



Covid-19 Risk Assessment for the operation of both schools from January 2022

This Risk Assessment should be read alongside:

[Schools Coronavirus Operational Guidance – January 2022](#)

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. Covid-19 Risk Assessment
2. Outbreak Management Plan

Last Revised 3rd January 2022



Covid 19 Risk Assessment and Operational Guidance

Hazard	Risk Rating	Saltwood Operational Control Measures	Responsible Person	Risk Outcome	Bodsham Operational Control Measures	Responsible Person	Risk Outcome
Health and Safety of the building							
Residual Covid-19 from use of building over school holidays	Low	- There were no lettings of the building over the Christmas holiday	<i>Site Manager Cleaning Staf</i>		n/a		
Kitchen equipment and resources that have not been in use since December	Low	- Regular flushing of outlets and monitoring of water temperatures throughout closure	<i>Site Manager Caterlink Staff</i>	Low	- Regular flushing of outlets and monitoring of water temperatures throughout closure	<i>Cleaner in Charge Caterlink Staff</i>	Low
Reducing Transmission during School Operation							
Staff are not fully aware of new procedures	Low	- Staff made familiar with revised Risk Assessment during staff development days and TA Training. Problems found and practice improved - Child Protection and Behaviour Policies maintained with Covid measures in place - Risk Assessment shared with all staff	<i>EHT</i>	Low	- Staff made familiar with revised Risk Assessment as during staff development days and TA Training.. Problems found and practice improved - Child Protection and Behaviour Policies maintained with Covid measures in place - Risk Assessment shared with all staff	<i>EHT</i>	Low
Covid transmission during Parental drop off and pick up	Medium	- One-way system recommended through site - Social distancing signage on playground - Ten-minute window for arrival. No waiting on playground. - Expectation for parents to drop and go reinforced - Sanitiser station in foyer - Each group to enter by different doors. Y3 drop at gate, not door. - Y3 and Y4 children collected from playground exits to avoid bunching around KS2 classrooms - Uncollected children at day's end to remain in classrooms with teacher	<i>Site Manager Teachers EHT EHT EHT EHT & DHT Office Staff Parents & Teachers</i>	Low	- Staggering of pick up times by Key Stages 3.20 & 3.30pm - Mary Fagg at gate to allow drop off without parking 8.40 – 8.50am - Parents instructed not to gather in playground - Social distancing signage on playground - Sanitiser station in foyer - Informing neighbours of timings - Uncollected children at day's end to remain with teacher	<i>EHT & DHT Mary Fagg EHT & Parents Mary Fagg EHT Parents & Teachers</i>	Low

