



The Federation of Saltwood and Bodsham Church of England Primary Schools

Covid-19 Risk Assessment for the opening of both schools to all children in September 2020

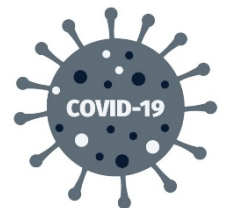
This Risk Assessment should be read alongside:

[Guidance for full Opening – Schools; published by the Department for Education – September 2020](#)

LIKELIHOOD	LIKELY (3)	MEDIUM RISK (3)	HIGH RISK (6)	EXTREME RISK (9)
	UNLIKELY (2)	LOW RISK (2)	MEDIUM RISK (4)	HIGH RISK (6)
	HIGHLY UNLIKELY (1)	TRIVIAL RISK (1)	LOW RISK (2)	MEDIUM RISK (3)
		SLIGHTLY HARMFUL (1)	HARMFUL (2)	EXTREMELY HARMFUL (3)
SEVERITY				

1. Health and Safety of the Building
2. Reducing Transmission During School Operation
3. Safeguarding Children
4. Remote Learning
5. Health and Safety

Last Revised 3rd December 2020



Risk Rating Definition	HIGH	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	MEDIUM	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW ranking	LOW	Nominal risk of slight injury. Continue to monitor
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Hazard	Risk Rating	Saltwood Control Measures	Responsible Person	Risk Outcome	Bodsham Control Measures	Responsible Person	Risk Outcome
Health and Safety of the building							
Residual Covid-19 from use of building over school holidays		n/a			n/a		
Change to Fire Drill procedures may cause confusion among new returners	Low	- Induction for new staff to include Fire Drill - Changed signage for Assembly Points on playground - Fire drill each	<i>EHT</i>	Low	- Induction for new staff to include Fire Drill - Fire drill in first week	<i>EHT</i>	Low
Kitchen equipment and resources that have not been in use since March	Low	- Regular flushing of outlets and monitoring of water temperatures throughout closure - Completion of Caterlink checklist to bring kitchen safely back into operation	<i>Site Manager</i> <i>Caterlink Staff</i>	Low	- Regular flushing of outlets and monitoring of water temperatures throughout closure - Completion of Caterlink checklist to bring kitchen safely back into operation	<i>Cleaner in Charge</i> <i>Caterlink Staff</i>	Low
Reducing Transmission during School Operation							
Staff are not fully aware of new procedures	Low	- New staff made familiar with Risk Assessment as part of induction. Problems found and practice improved - New Child Protection and Behaviour Policies reviewed and agreed by FGB. Circulated to all staff - Risk Assessment shared with all staff	<i>EHT</i> <i>EHT</i> <i>EHT</i>	Low	- New staff made familiar with Risk Assessment as part of induction - New Child Protection and Behaviour Policies reviewed and agreed by FGB. Circulated to all staff. - Risk Assessment shared with all staff	<i>EHT</i> <i>DHT</i> <i>EHT</i> <i>EHT</i>	Low
Covid transmission during Parental drop off and pick up	Medium	- One-way system in place through site - Social distancing signage on playground - Doors open 8:30, staffed - Expectation for parents to drop and go reinforced - Parents instructed not to gather in playground - Staggering of drop off & pick up times	<i>Site Manager</i> <i>Teachers</i> <i>EHT</i> <i>EHT</i> <i>EHT</i> <i>EHT & DHT</i>	Low	- Staggering of drop off & pick up times to large bubbles Home 3.20 & 3.30pm - Mary Fagg at gate to allow drop off without parking 8.30 – 8.50am - Parents instructed not to gather in playground - Social distancing signage on playground	<i>EHT & DHT</i> <i>Mary Fagg</i> <i>EHT & Parents</i> <i>Mary Fagg</i>	Low

