



The Federation of Saltwood and Bodsham Church of England Primary Schools

Covid-19 Risk Assessment during closure of both schools during Spring 2021

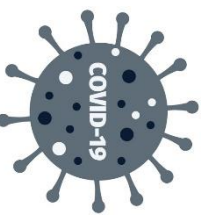
This Risk Assessment should be read alongside:

[Restricting attendance during the national lockdown: schools – guidance for all schools January 2021](#)

LIKELIHOOD		SEVERITY		
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)	

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 18th January 2021



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		- Site Manager to check site before children have returned	<i>Site Manager</i>	Low	- Site Manager to check site before children have returned	<i>Cleaner in Charge</i>	Low
Children & staff may be unsure of fire drill procedure during closure	Low	- Staff informed that fire drill procedure remains the same as from June 2020. - Classes to muster at agreed points and remain in separate bubbles	<i>EHT</i>	Low	- Staff informed that fire drill procedure remains the same as from June 2020. - Classes to muster at agreed points and remain in separate bubbles	<i>EHT</i>	Low
Kitchen equipment and resources will not be used during closure	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 each time it is reviewed	<i>DHT</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 each time it is reviewed	<i>DHT</i> <i>EHT</i> <i>EHT</i>	Low
Covid transmission during Parental drop off and pick up	Medium	- Parents asked to wear face covering on site - One-way system in place through site - Social distancing and face covering signage on playground - Doors open 8:40, parents to drop children 2m from classroom door.	<i>Site Manager</i> <i>Teachers</i> <i>EHT</i> <i>EHT</i> <i>EHT</i> <i>EHT & DHT</i>	Low	- Parents asked to wear face coverings when dropping/collecting - Children met at gate so parents do not need to come onto site - Parents instructed not to gather in 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"> - Expectation for parents to drop and go reinforced - Parents instructed not to gather in playground - Liaison with SPLC to prevent clashes - Sanitiser station in foyer - Each group to enter by different doors. - 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 - Parents asked to send in information via office or written notes rather than face to face. 	<p><i>Office Staff</i></p> <p><i>Parents & Teachers</i></p>		<ul style="list-style-type: none"> - Social distancing and face covering signage on playground - Sanitiser station in foyer - Protocol established if children reluctant to separate from parents - Uncollected children at day's end to remain in classrooms with teacher - Parents asked to send in information via office or written notes rather than face to face. 	<p><i>EHT</i></p> <p><i>Parents & Teachers</i></p>	
Covid transmission during meal times	Medium	<ul style="list-style-type: none"> - Caterlink Meal Service suspended, so no contact with catering staff - Hand washing in class before meals. - Meal times staggered to keep all classes with their bubbles - 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. - Lunch Time Supervisors to wear face visors 	<p><i>Caterlink</i></p> <p><i>Teachers</i></p> <p><i>Midday Staff Teachers</i></p> <p><i>Midday Staff 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 Meal Service suspended so no contact with catering staff - Hand washing before meals - Bubbles eat lunches in classrooms - Anti Viral cleaning of tables 	<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		<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 - Ensure children do not interact with children from nursery 	<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. 	<p>DHT</p> <p>Teachers</p> <p>DHT</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) 	<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 afterwards. - 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 	<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 bubble groups in Deedes room to increase distancing - Outdoor play only in class bubble groups - Handwashing on entry to service - Fridge in Deedes room for exclusive use of breakfast and 321 club. All food preparation in Deedes room. 	<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 club kept in bubble groups. - Parents asked not to enter school building - All children apply hand sanitiser on entry - Children dismissed to class in bubble groups from breakfast club - Anti Viral cleaning of tables before and after club. 	<p>Marie</p>	Low

