



## **Herne Bay Junior School:**

### **RISK ASSESSMENT TO MANAGE THE THREAT POSED BY THE CORONA VIRUS KNOWN AS COVID-19**

Covid-19 is a highly infectious and virulent disease, consequently, this must be controlled by preventing it from spreading from one person to another. This is carried out using a combination of risk mitigations and vaccinations. It is vitally important that any measures to curtail the spread of virus are rigorously and universally followed.

Following the advice of scientists and medical professionals, HM Government has issued guidelines through the Department of Education and Science. Further guidelines have been issued from the Local Educational Authority, the Health and Safety Executive (HSE) and Trade Unions representing staff interests. These are continuously updated and the School has referred to all of these guidelines in preparing this risk assessment, which form the basis of the School's measures to ensure staff, children and visitors are kept as safe as possible.

The Governors and Leadership Team fully acknowledge that risk cannot be fully eliminated and that as more is known about Covid-19, the measures in this risk assessment will need to be revised and, in line with any further guidance. Consequently, this is a dynamic document that will be kept under constant review.

The Governors and the Leadership Team, after fully reviewing this risk assessment, are satisfied that, as far as possible, the risks have been properly identified (in line with current knowledge) and that preventative measures have been fully implemented and that staff have undertaken training to familiarise them with the measures and procedures.

<b>Risk Rating: (LIKELIHOOD)</b>		<b>OUTCOME:</b>		
		<b>Insignificant Injury</b>	<b>Significant Injury</b>	<b>Major Injury</b>
<b>Unlikely</b>		Trivial Risk	Low Risk	Medium Risk
<b>Possible</b>		Low Risk	Medium Risk	High Risk
<b>Probable</b>		Medium Risk	High Risk	<b>STOP</b>
<b>Risk Level:</b>	<b>Action and Timescales:</b>			
<b>Trivial</b>	No action required and no documentary records are required			
<b>Low</b>	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.			
<b>Medium</b>	Risk reduction measures should be implemented within a defined period.			
<b>High</b>	Give priority to removing or reducing the risk urgent action should be taken.			
<b>STOP</b>	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.			

## DETAILED RISK ASSESSMENT

Existing risk -anything which causes harm (activity/task/risk from)	Existing risk level	Hazard	Persons at risk	Control measures	Further control measures	Risk level following control measures
<b>Premises entrance and exit</b>	Low	Changes to school site may cause confusion.	Pupils/P arents	<ul style="list-style-type: none"> <li>Signing in equipment is cleaned regularly and hand sanitiser is available for site visitors.</li> </ul>		Low
<b>Schools daily mitigations</b>	Low	Limit the transmission of COV-19 Provide reassurance to pupils/staff and parents	Pupils staff Others	<ul style="list-style-type: none"> <li>Pupils to wash hands on arrival after going to the toilet and before lunch</li> <li>Staff – to wash hands regularly</li> <li>Site is well ventilated by opening doors (ensuring all fire doors are closed once rooms are vacated) and windows</li> <li>CO2 monitors in various areas around school to monitor air quality and movement.</li> <li>All staff are encouraged to receive their covid-19 vaccinations</li> <li>Ensure good respiratory hygiene utilising “Catch it, bin it, kill it”</li> <li>Regular cleaning frequently touched surfaces e.g. keyboards, desks, chairs, desks, doors, sinks, toilets, light switches, door and window handles.</li> </ul>	<p>Signs around the school remind staff and pupils about cleaning and hygiene routines.</p> <p>Lidded bins for tissues to be emptied throughout the day and rubbish bag sealed</p>	Low
<b>Pupils and staff with prior medical conditions deemed as CEV or unvaccinated</b>	Low	Persons previously deemed as CEV or unvaccinated staff are more at risk from COVID-19 effects	Pupils staff	<ul style="list-style-type: none"> <li>Staff in this category are to observe personal precautions to mitigate risk.</li> </ul>	Separate risk assessments may be carried out for previously CEV or unvaccinated staff	Low