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		<ul style="list-style-type: none"> - Liaison with SPLC to prevent clashes - Sanitiser station in foyer - Each group to enter by different doors. Y3 drop at gate, not door. - Y3 children collected from playground exit to avoid bunching around KS2 classrooms - Protocol established if children reluctant to separate from parents - Uncollected children at day's end to remain in classrooms with teacher 	<p><i>Office Staff</i></p> <p><i>Parents & Teachers</i></p>		<ul style="list-style-type: none"> - Sanitiser station in foyer - Informing neighbours of timings - Protocol established if children reluctant to separate from parents - Uncollected children at day's end to remain in classrooms with teacher 	<p><i>EHT</i></p> <p><i>Parents & Teachers</i></p>	
Covid transmission during meal times	Medium	<ul style="list-style-type: none"> - Caterlink Staff to follow Caterlink Risk Assessment in delivery of hot meal service. - Hand washing in class before meals. - Servings staggered to keep all classes with their larger bubbles, packed lunches and school dinners together to ensure proper supervision - Furniture arranged to avoid children sitting opposite each other. Bubbles face away from each other - Social distancing floor markings in front of servery - Furniture left set up to allow easier cleaning - Children's lunchboxes stored in classrooms not on trolleys - Anti Viral cleaning of tables between servings - Drinking water provided in cups to avoid sharing of jugs. - Cleaning of servery between sittings - Cutlery placed on trays by Caterlink staff - Queue control, children called up to servery in small numbers to avoid mixing bubbles 	<p><i>Caterlink</i></p> <p><i>Teachers</i></p> <p><i>Midday Staff</i></p> <p><i>Teachers</i></p> <p><i>Midday Staff</i></p> <p><i>Teachers</i></p> <p><i>Midday Staff</i></p> <p><i>Caterlink</i></p> <p><i>Midday Staff</i></p>	Low	<ul style="list-style-type: none"> - Caterlink Staff to follow Caterlink Risk Assessment - Servings staggered in two sittings to keep all classes with the two bubbles, packed lunches and school dinners together to ensure proper supervision - Anti Viral cleaning of tables between servings - Social distancing floor markings in front of servery - Children allocated seating by staff - Cutlery placed on tables by staff - Drinking water provided in cups to avoid sharing of jugs. - Children's lunchboxes stored outside classroom in separate bubbles away from heat and high traffic 	<p><i>Caterlink</i></p> <p><i>Teachers</i></p> <p><i>Staff on lunch duty</i></p> <p><i>Teachers</i></p>	Low

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Covid transmission during break times	Medium	<ul style="list-style-type: none"> - Children supervised in separate bubbles during staggered play and lunch breaks. Zones created on playground to keep bubbles separate - Staggered breaks to limit overcrowding of adults in staffroom - Children do not move through corridors to reach playground - First aid applied outside where possible to limit children in corridors. - Individual boxes of playground equipment for each bubble – regular cleaning 	<p>TAs</p> <p>Teachers</p> <p>Teachers</p> <p>TAs</p> <p>TAs</p> <p>TAs</p>	Low	<ul style="list-style-type: none"> - Stagger breaks within two bubbles, to limit use of staff kitchen and keep Key Stages separate - No crossing of groups at transition - Adventure trail on weekly rota 48 hours between bubbles - Individual boxes of playground equipment for each bubble. Cleaned and quarantined between rotations 	<p>DHT</p> <p>Teachers</p> <p>DHT</p> <p>Teachers</p>	Low
Covid Transmission while administering first aid	High	<ul style="list-style-type: none"> - New non-contact thermometers used to check temperatures - Symptomatic children isolated in music room until they can be collected. - PPE equipment to be worn by first aiders administering to symptomatic children - Handwashing after all first aid administered - Disinfect all cold packs before replacing - Check of first aid stock in July - Paediatric First Aiders on site at all times: (Mel White, Helen Curran) - Ensure children do not interact with children from nursery 	<p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>Office Staff</p> <p>Duty Staff</p>	Medium	<ul style="list-style-type: none"> - New non-contact thermometer used to check temperature - Symptomatic children isolated in Art Studio until they can be collected. Thorough cleaning fogging machine - PPE equipment to be worn by first aiders administering to symptomatic children - Handwashing after all first aid administered - Remove cold pack covers - Disinfect cold packs before replacing - Separate cold packs for each bubble stored in freezer 	<p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p> <p>First Aider</p> <p>First Aider</p> <p>First Aider</p>	Medium
Covid transmission in breakfast and after school club	Low	<ul style="list-style-type: none"> - SPLC building not to be used to avoid transmission to nursery - Children supervised indoors in large bubble groups in Deedes room to increase distancing - Handwashing on entry to service - Fridge in Deedes room for exclusive use of breakfast and 321 club. All food preparation in Deedes room. - Breakfast club staff deliver children to internal classroom doors at 8.45am to avoid mixing on playground 	<p>Trustees</p> <p>SPLC Staff</p> <p>SPLC Staff</p> <p>SPLC Staff</p> <p>SPLC Staff</p>	Low	<ul style="list-style-type: none"> - Children attending breakfast club kept seated in bubble groups. - Parents asked not to enter school building - All children apply hand sanitiser on entry - Children dismissed to class in bubble groups - Anti Viral cleaning of tables before and after club. 	<p>Marie</p>	Low