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Covid transmission between teaching groups	<p>Medium</p> <ul style="list-style-type: none"> - 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 allocated 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 	<p><i>SPLC Staff</i></p>	<p><i>Teachers</i></p> <p><i>DHT</i></p> <p><i>Teachers</i></p>	<p>Low</p>
	<p>Low</p> <ul style="list-style-type: none"> - Keep individual classes separate during teaching times - Keep children in bubbles (YR & KS1) and (KS2) for lunch and playtimes - Elite PE instructor visits suspended - 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. - No Church visits at this time to avoid contact during transport 	<p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>DHT</i></p> <p><i>Teachers/TAs</i></p>	<p><i>Teachers</i></p> <p><i>TAs</i></p> <p><i>Anneke Martin</i></p> <p><i>Teachers</i></p> <p><i>DHT</i></p> <p><i>Teachers</i></p>	<p>Low</p>
	<p>Low</p> <ul style="list-style-type: none"> - PE & sports equipment not to be shared between bubbles – selected by teachers at the start of each week. - No Church visits at this time to avoid contact during transport 	<p><i>Site Manager</i></p>	<p><i>Site Manager</i></p>	<p>Low</p>
	<p>Low</p> <ul style="list-style-type: none"> - PE & sports equipment not to be shared between bubbles – selected by teachers at the start of each week. - No Church visits at this time to avoid contact during transport 	<p><i>Site Manager</i></p>	<p><i>Site Manager</i></p>	<p>Low</p>

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		<p>- Workrooms – to be used by allocated groups only. Y1&2 Little work room, Y3&4 Going for Gold room, 5& 6 Library</p> <p>Saltwood Church – No church visits at this time to avoid contact outside of school</p> <p>- PE & sports equipment not to be shared between bubbles – selected by teachers at the start of each week.</p> <p>- 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> <ul style="list-style-type: none"> - 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 - additional PPE (visors) issued to all staff - Covid Tracking register established to clearly record dates of first symptoms, tests and outcome - All classroom based staff issued with clear face visors. Use discretionary. - 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><i>EHT</i></p> <p><i>Office Staff</i></p> <p><i>EHT & First Aiders</i></p>	Low	<p>Whole School Prevention Strategies</p> <ul style="list-style-type: none"> - 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. - additional PPE (visors) issued to all staff - Covid Tracking register established to clearly record dates of first symptoms, tests and outcome. - All classroom based staff issued with clear face visors. Use discretionary. - 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><i>EHT</i></p> <p><i>Office Staff</i></p> <p><i>EHT & First Aiders</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. - Participation in NHS Rapid Testing of Staff scheme from 25.1.21 - 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. - External tutors to work only with defined year groups at 2m+ distance at all times <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 	<p><i>EHT & DHT</i></p> <p><i>All Staff</i></p> <p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>Tutors</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. - Participation in NHS Rapid Testing of Staff scheme from 25.1.21 - 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 	<p><i>EHT & DHT</i></p> <p><i>EHT&DHT</i></p> <p><i>All Staff</i></p> <p><i>Teachers</i></p> <p><i>Teachers & TAs</i></p>	
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Risk Rating Definition	HIGH	MEDIUM	LOW
	High risk of serious injury possibly life threatening or permanent. Do not progress until controls implemented	Medium risk of moderate injury. Maximum effort must be made to reduce risk further to enable LOW ranking	Nominal risk of slight injury. Continue to monitor

		<ul style="list-style-type: none"> - Children to be provided with clear, labelled cases to store their own equipment and limit sharing. - 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. 	<ul style="list-style-type: none"> - Children to be provided with clear, labelled cases to store their own equipment and limit sharing. - 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. 	TAs	TAs	
Covid19 is brought into the building by visitors	<p>Low</p> <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 suspended - 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 Spring term - Deliveries to be left in foyer where possible. All deliveries supervised by office staff 	<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 suspended - 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 - Parental consultations to be carried out remotely in Spring term. 	<p>Low</p>	<p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>SLT</i></p> <p><i>SLT</i></p> <p><i>Office Staff</i></p> <p><i>SLT</i></p> <p><i>Office Staff</i></p> <p><i>EHT</i></p> <p><i>EHT</i></p> <p><i>All Staff</i></p> <p><i>Office Staff</i></p>	<p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>SLT</i></p> <p><i>SLT</i></p> <p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>All Staff</i></p> <p><i>Office Staff</i></p> <p><i>EHT</i></p>	

