



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 done by a combination of measures that include bi-weekly Lateral Flow Device testing, enhanced hygiene measures 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.

Risk Rating: (LIKELIHOOD)		OUTCOME:		
		Insignificant Injury	Significant Injury	Major Injury
Unlikely		Trivial Risk	Low Risk	Medium Risk
Possible		Low Risk	Medium Risk	High Risk
Probable		Medium Risk	High Risk	STOP
Risk Level:	Action and Timescales:			
Trivial	No action required and no documentary records are required			
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.			
Medium	Risk reduction measures should be implemented within a defined period.			
High	Give priority to removing or reducing the risk urgent action should be taken.			
STOP	'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
Transport and journeys to and from school	Medium	Transmission of COVID-19 into the school	Pupils/staff/ Others	<ul style="list-style-type: none"> HBJS encourage pupils to walk or cycle to school when possible 		Low
Premises entrance and exit	Medium	Changes to school site may cause confusion.	Pupils/Parents	<ul style="list-style-type: none"> Signing in equipment is cleaned regularly and hand sanitiser is available for site visitors. The School reception area is limited to a one in and one out system. 		Low

Schools daily mitigations	Medium	Limit the transmission of COV-19 Provide reassurance to pupils/staff and parents	Pupils/staff/ Others	<ul style="list-style-type: none"> • Pupils to wash hands on arrival after going to the toilet and before lunch • Staff – to wash hands regularly • All external doors are used as exits, accessing of classrooms directly from outside where possible. • Site is well ventilated by opening doors (ensuring all fire doors are closed once rooms are vacated) and windows 	Signs around the school remind staff and pupils about cleaning and hygiene routines.	Low
Pupils and staff with prior medical conditions deemed as “Clinically extremely vulnerable”. (inc. pregnancy)	Medium	Persons deemed as “clinically extremely vulnerable” are more at risk from COVI-19 effects	Pupils/staff	<ul style="list-style-type: none"> • Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions, are allowed to attend school. • A pupil or member of staff who lives with someone who is clinically extremely vulnerable can attend their school/work settings. 	School can make further reasonable adjustments so staff with medical conditions can have less contact with staff or pupils. Separate risk assessments carried out for all clinically extremely vulnerable staff.	Low
Pupil with medical conditions and protocols in place (not clinically extremely vulnerable)	Medium	Possibly more vulnerable to COVID-10	Pupils	<ul style="list-style-type: none"> • All current medical protocols are reviewed in line with government guidelines. • Medical Officer reviews prescribed medication currently held on school site for individual pupils and ensure it is adequate and in date. • Medical Officer contacts parents to discuss pupil with medical needs attending school and any adjustments that may be needed to the protocol/prescribed medication. 	Medical Officer to regularly check stock of first aid supplies and ensures first aid bags/kits/first aid stations are adequately stocked.	Medium

Clinically Vulnerable (Inc pregnancy)	Medium			<ul style="list-style-type: none"> Staff classed as clinically vulnerable (but not clinically extremely vulnerable) are at a higher risk from COVID-19 but are not required to shield. Staff in this category are advised to take care in observing stringent social distancing Working arrangements will be discussed and agreed on an individual basis, with the support of SPS. Pregnant women should only be in the work place if their individual risk assessment deems it safe for them 	Pregnant women are in the clinically vulnerable category unless they have an underlying medical condition which places them under the clinically extremely vulnerable guidelines.	medium
Staff with family members who are clinically extremely vulnerable or clinically vulnerable (Inc. pregnancy)	Medium	Staff		<ul style="list-style-type: none"> Staff living with someone who is extremely vulnerable or clinically vulnerable can attend work. 		Medium
Persons entering the site with COVID-19 symptoms	Medium	Transmission of COVID-19 to the school community	Pupils/staff/others	<ul style="list-style-type: none"> Pupils and staff must not enter if they have symptoms or are self-isolating. Temperatures to be taken by TA in the class should a child present as unwell. 		Low
COVID-19 virus being accidentally brought onto the site	Medium	Transmission of COVID-19 to the school community Some BAME staff and pupils are statistically at higher risk	Pupils/staff/Others	<ul style="list-style-type: none"> Ensure good respiratory hygiene utilising "Catch it, bin it, kill it". Regular cleaning frequently touched surfaces e.g. keyboards, desks, chairs, desks, doors, sinks, toilets, light switches, door and window handles. If a pupil becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A facemask is worn by the 	Detergent spray is available in each class/office to enable more cleaning of surfaces should it be required. Designated staff clean the classrooms hard surfaces, door handles etc. during lunchtime	Low