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		- Children use same toilets that they will be using during school hours.	<i>SPLC Staff</i>				
Covid transmission between teaching groups	Medium	<ul style="list-style-type: none"> - Keep individual classes in small bubbles of 30 (KS1) 33 (KS2) during teaching time. - Careful timetabling to avoid groups crossing in corridors - PE and non-contact sport to take place outdoors only during Term 1&2. Review of policy in December. - Children wash hands on entry, at break times, before and after lunch times, before leaving. New sinks installed for KS1 children on playground. Hand sanitiser stations for KS2 children - Teachers daily clean of hard surfaces in classroom at end of day - Library out of use for children. Books distributed to classes. Books in quarantine for 48 hours before being returned to library - ICT suite timetabled use only. Room and computers cleaned between uses with fogging machine. Signage & fogging log on door to indicate when room is safe to enter. - IPad trolley cleaned with fogging machine after use - Hall out of use for PE - Toilets to be used by large bubble groups (KS1). KS2 Children to wait outside if in use by children not in their large bubble - PE cupboard cleaned with fogging machine every Monday morning - Workrooms – to be used by Large bubbles only. Y1&2 Little work room, Y3&4 Going for Gold room, 5& 6 Library 	<ul style="list-style-type: none"> <i>Teachers</i> <i>DHT</i> <i>Teachers</i> <i>Teachers</i> <i>All Staff</i> <i>Site Manager</i> <i>Site Manager</i> 	Low	<ul style="list-style-type: none"> - Keep individual classes separate during teaching times - Keep children in Key Stage bubbles (YR & KS1) and (KS2) for lunch and playtimes - Careful timetabling to avoid groups crossing in corridors - Robins enter & exit classroom via Sunshine room - Teaching staff and other adults allocated staff toilets specific to their bubble - ICT suite disinfected by fogging machine after use. - Library out of use for all classes. Used only for socially distant intervention work. Antiviral cleaning between use by different bubbles. - IPad trolley cleaned with fogging machine after use - Toilets - Children wait outside if occupied by other bubble. - Adventure trail on weekly rota. - PE & sports equipment not to be shared between bubbles – selected by teachers at the start of each week. 	<ul style="list-style-type: none"> <i>Teachers</i> <i>Teachers</i> <i>DHT</i> <i>Teachers/TAs</i> <i>Staff</i> <i>TAs</i> <i>Anneke Martin</i> <i>Teachers</i> <i>DHT</i> <i>Teachers</i> 	Low