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Some children and adults are at greater risk if exposed to Covid19		<p>Vulnerable children</p> <ul style="list-style-type: none"> - DHT working with VSK and Social workers to ensure provisions for LAC. - Vulnerable children who cannot access home learning invited to attend - Pupil premium attendance closely monitored - NHS and Gov.uk guidance constantly reviewed and adopted for pupils with health conditions 	Teachers		<p>Vulnerable children</p> <ul style="list-style-type: none"> - NHS and Gov.uk guidance constantly reviewed and adopted for pupils with health conditions - Vulnerable children who cannot access home learning invited to attend 	Teachers	
	Medium	<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. - additional PPE advised <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 4 restrictions in place 	<i>EHT and Parents</i>	Low	<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. - additional PPE advised <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 4 restrictions in place 	<i>EHT and Parents</i>	Low
Safeguarding Children							
Child Protection Issues arise		- 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>		- 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>	
Reduced staffing levels limit capacity to support children with additional needs .	Low	- Staffing plan drawn up prioritising children with behavioural and other SEN - Children identified as unable to access home learning invited into school	<i>SLT & SENCO</i>	Low	- Staffing plan drawn up prioritising children with behavioural and other SEN - SENCO to remain in contact with parents of SEND and vulnerable children	<i>SLT & SENCO</i>	Low

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Extended period away from school may cause significant mental health or well-being difficulties for some children	Medium	<ul style="list-style-type: none"> - SENCO to remain in contact with parents of SEND and vulnerable children - 'Catch Up' funding used to provide Covid secure tuition to LAC in school - Daily contact with class teacher via video link offered to all children at home - Project Salus offer of intensive support made available to specific children with mental health issues - SENCO & DHT keeping in regular contact with vulnerable families - PSHE included in school and home learning 	<p><i>Teachers</i></p> <p><i>SENCO</i></p> <p><i>PSHE Leaders</i></p> <p><i>Teachers</i></p>	Low	<ul style="list-style-type: none"> - Daily contact with class teacher via video link offered to all children at home - Project Salus offer of intensive support made available to specific children with mental health issues - SENCO & DHT keeping in regular contact with vulnerable families - PSHE included in school and home learning 	<p><i>Teachers</i></p> <p><i>SENCO</i></p> <p><i>Teacher</i></p>	Low
Remote Learning							
Risk of children missing education if they are required to stay at home	Low	<ul style="list-style-type: none"> - Introduction of daily Zoom sessions from 11.1.21, encouraging engagement and allowing for children to ask questions. - Introduction of Seesaw home learning platform from 18.1.21. Monitoring of engagement by class teachers and SLT - Laptops provided to identified families unable to get online at home - Additional free data offered to families using 4G contracts to access home learning 	<p><i>Teachers</i></p> <p><i>Teachers & Office Staff</i></p>	Low	<ul style="list-style-type: none"> - Introduction of daily Zoom sessions from 11.1.21, encouraging engagement and allowing for children to ask questions. - Introduction of Seesaw home learning platform from 18.1.21. Monitoring of engagement by class teachers and SLT - Additional free data offered to families using 4G contracts to access home learning 	<p><i>Teachers</i></p> <p><i>Teachers & Office Staff</i></p>	Low
Health and Safety							
Children require first aid during the day	Medium	<ul style="list-style-type: none"> - Check of first aid stock in January - Paediatric First Aiders on site at all times: Mel White, Helen Curran 	<p><i>Office Staff & TAs</i></p>	Low	<ul style="list-style-type: none"> - Check of first aid stock in January - Paediatric First Aiders on site at all times Jane Bingley, Cadie Albertini, Anna Thrupp - Clinically extremely vulnerable staff not required to administer first aid 	<p><i>Office Staff & TAs</i></p>	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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