor area • Removal of soft furnishings that cannot be cleaned thoroughly • Minimise contact and maintain social distancing where possible and practical • Limiting items that parents send in for their child(ren), e.g. changing bags • Staff to work in small groups maintaining social distancing where possible and keeping to EYFS ratios with the children • Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building and regular intervals throughout the day • Wipes/hand sanitiser available for all staff and children to use regularly throughout the day 	Medium

			<ul style="list-style-type: none"> • Cleaning team and early years staff to undertake enhanced daily clean • Windows to be opened to allow for ventilation throughout the setting • All children to be dropped off and collected from the Nursey gate and Reception door. Parents will not enter the building. • Separate play areas for members of staff and their children and thoroughly wipe/clean before/after each rotation • 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 • If a child shows symptoms of the virus contact the parents/carers immediately. Child to be removed from classroom until collection. 	
		Medium	<p><u>Outdoor</u></p> <ul style="list-style-type: none"> • Limit the number of staff/children in the outdoor space • Wash hands with soap and water for 20 seconds then dry thoroughly upon entry/exit to the building 	Medium
		Medium	<p><u>Toilet/Intimate Care</u></p> <ul style="list-style-type: none"> • The toilet/changing area should be cleaned and disinfected using standard cleaning products before and after use • Staff to wear disposable aprons and gloves • All aprons and gloves to be disposed of after the care of each child • Changing area to be sanitised before and after use 	Medium
		Medium	<p><u>Mealtimes/refreshments</u></p> <ul style="list-style-type: none"> • Children can have school meal or bring packed lunch • All packed lunch will be kept in the child's classroom • All cutlery and crockery will be washed in the dishwasher only, on a high temperature 	Medium

		High	<ul style="list-style-type: none">• Clean all surfaces in the Sunshine room/hall before/after mealtimes• Wash hands with soap and water for 20 seconds then dry thoroughly before handling any food/drinks <p><u>Key Stage 1 and 2</u></p> <p><u>Specific controls</u></p> <ul style="list-style-type: none">• Year groups will be in place made up of pupils and staff and kept separate as much as possible• Each year group uses a designated entrance and exit from the building• Playtimes and lunchtimes are staggered to avoid mixing of year groups at entrance and exit points, in cloakrooms and in toilets• Each year group uses a designated outdoor space for playtimes and lunchtimes• Staff in year groups to be allocated a staff room to use and a toilet to use to minimise contact with other year groups <p><u>Indoor Spaces</u></p> <ul style="list-style-type: none">• All children to be briefed and reminded throughout the day on expectations regarding all control measures• Apply catch it, bin it, kill it for coughs and colds https://www.youtube.com/watch?v=BEJHHuT9_ig&feature=youtu.be• Posters to be displayed throughout school to support the education of staff, visitors and children• Staff encouraged to wear face masks in corridors, communal areas and when on doors and playground at home time <p><u>Classroom / Office Spaces</u></p> <ul style="list-style-type: none">• Clear signs indicating number of people allowed entry to each office at any one time• Windows and doors to be opened to allow for ventilation throughout the classrooms.	Medium
		High		Medium

		High	<ul style="list-style-type: none"> • Children to use their own school equipment from Year 1 upwards and equipment will not be shared • Wipes/hand sanitiser available in every room to be used upon entry/exit and regularly throughout the day • MS Teams to be used for all meetings, where possible to ensure distancing is maintained. 	Medium
		High	<p><u>Cleaning & Hygiene Arrangements</u></p> <ul style="list-style-type: none"> • Increase in general cleaning services throughout the week • 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 • 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 • Increased cleaning throughout the building, all staff are responsible in some way for this e.g sanitising of tables/surfaces throughout the day • Cleaning products will be available in classrooms and shared areas • Photocopier screens and touch points to be sanitised after use • Tables and seats in the hall sanitised between use at lunchtime by lunchtime supervisors. Year groups sit at allocated tables to facilitate this. • Classrooms will contain limited equipment so that limited resources can be accessed, hence reducing the transmission of germs • All washing areas to have soap/hand wash/gel available to use by staff and children. Staff to check this regularly • 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 • Increase the availability of hand washing and sanitising facilities throughout school, including reception 	Medium