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		<p>Saltwood Church – visits to be organised for one large bubble per week. Children walk to church in separate bubbles. Children sit in small bubble groups on opposite side of aisles. Pews to receive antiviral fogging before children arrive and after they leave. Children to wash hands on return from church. Adults leading service to remain 2m from children.</p> <p>- PE & sports equipment not to be shared between bubbles – selected by teachers at the start of each week. - Outdoor play equipment jet washed each week. - Outdoor play equipment zoned and rotated between bubbles each week</p>	<i>Site Manager</i>				
Covid transmission within teaching groups	Medium	<p>Whole School Prevention Strategies</p> <p>- No child or adult to attend school if they or any member of their household develops recognised Covid19 symptoms. This message clearly communicated to all - Covid Tracking register established to clearly record dates of first symptoms, tests and outcome - Clear protocol established if child becomes symptomatic in a teaching group. Child isolated in music room until parents can collect. Ventilator on. PPE used by attending adults. Room cleaned with fogging machine when child has left. Family provided with home testing kit if they are unable to arrange testing themselves. Advised to follow ‘stay at home’ guidance. - Expectations communicated that parents seek Covid testing if any symptoms appear at home. clear. Prompt communication of results to all.</p>	<p><i>EHT</i></p> <p><i>Office Staff</i></p> <p><i>EHT & First Aiders</i></p> <p><i>EHT & Parents</i></p>	Low	<p>Whole School Prevention Strategies</p> <p>- No child or adult to attend school if they or any member of their household develops recognised Covid19 symptoms. This message clearly communicated to all. - Covid Tracking register established to clearly record dates of first symptoms, tests and outcome. - Clear protocol established if child becomes symptomatic in a teaching group. Child isolated in Art Studio until parents can collect. Windows open. PPE used by attending adults. Room cleaned with fogging machine when child has left. Family provided with home testing kit if they are unable to arrange testing themselves. Advised to follow ‘stay at home’ guidance. - Expectations communicated that parents seek Covid testing if any symptoms appear</p>	<p><i>EHT</i></p> <p><i>Office Staff</i></p> <p><i>EHT & First Aiders</i></p> <p><i>EHT & Parents</i></p>	Low