				<p>supervising adult, if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask is worn by the supervising adult</p> <ul style="list-style-type: none"> • All adults and pupils are aware to: Wash their hands on arrival at the School, before eating, after using the toilet and after sneezing or coughing; 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; • Staff to carry on testing twice weekly with 'Lateral Flow Devices' home testing, to help reduce the risk of asymptomatic transmission/contraction 	<p>Lidded bins for tissues to be emptied throughout the day and rubbish bag sealed</p>	
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<p>Pupil/child or adult displays COVID-19 symptoms whilst at school</p>	<p>Medium</p>	<p>Transmission of COVID-19 to the school community</p>		<ul style="list-style-type: none"> • If anyone develops one or more of the main coronavirus symptoms (high temperature, continuous cough or a loss or change of their sense of smell) whilst on the school site, they must be sent home and advised to take a PCR test and isolate until they receive the results. • If a child is awaiting collection, they are moved to the isolation room (YR6 photocopying room has been repurposed) where they will be isolated behind a closed door, with appropriate adult supervision. Open the window for ventilation. • If they need to go to the bathroom while waiting to be collected, they use the 2007 block disabled toilets. The bathroom should be cleaned and disinfected by accompanying adult or Site Operations Manager, using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection, if a distance of 2 metres cannot be maintained • 999 is called if they are seriously ill or injured or their life is at risk. The person will not visit the GP, pharmacy, urgent care centre or a hospital; • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they <u>do not need to go home to self-isolate unless they develop symptoms themselves</u> (and in which case, a test is available) or they 		<p>Low</p>
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				<p>are requested to do so by NHS Test and Trace.</p> <ul style="list-style-type: none"> • Staff wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. • Where the pupil or staff member tests negative, they can return to their setting. • Where the pupil or staff member tests positive they should follow the advice given by NHS Test and Trace. 		
Contingency plans for outbreak	Medium	Localised spike in infection rates	Pupils/staff and wider community	<ul style="list-style-type: none"> • DfE decide at a local or national level in the event of a local outbreak • Remote educational plans are in place through use of Google Classroom • Communication with parents is clear, consistent and timely • Implementation of the school's emergency outbreak management plan 	School to remain open for critical workers and vulnerable pupils.	Medium
Transport for school trips	Low	Pupils/staff		<ul style="list-style-type: none"> • Decisions on the use of the minibus are reviewed in line with KCC and DfE guidelines and approved by the Site Operations Manager/Head Teacher 		Low
School Visits/Trips	Low	Pupils/staff		<ul style="list-style-type: none"> • A separate risk assessment for each educational visit/trip will be undertaken to determine whether it can be taken safely. 		Low