Covid transmission during meal times	Medium	<ul style="list-style-type: none"> - WSM to follow WSM Assessment in delivery of hot meal service. - Hall to be ventilated at all times - Hand washing in class before meals. - Social distancing floor markings in front of servery - Children's lunchboxes stored in classrooms not on trolleys - Anti Viral cleaning of tables between servings - Cleaning of servery between sittings - Cutlery placed on trays by Caterlink staff 	<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>	Low	<ul style="list-style-type: none"> - Caterlink Staff to follow Caterlink Risk Assessment - Hall to be ventilated at all times - Anti Viral cleaning of tables between servings - Hand washing in class before meals - Social distancing floor markings in front of servery 	<p><i>Caterlink</i></p> <p><i>Midday Staff</i></p> <p><i>Teachers</i></p>	Low
Covid transmission during break times	Medium	<ul style="list-style-type: none"> - Children not required to line up when whistle blows - Children do not move through corridors to reach playground - First aid applied outside where possible to limit children in corridors. - Ensure children do not interact with children from nursery 	<p><i>Staff on duty</i></p> <p><i>Teachers</i></p> <p><i>TAs</i></p> <p><i>Staff on duty</i></p>	Low	<ul style="list-style-type: none"> - Staff assigned specific toilet areas - Adventure trail on weekly rota to avoid overcrowding 	<p><i>DHT</i></p> <p><i>Teachers</i></p> <p><i>DHT</i></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. Thorough cleaning and fogging afterwards - 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 September - Paediatric First Aiders on site at all times: (Mel White, Helen Curran) 	<p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>Office Staff</i></p> <p><i>Duty Staff</i></p>	Medium	<ul style="list-style-type: none"> - New non-contact thermometer used to check temperature - Symptomatic children isolated in Library until they can be collected. Thorough cleaning, ventilation and use of 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 - Paediatric First Aiders on site at all times (Jane Bingley, Cadie Albertini, Mary Stephen) 	<p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aiders</i></p> <p><i>First Aider</i></p> <p><i>First Aider</i></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 - 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 - Children use same toilets that they will be using during school hours. 	<p><i>Trustees</i></p> <p><i>SPLC Staff</i></p> <p><i>SPLC Staff</i> <i>SPLC Staff</i></p> <p><i>SPLC Staff</i></p> <p><i>SPLC Staff</i></p>	Low	<ul style="list-style-type: none"> - Parents asked not to enter school building - All children apply hand sanitiser on entry - Anti Viral cleaning of tables before and after club. 	<i>Marie</i> <i>ASC staff</i>	Low
Covid transmission between teaching groups	Medium	<ul style="list-style-type: none"> - Children wash hands on entry, before and after lunch times, before leaving. - Hand sanitiser stations for KS2 children - Teachers daily clean of hard surfaces in classroom at end of day - Staff to wear face coverings in communal areas - 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 Saltwood Church – visits to be agreed in line with national restrictions on public worship, avoiding overcrowding of parents 	<p><i>Teachers</i></p> <p><i>Site Manager</i></p> <p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>EHT & Vicar</i></p>	Low	<ul style="list-style-type: none"> - Children wash hands on entry, before and after lunch times, before leaving. - Teaching staff and other adults allocated specific staff toilets - Staff to wear face coverings in communal areas - ICT suite disinfected by fogging machine after use. - IPads cleaned using hard-surface, anti-viral wipes after use. - Adventure trail on weekly rota. - No Church visits at this time to avoid unnecessary overcrowding of parents 	<p><i>Teachers</i></p> <p><i>Teachers</i></p> <p><i>Duty Staff</i></p> <p><i>EHT & Vicar</i></p>	Low
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 develop recognised Covid19 symptoms. A PCR test is required to ascertain Covid status before returning to school. - Clear communication of requirement for families to engage with Test and Trace system 	<p><i>EHT</i></p> <p><i>Office Staff</i></p>	Low	<p>Whole School Prevention Strategies</p> <ul style="list-style-type: none"> - No child or adult to attend school if they develop recognised Covid19 symptoms. A PCR test is required to ascertain Covid status before returning to school. - Clear communication of requirement for families to engage with Test and Trace 	<p><i>EHT</i></p> <p><i>Office Staff</i></p>	Low

	<p>and need to seek PCR test if family member becomes symptomatic.</p> <ul style="list-style-type: none"> - Request daily lateral flow tests are taken by children and adults attending school if a household member has tested positive for Covid19 - All staff asked to participate in asymptomatic (Lateral Flow) testing twice weekly - Covid Tracking register maintained 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. - Ability to contact DfE Coronavirus helpline 0800 046 8687 for advice - 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"> - 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 - Regular monitoring of air quality with CO2 monitors in each class 	<p><i>EHT & Parents</i></p> <p><i>EHT & Parents</i></p> <p><i>EHT & DHT</i></p> <p><i>Teachers</i></p> <p><i>Teachers & TAs</i></p>	<p>system and need to seek PCR test if family member becomes symptomatic.</p> <ul style="list-style-type: none"> - Request daily lateral flow tests are taken by children and adults attending school if a household member has tested positive for Covid19 - All staff asked to participate in asymptomatic (Lateral Flow) testing twice weekly - 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 Library 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. - Ability to contact DfE Coronavirus helpline 0800 046 8687 for advice. - 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"> - 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>Office Staff</i></p> <p><i>EHT & Parents</i></p> <p><i>EHT & Parents</i></p> <p><i>EHT&DHT</i></p> <p><i>Teachers</i></p> <p><i>Teachers & TAs</i></p>	
--	--	---	---	--	--