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		<ul style="list-style-type: none"> - Clear communication of requirement for families to engage with Test and Trace system and need to seek Covid test if family member becomes symptomatic. - Ability to contact DfE Coronavirus helpline 0800 046 8687 if Covid19 case is confirmed within the school community. Ability to quickly put individual teaching groups (including staff) into isolation if Covid19 confirmed and advised to by local health protection team. - Adjustment to uniform and PE kit policy. No ties to be worn by children to reduce loose clothing. PE kits to be worn to school on PE days to increase frequency of washing and reduce bags in school. <p>Measures within the classroom</p> <ul style="list-style-type: none"> - Tables and seating arranged to be forward facing – Y2 upwards - Classrooms cleared of non-essential furniture - Children to be taught about Covid-19, social distancing and respiratory hygiene. ‘Catch it, Kill it, Bin It’ message taught. - Tissues within reach of all children - Lidded bins in every classroom - Frequent handwashing – soap provided - Increase classroom ventilation - Daily antiviral cleaning of classrooms - Children to be provided with clear, labelled cases to store their own equipment and limit sharing. 	<p><i>EHT & Parents</i></p> <p><i>EHT & DHT</i></p> <p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>Teachers & TAs</i></p>	<p>at home. Prompt communication of results to all.</p> <ul style="list-style-type: none"> - Clear communication of requirement for families to engage with Test and Trace system and need to seek Covid test if family member becomes symptomatic. - Ability to contact DfE Coronavirus helpline 0800 046 8687 if Covid19 case is confirmed within the school community. Ability to quickly put individual bubbles (including staff) into isolation if Covid19 confirmed and advised to by local health protection team. - Adjustment to PE kit policy. PE kits to be worn to school on PE days to increase frequency of washing and reduce bags in school. <p>Measures within the classroom</p> <ul style="list-style-type: none"> - Tables and seating arranged to be forward facing – Y3 upwards - Classrooms cleared of non-essential furniture - Children to be taught about Covid-19, social distancing and respiratory hygiene. ‘Catch it, Kill it, Bin It’ message taught. - Tissues within reach of all children - Lidded bins in every classroom - Frequent handwashing – soap provided - Increase classroom ventilation - Daily antiviral cleaning of classrooms - Children to be provided with clear, labelled cases to store their own equipment and limit sharing. 	<p><i>EHT & Parents</i></p> <p><i>EHT & DHT</i></p> <p><i>EHT&DHT</i></p> <p><i>Teachers</i></p> <p><i>Teachers & TAs</i></p>	
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		<ul style="list-style-type: none"> - Practical equipment used in lessons to be cleaned regularly and not shared between bubbles unless isolated for 48 hours (72 for plastics) before being returned to resource cupboards. - TAs to record all close contact 1:1 work with individuals. 	<i>TAs</i>		<ul style="list-style-type: none"> - Practical equipment used in lessons to be cleaned regularly and not shared between bubbles unless isolated for 48 hours (72 for plastics) before being returned to resource cupboards. - TAs to record all close contact 1:1 work with individuals. 	<i>TAs</i>	
Covid19 is brought into the building by visitors	Low	<ul style="list-style-type: none"> - Only 'business critical' visitors to be allowed into school. No volunteers or helpers to be requested. - Essential visitors to be required to observe enhanced hand hygiene at all times. Hand sanitiser to be used on entry. - Prospective Parent tours to be virtual only - Visitor contact details recorded to assist Test and Trace - 1:1 Music Plus teaching with agreed Risk Assessment - After School Clubs activity clubs paused - All external meetings to be held via telephone or video link unless physical attendance is necessary - Parents not permitted beyond office foyer. Glass screen to be kept closed to protect office staff. Perspex screen and social distancing markings in office - Parental consultations to be carried out remotely in Autumn and Spring terms - Deliveries to be left in foyer where possible. All deliveries supervised by office staff - Hythe Town Band activity suspended until agreement on Risk Assessment 	<i>Office Staff</i> <i>Office Staff</i> <i>Office Staff</i> <i>SLT</i> <i>Office Staff</i> <i>EHT</i> <i>EHT</i> <i>All Staff</i> <i>Office Staff</i> <i>Teachers</i>	Low	<ul style="list-style-type: none"> - Only 'business critical' visitors to be allowed into school. No volunteers or helpers to be requested. - Essential visitors to be required to observe enhanced hand hygiene at all times. Hand sanitiser to be used on entry. - Prospective Parent tours to be pre-booked to ensure only one family per tour. Member of SLT to take tour. Covid security measures explained at start of tour. Hand sanitiser on entry to schools. Masks requested. No entry to any classrooms. Social distancing observed at all times. - Visitor contact details recorded to assist Test and Trace - All external meetings to be held via telephone or video link unless physical attendance is necessary - Parents not permitted beyond office foyer. Glass screen to be kept closed to protect office staff - Music Plus teaching with agreed Risk Assessment - After School Clubs only reintroduced after full risk assessment 	<i>Office Staff</i> <i>Office Staff</i> <i>SLT</i> <i>Office Staff</i> <i>All Staff</i> <i>Office Staff</i> <i>EHT</i> <i>Teachers</i>	

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		<ul style="list-style-type: none"> - Lettings of hall reviewed and Risk Assessed individually - Messy Church activity subject to own Risk Assessment and enhanced cleaning afterwards 	<i>Office Staff</i> <i>EHT</i> <i>Business Manager & Office Staff</i>		<ul style="list-style-type: none"> - Parental consultations to be carried out remotely in Autumn and Spring terms. - Deliveries to be left at door where possible. All deliveries supervised by office staff. 	<i>Office Staff</i>	
Some children and adults are at greater risk if exposed to Covid19	Medium	<p>Vulnerable children</p> <ul style="list-style-type: none"> - DHT working with VSK and Social workers to ensure provisions for LAC. - Pupil premium attendance closely monitored - NHS and Gov.uk guidance constantly reviewed and adopted for pupils with health conditions <p>Clinically vulnerable adults</p> <ul style="list-style-type: none"> - measures in this risk assessment reduce risk to safe levels, allowing return to work. <p>Clinically extremely vulnerable adults in possession of shielding letters</p> <ul style="list-style-type: none"> - To remain at home while national lockdown or Tier 3 restrictions in place 	<i>Teacher/TA/SENCo/Parent</i> <i>EHT and Parents</i> <i>EHT and Individuals</i>	Low	<p>Vulnerable children</p> <ul style="list-style-type: none"> - NHS and Gov.uk guidance constantly reviewed and adopted for pupils with health conditions <p>Clinically vulnerable adults</p> <ul style="list-style-type: none"> - measures in this risk assessment reduce risk to safe levels, allowing return to work. <p>Clinically extremely vulnerable adults in possession of shielding letters</p> <ul style="list-style-type: none"> - To remain at home while national lockdown or Tier 3 restrictions in place 	<i>EHT & DHT</i> <i>EHT and Parents</i> <i>EHT and Individuals</i>	Low
Safeguarding Children							
Child Protection Issues arise	Medium	<ul style="list-style-type: none"> - DSL to be on site at all times - New Child Protection Policy Adopted with Covid19 annex - Usual safeguarding systems continue to operate, including referrals 	<i>EHT and DHT</i>	Low	<ul style="list-style-type: none"> - DSL to be available at all times - New Child Protection Policy Adopted with Covid19 annex - Usual safeguarding systems continue to operate, including referrals 	<i>EHT & DHT</i>	Low
Reduced staffing levels limit capacity to support children with additional needs .	Low	<ul style="list-style-type: none"> - Staffing plan drawn up prioritising children with behavioural and other SEN - SENCo to remain in contact with parents of SEND children 	<i>SLT & SENCo</i>	Low	<ul style="list-style-type: none"> - Staffing plan drawn up prioritising children with behavioural and other SEN - SENCo to remain in contact with parents of SEND children 	<i>SLT & SENCo</i>	Low