<b>Pregnancy</b>	Medium		Staff	<ul style="list-style-type: none"> <li>• Staff in this category are to observe personal precautions to mitigate risk.</li> <li>• Working arrangements will be discussed and agreed on an individual basis, with the support of SPS.</li> <li>• Pregnant women should only be in the work place if their individual risk assessment deems it safe for them</li> </ul>		Low
<b>COVID-19 virus being accidentally brought onto the site</b>	Low	Transmission of COVID-19 to the school community	Pupils staff Others	<ul style="list-style-type: none"> <li>• All adults and pupils are aware to: Wash their hands upon arrival at the school, before eating, after using the toilet and after sneezing or coughing;</li> <li>• Children are encouraged not to touch their mouth, eyes and nose; Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'); Help is available for pupils who have trouble cleaning their hands independently;</li> </ul>	Detergent spray is available in each class/office to enable cleaning of surfaces should it be required.	Low
<b>Pupil/child or adult displays COVID-19 symptoms whilst at school</b>	Low	Transmission of COVID-19 to the school community		<ul style="list-style-type: none"> <li>• If anyone develops a temperature whilst on the school site, they should be sent home.</li> <li>• 999 is called if they are seriously ill or injured or their life is at risk.</li> <li>• Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with disinfectant.</li> </ul>		Low

<b>Contingency plans for outbreak</b>	Low	Localised spike in infection rates	Pupils staff wider community	<ul style="list-style-type: none"> <li>• UKHSA decide at a local level in the event of a local outbreak</li> <li>• Remote educational plans are in place through use of Google Classroom</li> <li>• Communication with parents is clear, consistent and timely</li> </ul>	Individual/multiple mitigations implemented as required	Low
<b>Hiring of school premises/facilities</b>	Low	Pupils/staff		<ul style="list-style-type: none"> <li>• Any <b>external providers</b> which hire out any part of the school or field are to consider any relevant guidance and put appropriate health and safety measures (including comprehensive risk assessments) in place.</li> </ul>		Low
<b>Cleaning</b>	Low	Staff/pupils		<ul style="list-style-type: none"> <li>• Class staff maintain their class cleaning as required throughout the day</li> <li>• Disinfectant spray is available for classroom staff to clean desk, door handles, window handles, light switches etc. throughout the day</li> </ul>	HBJS cleaning risk assessment	Low
<b>Cleaning following a suspected case of COVID-19</b>	Low	Staff and pupils		<ul style="list-style-type: none"> <li>• Surfaces are be cleaned with disinfectant products normally used.</li> <li>• Particular attention paid to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles</li> <li>• Staff to wash their hands after</li> </ul>		Low
<b>Staff wellbeing</b>	Low	Change in role  Anxiety about health and COVID-19	Staff	<ul style="list-style-type: none"> <li>• It is acknowledged that staff may experience stress and anxiety</li> <li>• Staff are kept informed of developments before pupils and the community</li> <li>• Governing Body support the Head teacher and Leadership Team</li> </ul>	Support available from OH/Employee Assistance Programmes/SPS Workplace Wellbeing Services	Low

		Stress and pressure may be exerted on staff members from other sources e.g. family members		<ul style="list-style-type: none"> <li>• The Director of Mental Health will continue with mental health support /training and staff supervision</li> <li>• Regular contact with staff working off site maintained to ensure they receive the latest information</li> <li>• The Head Teacher and the SLT, together with staff representatives, regularly review practice.</li> </ul>		
<b>Staff illness</b>	Low	Staffing levels become unsafe	Pupils staff	<ul style="list-style-type: none"> <li>• Staff redeployed to cover groups, if appropriate</li> <li>• Pupils put on a part-time timetable until staffing levels increase to an appropriate level</li> </ul>	If staffing levels fall to an unsafe level, priority will be given to maintaining school provision for the children of keyworkers.	Low
<b>Communication with parents</b>	Low	Mixed messages		<ul style="list-style-type: none"> <li>• Communication needs is clear and concise</li> <li>• There is a consistent message to parents including the fact that advice may change as the situation changes.</li> <li>• The school website is up to date with latest information and guidance.</li> </ul>		Low