			<ul style="list-style-type: none"> • Reinforce good hygiene with the children through lessons and information to parents • Teachers to ensure children wash hands at regular times throughout the day 	
		Medium	<p><u>School Reception / Entrance</u></p> <ul style="list-style-type: none"> • Perspex screen in the reception area • All staff face in same direction with 2 metre space between desks • Use of 2m line at reception area to reduce proximity to visitors • Regularly communicate good hygiene practices to parents through a variety of media including Twitter, letters and the website <p><u>Visitors</u></p> <ul style="list-style-type: none"> • Only necessary visitors will be allowed into school. This would include, but is not exhaustive; social workers, police, VENN central staff • 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 • Visitors to wear a face mask when in corridors and communal areas • Ensure reception has hand sanitiser available for visitors into school. Display signs and reception staff to request that visitors do this • Parents to be encouraged to communicate with school office via phone call, email and Parentmail to avoid unnecessary contact 	Medium
		Medium	<p><u>Moving Around the School</u></p> <ul style="list-style-type: none"> • Pupils and staff to walk on the left in corridors • Staff to be encouraged to wear masks when moving around school and in communal areas • Where possible virtual methods will be used to communicate. (see virtual communication technologies below) • Stagger break/lunch times to reduce number of people in corridors 	Low

		High	<ul style="list-style-type: none"> • Non-contact PE lessons and break times • Dedicated access zones to staff/children to limit movement throughout the school • Doors will be propped open where possible • Separate staff rooms and toilets allocated in different areas to avoid cross contamination of personnel <p><u>Car sharing</u></p> <ul style="list-style-type: none"> • Staff to wear masks if sharing a car with another member of staff • Car windows to be open to allow for ventilation <p><u>Individual Pupil Risk Assessments / Behaviour Management</u></p> <ul style="list-style-type: none"> • Review of the current risk assessments individual pupils may have • Risk assessments of other pupils • 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 potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint • 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 	Medium
		Medium	<p><u>Photocopying/Stationery</u></p> <ul style="list-style-type: none"> • Copier to be sprayed and wiped in-between use. Staff to use ‘hold print’ when sending copying and only pick up own copying • Staff to wear masks when using the photocopier • Necessary stationery to be kept in classrooms with any additional equipment wiped thoroughly before being returned. <p><u>First Aid / Medication</u></p>	Medium

		High	<ul style="list-style-type: none"> • Pupils to be treated in the classroom or corridor where appropriate • Each classroom has first aid kit • Each classroom has registered first aider • Medication to be stored, signed for and taken at the main office (discretion of first aider) 	Medium
		Medium	<p><u>Children displaying COVID symptoms</u></p> <ul style="list-style-type: none"> • Removal of the child to the small office at front of school • 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 • The child’s parents/carers will be contacted to collect the child • The child will remain in the room (if possible) until parents/carers arrive. • 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. • A window will be opened to ventilate the room, if possible • 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) • 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. 	Medium
		High	<p><u>Adult displaying COVID symptoms</u></p> <ul style="list-style-type: none"> • Adult will leave their year group immediately and go home • Follow the self-isolation guidance and take a test as soon as possible 	Medium

		High	<ul style="list-style-type: none"> • Test results to be shared via screen shot with head of school/deputy/SBM <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Safeguarding team to carry out welfare checks with vulnerable families for children who are not attending school. • Safeguarding team to remain in contact with named social workers for children weekly. • Log concerns on CPOMS • Home visits to be made for children where contact has not been made. <p><u>Personal Protective Equipment (PPE)</u></p> <p><u>Intimate care</u></p> <ul style="list-style-type: none"> • 'Routine' PPE will be worn to deal with intimate care situations i.e. nappy changing (disposable gloves, apron and face mask) <p><u>Other</u></p> <ul style="list-style-type: none"> • A face mask, visor, disposable gloves and apron are available if needed • Staff encouraged to wear face masks when outside of the classroom and outside on the school grounds during drop off and pick up • 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 • Perspex screen in the reception area 	Medium
		High		Medium
		High		Medium

Head of School:	Louise Pitts	Signature:	L.Pitts	Date:	29.11.21
------------------------	--------------	-------------------	---------	--------------	----------

Executive Head:

Amraz Ali

Signature:

A.Ali

Date:

29.11.21

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

Legend:  Low  Medium  High