

## KCC Risk Assessment Form - The 5 steps approach explained



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & Review
Spot hazards by: <ul style="list-style-type: none"> <li>▪ walking around your workplace</li> <li>▪ asking those doing the task what they think</li> <li>▪ checking manufacturers' instructions</li> <li>▪ considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>▪ employees</li> <li>▪ temporary / agency staff</li> <li>▪ contractors</li> <li>▪ volunteers</li> <li>▪ members of the public</li> <li>▪ children (including work experience)</li> <li>▪ lone workers</li> <li>▪ pupils</li> <li>▪ service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>▪ guarding</li> <li>▪ training</li> <li>▪ procedures, safe systems of work</li> <li>▪ personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first. List: <ul style="list-style-type: none"> <li>▪ actions required</li> <li>▪ who needs to do them</li> <li>▪ by when</li> <li>▪ Check actions completed</li> </ul>

### Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP
Risk level	Action and Timescale		
Trivial	No action required and no documentary record needs to be kept.		
Low	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.		
Medium	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.		
High	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.		
Stop	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.		

# KCC Risk Assessment Form - The 5 steps approach explained



<b>Activity / Operation/ Event:</b> CORONAVIRUS: General Risks					<b>Assessment Date:</b> 20.7.2020 <b>Reviewed</b> 9.9.2020; 31.12.2020		
<b>Establishment:</b> Hollingbourne Primary School					<b>Review Date:</b> Jan16th 2021		
Step 1 Identify the hazards	Step 2 Who might be harmed & how?	Step 3 What are you already doing?	Risk Rating Trivial/ Low / Medium / High / Stop	Step 4 Is anything further needed?	Step 5 Action &		
					Action required	Responsible person	Date completed
Suspected case in school (staff or pupil)	Children and staff contracting virus	Ask child to go to designated space in isolation. Contact parent Advise parent to have child tested. Staff member does not need to go home unless they develop symptoms themselves. All other children and adults should wash hands thoroughly. Areas where child/ staff member has been should be thoroughly cleaned. Continue as usual until test result known.	High	Create isolation space	Create isolation space Write to parents explaining procedure for suspected case Explain procedures to staff	Onsite SLT	
<b>Confirmed case in school</b>	Children and staff Contractors inc School cooks/ cleaners	At point of receiving notification of positive test result from child or staff member, HBW/ TAH to follow COVID action plan and call DfE helpline for further advice as to closure of bubble etc.	High		Write to parents explaining procedure for confirmed case Explain procedures to staff		

## KCC Risk Assessment Form - The 5 steps approach explained

		Deep clean of space where child/adult has been and any shared spaces such as toilets.					
<b>Suspected case in family</b>	Children and staff Contractors inc School cooks/ cleaners	Do not admit child/ staff member. Advise testing and await outcome. If positive- advise isolation for 10 days from onset of symptoms/ test result if asymptomatic If negative, return to school.	High		Write to parents explaining procedure for confirmed case Explain procedures to staff.		
<b>Confirmed case in a family</b>	As above		High				
<b>Teacher shortage</b>	Children- lack of supervision	Create staffing rota to manage key worker/ vulnerable children on site. Staff not in school during this time to be called upon if/ when necessary.	High		Articulate system to staff so that they are clear about their roles and responsibilities		
<b>Support staff shortage</b>	Children- lack of supervision	Use spare capacity to cover teacher shortage.	High		Articulate system to staff so that they are clear about their roles and responsibilities		
<b>Protection for most vulnerable children</b>	Vulnerable children	Parents advising school if their child falls into this category. Smaller group advised.	Med		Remind parents to advise school of children who meet the vulnerable criteria		
<b>Staff with health issues</b>	Staff	Follow all government guidance and make necessary adjustments when needed.	Med		Explain to staff members the reasonable adjustments made.		
<b>Staff with symptoms</b>	Staff, children, contractors	Advise to seek testing, and remain off work until result. If positive, call DfE for advice as to actions in school, If	Med				

## KCC Risk Assessment Form - The 5 steps approach explained



		negative, return to school.					
<b>Pregnant staff</b>	Pregnant staff	To distance as much as possible from children to reduce risk.	Low				
<b>Visitors/ contractors/ peripatetic teachers</b>	Visitor Contractor Staff Children	<p>Only essential visitors are permitted. Visitors will be asked to sign in the visitors book with their full name and also their contact phone number. The should also use the NHS app to screen shot the QR code in the signing in book. If anyone in school tests positive, NHS test and trace will be informed of the visitors who may be affected.</p> <p>Visitors do need to wear specific PPE, including a face mask and or a visor. They should also distance themselves from staff as much as possible and will not be permitted to enter the bubble space where children are. They must use hand gel on arrival and should only attend school by prior arrangement. Only essential visitors will be permitted into school.</p> <p>Children to be taught in small groups of less than 15, spread out in the hall/ classroom as far as possible, and seated so lines so that they are not</p>	Low				