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		- 'Catch Up' funding used to allow recruitment of additional staff in Term 2			- 'Catch Up' funding used to allow recruitment of additional staff in Term 2		
Extended period away from school may have caused significant mental health or well-being difficulties for some children	Medium	- Provide opportunities for children to talk about their experiences over the past few months - Opportunity for 1:1 conversation with trusted adults if needed. - Refocussed PSHE lessons on well-being and pastoral activities to restore friendships - Provisions of 'catch up time' in timetable to allow teachers flexibility - Informal formative assessments Term 1 - Formal summative assessments Term 2 - Use of Catch Up funding to deliver 1:1 tuition in terms 2-4	<i>Teachers</i> <i>Pastoral TA</i> <i>PSHE Leaders</i> <i>Teachers</i> <i>Teachers</i>	Low	- Provide opportunities for children to talk about their experiences over the past few months - Opportunity for 1:1 conversation with trusted adults if needed. - Refocussed PSHE lessons on well-being and pastoral activities to restore friendships - Provisions of 'catch up time' in timetable to allow teachers flexibility - informal formative assessments Term 1 - Use of Catch Up funding to deliver additional phonics and reading support in KS1 in terms 2-4	<i>Teachers</i> <i>Pastoral TA</i> <i>PSHE Leader</i> <i>Teachers</i> <i>Teachers</i>	Low
Remote Learning							
Risk of children missing education if they are required to stay at home	Low	- Weekly overview of learning produced for SLT that can be converted to home learning if needed. BBC Bitesize, White Rose and Oak National Academy referenced - Learning delivered in school quickly made available to pupils learning remotely if required due to need to isolate	<i>Teachers</i> <i>Teachers & Office Staff</i>	Low	- Weekly overview of learning produced for SLT that can be converted to home learning if needed. BBC Bitesize, White Rose and Oak National Academy referenced - Learning delivered in school quickly made available to pupils learning remotely if required due to need to isolate	<i>Teachers</i> <i>Teachers & Office Staff</i>	Low
Health and Safety							
Children require first aid during the day	Medium	- Check of first aid stock in December - Paediatric First Aiders on site at all times: Mel White, Helen Curran	<i>Office Staff & TAs</i>	Low	- Check of first aid stock in December - Paediatric First Aiders on site at all times Jane Bingley, Cadie Albertini, Nutty Thrupp - Clinically extremely vulnerable staff not required to administer first aid	<i>Office Staff & TAs</i>	Low
Wider Risk Assessments need Covid19 review	Low	Each individual Risk Assessment needs a Covid19 row added when completed	<i>All Staff</i>	Low	Each individual Risk Assessment needs a Covid19 row added when completed	<i>All Staff</i>	Low

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