Hiring of school premises/facilities	Low	Pupils/staff		<ul style="list-style-type: none"> Any external providers 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. 		Low
PPE and cleaning supplies	Low	Increased demand and possible shortages		<ul style="list-style-type: none"> Stocks are checked regularly and at least 1 weeks supply of materials are always on site Other suppliers identified in case one supplier is unable to meet demand PPE is supplied for staff holding a valid first aid certificate plus Behaviour Mentor and 121's. PPE is available in the isolation suite 	The requirement for PPE is reviewed and adjusted as required in line with government guidance	Low
Cleaning	Medium	Staff/pupils		<ul style="list-style-type: none"> Increased cleaning routines by the cleaning staff continued across the wider school (except for closed off areas/classrooms) Particular attention is be paid to frequently touched areas and surfaces, such as bathrooms, grab- rails, door handles, bannisters, taps and toilet handles etc Class staff maintain their class cleaning throughout the day Disinfectant spray is available for classroom staff to clean desk, door handles, window handles, light switches etc. throughout the day Surfaces are cleaned with disinfectant products normally used. 	<u>Cleaning in non-health care setting guidance</u> <u>HBJS COSHH risk assessment</u> HBJS cleaning risk assessment Training delivered to classrooms staff when the school opened on using spray disinfectant, COSHH for spray disinfectant and cleaning techniques etc.	Low

<p>Cleaning following a suspected case of COVID-19</p>	<p>Medium</p>	<p>Staff and pupils</p>		<ul style="list-style-type: none"> • If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc.), cleaners use a higher level of cleaning PPE, which includes a face mask, disposable apron and gloves and eye protection, such as goggles or a visor. • Surfaces are be cleaned with warm soapy water and then disinfected with disinfectant products normally used. • Particular attention paid to frequently touched areas and surfaces, such as bathrooms, grab- rails in corridors and stairwells and door handles • Immediately after cleaning has finished, the PPE is disposed by being double-bagged, secured with hazard tape, labelled with the date, and stored securely in the locked cleaners’ cupboard for 72 hours. After which is it is thrown away in the regular rubbish. • Cleaning staff wash their hands after they have disposed of their used PPE. 		<p>Low</p>
<p>Contractors on site for repairs and statutory checks</p>	<p>Medium</p>			<ul style="list-style-type: none"> • Contractors observe school’s hygiene rules, monitored by Site Operations Manager and Office staff • Signing in system is wiped after use. 		<p>Low</p>
<p>Teacher workload - In the case of partial lockdown</p>	<p>Medium</p>	<p>Stress and workload</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Teachers who are in school, supporting children of key workers or those with an 		<p>Low</p>

				EHCP , are not expected to provide home learning		
Staff wellbeing	Medium	Change in role Increased parental demands on staff, stress of returning to work and changes to work environment and ways of working Anxiety about health and COVID-19 Stress and pressure may be exerted on staff members from other sources e.g. family members classed as vulnerable	Staff	<ul style="list-style-type: none"> It is acknowledged that staff may experience stress and anxiety Hold orientation day for staff to ensure they receive the same message and are fully aware of guidelines, updated policies and proposed changes to ways of working Staff are kept informed of developments before pupils and the community Governing Body support the Head teacher and Leadership Team The Director of Mental Health will continue with mental health support /training and staff supervision Regular contact with staff working off site maintained to ensure they receive the latest information There are clearly published guidelines for staff to follow should they have concerns/anxiety The Head Teacher and the SLT, together with staff representatives, regularly review practice. 	Support available from OH/Employee Assistance Programmes/SPS Workplace Wellbeing Services It remains the case that wider government policy advises those who can work from home to do so.	Low
Staff taking leave during school holidays	Medium	Staffing levels become unsafe	Staff and pupils	<ul style="list-style-type: none"> Staff make themselves aware of the current Government guidelines about travelling abroad and quarantine requirements Staff will need to be available to work in school from the start of the new term. 	coronavirus (COVID-19): how to self-isolate when you travel to the UK.	Low
Staff illness	Medium	Staffing levels become unsafe	Pupils and staff	<ul style="list-style-type: none"> Staff redeployed within pod to cover groups, if appropriate 	If staffing levels fall to an unsafe level, priority will be	Low

				<ul style="list-style-type: none"> • Pupils put on a part-time timetable until staffing levels increase to an appropriate level 	given to maintaining school provision for the children of keyworkers.	
Communication with parents	Medium	Mixed messages		<ul style="list-style-type: none"> • Communication needs is clear and concise • There is a consistent message to parents including the fact that advice may change as the situation changes. • The school website is up to date with latest information and guidance. 		Low