## KCC Risk Assessment Form - The 5 steps approach explained



		directly breathing over each other.					
<b>Kitchen reopening from September 2020</b>	Staff, children	Advise Caterlink only cold lunches required from September until further notice.	Medium	Check Caterlink staff's own risk assessment – hand washing, glove wearing etc. Staggered lunches.	Advise parents		
<b>Site/ cleaning team shortage</b>		Cleaning company in place. If shortage occurs, cleaning company to send a replacement to clean. Deep clean completed over Christmas holidays	High	Cleaner to continue. Caretaking duties to be considered to keep building safe.		HT	
<b>Leadership shortage</b>	Staff, children	Support virtually Ensure DSL and first aiders on site even if SLT aren't.	Med	Worse case scenario- close if necessary.			
<b>Admin shortage</b>	SLT, parents	Virtual support. Some roles could be delegated to TAs	Low				
<b>Congestion at school gate at drop off</b>	Children, parents	Different entry points for each bubble- Year R bubble through main gate into classroom. Bubble 2 to go through side gate and into hall as directed by an adult.	Med		Explain arrangements in letter to parents.	HT	

## KCC Risk Assessment Form - The 5 steps approach explained

<b>Congestion at school gate at collection time (continue to review and monitor to ensure this system continues to be safe)</b>	As above	As above	Med		Explain collection points etc in letter to parents	HT	
<b>Inability to social distance at breaktime</b>	Children (then staff and parents as knock on)	Separate play spaces will be provided for the two bubbles. Children within bubbles reminded of need to social distance.	Med		Ongoing reminders to children to distance as much as possible.		
<b>Inability to social distance in hall for lunch</b>	Children (then staff and parents as knock on)	Allocated spaces to play and eat.	High				
<b>Inability to social distance for assemblies</b>	Children and staff	Continued - No large group assemblies until further notice. Small group reflection time within 'bubbles'	Low		Inform parents/ staff of no large assembly gathering	HT	
<b>Overcrowding in the office</b>		Register boxes to be left outside office. Staff to enter office one at a time (other than staff based in office) Parents to make appointment to come into school. Where possible queries can be answered through window reducing need for parents to come in. Ensure only one staff member	High		Articulate expectations to parents.	HT	

## KCC Risk Assessment Form - The 5 steps approach explained



		in office at any one time (in addition to secretary and head)					
<b>Cleanliness of school building following closure</b>		Deep clean completed prior to school reopening. Continuous cleaning throughout day.	Low			DHT/ HT	
<b>Ongoing cleanliness of spaces being regularly used throughout school day</b>		Provision of hand gel for personal hygiene as well as hand soap, tissues. Each space to have disinfectant surface wipes and strong disinfectant spray- to be used regularly on shared resources as well as touch points. Increased cleaning of shared areas and touch points- throughout day. Books taken home and returned quarantined for week before being returned to library. Year R resources to be cleaned daily. Practical resources washed and dried and quarantined for week before reintroduction to environment.	High		Ensure stocks of hand soap Communicate cleaning requirements with staff and parents.	DHT	
<b>Legionella</b>	Children, staff, contractors	Monthly testing	High	Caretaking duties to be discussed with MW		HT	

## KCC Risk Assessment Form - The 5 steps approach explained

<p><b>Children not following good hygiene routines after toilet, at times of transition, throughout school day.</b></p>	<p>Children and staff</p>	<p>Posters displayed and referred to. Handgel in place in each classroom. Cleaning products in place Washing hands regularly Children reminded of good hygiene practices. Check upon entering and exiting classroom area that children have washed and hand gelled. Children required to wash hands when going outside and coming in from outside. Children required to sanitise/ wash hands after contact with door handles, shared resources or school dog. Each class has allocated sink areas to wash hands.</p>	<p>High</p>	<p>Ensure reminders given to children re personal hygiene practices</p>	<p>Order tissues Ensure supplies of handsoap, handgel etc maintained.  Reminders throughout day to wash hands</p>	<p>DHT and HT</p>	
<p><b>Close contact in the cloakroom</b></p>	<p>Children and staff</p>	<p>Cloakroom not in use. Hall Lockers to be used by children in bubble 2. Year R bubble as usual. Children reminded to wait to enable distancing.</p>	<p>Med</p>				
<p><b>Close contact in toilets</b></p>	<p>Children</p>	<p>One child in hall toilet at a time. In Year R toilets managed as usual. Staff to clean toilet every hour. Children encouraged to wipe toilet seat with anti bac wipe after own use.</p>	<p>Med</p>	<p>Remind children of rules around use of toilets.</p>	<p>Explain to parents/ staff/ the expectations</p>	<p>HT</p>	