					- regular monitoring of air quality with CO2 monitors in each class		
Covid19 is brought into the building by visitors	Low	<ul style="list-style-type: none"> - Only 'business critical' visitors to be allowed into school. Visitors to be kept to a minimum - 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 advised. No entry to any classrooms. Social distancing observed at all times. - 1:1 Music Plus teaching with agreed Risk Assessment - Meetings to be held via telephone or video link unless physical attendance is necessary - Parents not permitted beyond office foyer unless attending by invitation. - 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 - Deliveries to be left in foyer where possible. All deliveries supervised by office & kitchen staff - Hythe Town Band activity suspended until agreement on Risk Assessment - Lettings of hall reviewed and Risk Assessed individually 	<p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>SLT</i></p> <p><i>SLT</i></p> <p><i>All Staff</i></p> <p><i>Office Staff</i></p> <p><i>Teachers</i></p> <p><i>Office Staff</i></p> <p><i>Business Manager</i></p>	Low	<ul style="list-style-type: none"> - Only 'business critical' visitors to be allowed into school. Visitors to be kept to a minimum - 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 advised. No entry to any classrooms. Social distancing observed at all times. - 1:1 Music Plus teaching with agreed Risk Assessment - Meetings to be held via telephone or video link unless physical attendance is necessary - Parents not permitted beyond office foyer unless attending by invitation. - 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 - All deliveries supervised by office & kitchen staff - Lettings of hall reviewed and Risk Assessed individually 	<p><i>Office Staff</i></p> <p><i>Office Staff</i></p> <p><i>SLT</i></p> <p><i>SLT</i></p> <p><i>All Staff</i></p> <p><i>Office Staff</i></p> <p><i>Teachers</i></p> <p><i>Office Staff</i></p> <p><i>Business Manager</i></p>	
Some children and adults are at greater	Medium	<p>Vulnerable children</p> <ul style="list-style-type: none"> - DHT working with VSK and Social workers to ensure provisions for LAC. 	<p><i>Teacher/TA/SENCo/Parent</i></p>	Low	<p>Vulnerable children</p> <ul style="list-style-type: none"> - NHS and Gov.uk guidance constantly 	<i>EHT & DHT</i>	Low

risk if exposed to Covid19		<ul style="list-style-type: none"> - 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"> - NHS and Gov.uk guidance to be followed 	<i>EHT</i>		<ul style="list-style-type: none"> reviewed and adopted for pupils with health conditions - Pupil Premium attendance closely monitored <p>Clinically vulnerable adults</p> <ul style="list-style-type: none"> - NHS and Gov.uk guidance to be followed 	<i>EHT</i>	
Safeguarding Children							
Child Protection Issues arise	Medium	<ul style="list-style-type: none"> - DSL to be on site at all times - Child Protection Policy maintained 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 maintained 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 - 'Catch Up' funding used to allow additional tuition 	<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 - 'Catch Up' funding used to allow additional TA support hours 	<i>SLT & SENCo</i>	Low
Remote Learning							
Risk of children missing education if they are required to stay at home	Low	<ul style="list-style-type: none"> - Children required to isolate will be set Home Learning via Seesaw by class teachers from first day of absence 	<i>Teachers</i>	Low	<ul style="list-style-type: none"> - Children required to isolate will be set Home Learning via Seesaw by class teachers from first day of absence 		
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 	<i>Office Staff & TAs</i>	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, Mary Stephen - 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

Outbreak Management Plan

Both schools will operate according to the operational guidance provided by the DfE. If advised by public health authorities that an outbreak is occurring at either school, appropriate measures will be put into place after consultation with UK Health Security Agency (UKHSA)

To allow the school to remain open and reduce the disruption to children's education, the Outbreak Management Plan will entail a partial return to the measures outlined in the Risk Assessments put in place after the full reopening of the school in March 2021.

In summary, these measures will involve all the measures outlined in the August 2021 risk assessment and the following additional measures:

Hazard	Risk Rating	Saltwood Outbreak Control Measures	Responsible Person	Risk Outcome	Bodsham Outbreak Control Measures	Responsible Person	Risk Outcome
Additional measures to be put in place in the case of an outbreak at the setting							
Covid-19 is spreading among the school community	Medium	<ul style="list-style-type: none"> - Minimising the opportunities for children to mix between classes - Sending whole class groups of children home if enough positive cases are identified in their class (This measure only to be taken if UKHSA outbreak threshold levels reached) - No further whole school gatherings. A return to remote Acts of Worship and Celebration Assemblies - Requiring members of staff to wear face coverings in communal areas - Only allowing 'business critical' visitors into the school - Suspending class visits to the church - ensuring resources and equipment are cleaned before crossing classes - minimising the need for members of staff to cross classes as much as possible 	<p><i>All staff</i></p> <p><i>Parents</i></p>	Low	<ul style="list-style-type: none"> - Minimising the opportunities for children to mix between classes - Sending whole class groups of children home if enough positive cases are identified in their class (This measure only to be taken if UKHSA outbreak threshold levels reached) - No further whole school gatherings. A return to remote Acts of Worship and Celebration Assemblies - Requiring members of staff to wear face coverings in communal areas - Only allowing 'business critical' visitors into the school - Suspending events in church - ensuring resources and equipment are cleaned before crossing classes - minimising the need for members of staff to cross classes as much as possible 	<p><i>All staff</i></p> <p><i>Parents</i></p>	Low

Last Revised: 3rd January 2022