## KCC Risk Assessment Form - The 5 steps approach explained



		Staff toilet cleaned between each use by relevant staff member.					
<b>Close contact around sinks</b>	Children.	Staggered hand washing in place.	Med			All staff	
<b>Disposal of tissues and waste</b>	Staff and children ad contractors	Ensure lidded bins used. 'Catch it, bin it, kill it' approach used. Regular reminders to children of this.	Med		Remind children to use lidded bins only, to dispose of tissues etc.	All staff	
<b>Over crowding in classrooms</b>	Staff and children and contractors	Children organised into bubbles of less than 15 children. Children spaced out as much as possible. Facing forwards where possible. Regular reminders given to children. Staff to be advised to wear visor when teaching/ in close contact if they wish.	High	Monitor key worker group to ensure this does not get too large.	Advise staff of PPE advice change.	HT	
<b>Contamination by resources outside</b>	Children	Portable resources to be kept within bubbles so that these can be used by children in one bubble only and cleaned at the end of each play session. Portable equipment is not to be shared across bubbles. No access to fixed play equipment. No access to water fountains. Children not to share resources across bubbles.. Children to bring in own water bottles. Refilled only by adult	Med	Explain to parents in letter and also children.  Regularly clean door handles and taps etc which are regularly touched.	Explain to parents in letter and also children.  Tape off play equipment  Tape off water fountains  Explain to parents need for children to bring in water bottles	HT  DHT  DHT	

## KCC Risk Assessment Form - The 5 steps approach explained



<p><b>Contamination by resources in classroom</b></p>	<p>Children, staff</p>	<p>from water in a jug.                  Limit books going home.                  Children to keep any personal resources in their tray.                  Rulers, scissors, whiteboards, pens and stationery sets to be set up for each child.                  Each child to bring in pencil case with resources needed from home/ school supplies.                  These are not to be shared.                  PE equipment can be used in bubble if cleaned afterwards.                  Children reminded not to put any equipment near their face or in their mouth.                  Children reminded that they must not touch or share belongings from other children's trays/ desks                  Children reminded they must not touch books or other classroom equipment, for example, those in the class library or in the school library                  Laptops/ipads or any equipment used to be thoroughly cleaned with anti-bac wipes to ensure they are clean before and after use.                  Provision of cleaning wipes for each class to enable staff to wipe resources, touch points and desks regularly.</p>	<p>High</p>		<p>Set up stationery sets for children.                   Explain to parents need to bring in stationery etc in letter.</p>	<p>Each teacher                   HT                   HT</p>	
---	------------------------	--	-------------	--	---	---	--

## KCC Risk Assessment Form - The 5 steps approach explained

<b>Overcrowding in the staff room while staff take breaks</b>	Staff	Staggered lunch breaks will help limit. Staff not allocated to group to support others with provision of drinks. Spaces outside to be used wherever possible.	High		Explain to staff- staff to then use own initiative.	HT	
<b>Intimate personal care required by child</b>	Staff	Use of appropriate PPE- gloves, plastic aprons, wipes, nappy sacks, disposal of waste in clinical waste bin. Call parent to provide care if staff feel unable to provide level of care needed for individuals.	low				
<b>Emergency within bubble group and no other adult attached to group</b>	Children and staff.	Each bubble supplied with a laminated red card. Adult leading bubble to nominate one child to be red card runner, who can bring red card to the office to alert SLT. Red card should be kept in easy reach.	High			HT	
<b>Medicines</b>	Staff, children	Medicines dropped to office, consent forms completed and dosage advice given by parent, according to pharmacy label.	Low	PPE to be used including mask and gloves if medicines need to be given by adults. On accepting the medicine, parents could also be given the choice to administer	Share with staff.	HT	

## KCC Risk Assessment Form - The 5 steps approach explained



				medicine to own children.		
<b>Assessor Name(s): Helen Bradley-Wyatt</b>				<b>Job Title: Headteacher</b>		
<b>Agreed by Governing body:</b>						
<b>Signature:</b>				<b>Review Date: Before school reopening Jan 2021</b>		

If staff have any concerns they should raise this with SLT immediately. Staff should keep a copy of this risk assessment in their work space and annotate as adjustments are made, Adjustments MUST be in line with government guidance and reported immediately to the headteacher.

**Staff union contact details should staff require additional advice and support:**

UNISON- 01189022260 or southeast@unison.co.uk

NASUWT-03330145550

NEU- [adviceline@neu.org.uk](mailto:adviceline@neu.org.uk)

NAHT- 03003030333

GMB- 02083978881

Voice the union- 01332372337

ASCL- 01162991122