

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"> ▪ walking around your workplace ▪ asking those doing the task what they think ▪ checking manufacturers' instructions ▪ considering health hazards 	Identify groups of people, consider: <ul style="list-style-type: none"> ▪ employees ▪ temporary / agency staff ▪ contractors ▪ volunteers ▪ members of the public ▪ children (including work experience) ▪ lone workers ▪ pupils ▪ service users 	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"> ▪ guarding ▪ training ▪ procedures, safe systems of work ▪ personal protective equipment (PPE) 	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"> ▪ actions required ▪ who needs to do them ▪ by when ▪ Check actions completed

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.		

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Activity / Operation/ Event: CORONAVIRUS: General Risks					Assessment Date: 20.7.2020 Reviewed 9.9.2020; 31.12.2020, 16.1. 2021, 22.2.2021; 1.3.2021		
Establishment: Hollingbourne Primary School					Review Date: 8th March 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	
Confirmed case in school	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	High		Write to parents explaining procedure for confirmed case Explain procedures to staff		

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		as to closure of bubble etc. Deep clean of space where child/adult has been and any shared spaces such as toilets.					
Suspected case in family	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.		
Confirmed case in a family	As above		High				
Teacher shortage	Children- lack of supervision	Teachers able to provide remote learning; staffing rearranged flexibly to cover; supply agencies could be used as last resort.	High		Articulate system to staff so that they are clear about their roles and responsibilities		
Support staff shortage	Children- lack of supervision	Teachers manage without support staff. Worst case scenario individually affected bubbles close.	High		Articulate system to staff so that they are clear about their roles and responsibilities		
Protection for most vulnerable children	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		
Staff with health issues	Staff	Follow all government guidance and make necessary adjustments when needed. Shielding as necessary and TAs supporting children in class while teacher teachers live lessons online.	Med		Explain to staff members the reasonable adjustments made.		
Staff with	Staff, children,	Advise to seek testing, and	Med				

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symptoms	contractors	remain off work until result. If positive, call DfE for advice as to actions in school, If negative, return to school.					
Pregnant staff	Pregnant staff	Updated Government guidance to be followed	Low				
Visitors/ contractors/ peripatetic teachers	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.</p> <p>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. Classrooms will be used but children will be</p>	Low				

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		spread out as much as possible and seated in lines as much as possible so that they are not directly breathing over each other.					
Kitchen remains closed- cold packed lunches provided by school.	Staff, children	Advise Caterlink of lunch needs. Grab bags created so that children can eat outside and sit flexibly as much as possible to avoid bubble mixing. Caterlink create own risk assessment for own staff and kitchen area re COVID	Medium	N/A	Advise parents		
Site/ cleaning team shortage		Cleaning company in place. If shortage occurs, cleaning company to send a replacement to clean.	High	Cleaner to continue. Caretaking duties to be considered to keep building safe.		HT	
Leadership shortage	Staff, children	Support virtually Ensure DSL and first aiders on site even if SLT aren't.	Med	Worse case scenario- close if necessary.			
Admin shortage	SLT, parents	Virtual support. Some roles could be delegated to TAs	Low				
Congestion at school gate at drop off	Children, parents	Different entry points for each bubble- Year R bubble through main gate into classroom. Beech and Pine Class to go through side gate	Med		Explain arrangements in letter to parents. Remind parents not to gather at the gate.	HT	

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		(staggered times); Oak Class to go through front gate and French doors. Parents requested to wear masks. Parents also asked to remain off site except for Cherry Class and for any appointments.					
Congestion at school gate at collection time (continue to review and monitor to ensure this system continues to be safe)	As above	As above Parents requested to wear masks Parents also asked to remain off site except for Cherry Class and for any appointments. Parents reminded not to gather at the gates and for children not to mix with each other if waiting.	Med		Explain collection points etc in letter to parents	HT	
Inability to social distance at breaktime	Children (then staff and parents as knock on)	Separate play spaces will be provided for each bubble. Children within bubbles reminded of need to social distance.	Med		Ongoing reminders to children to distance as much as possible.		
Inability to social distance in hall for lunch	Children (then staff and parents as knock on)	Children separated at lunchtimes- eating within classrooms as well as a hall so bubbles are not mixed.	High				
Inability to social distance for assemblies	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	

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<p>Overcrowding in the office</p>		<p>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 in office at any one time (in addition to secretary and head)</p>	<p>High</p>		<p>Articulate expectations to parents.</p>	<p>HT</p>	
<p>Cleanliness of school building following closure</p>		<p>Deep clean completed prior to school reopening. Continuous cleaning throughout day.</p>	<p>Low</p>			<p>DHT/ HT</p>	
<p>Ongoing cleanliness of spaces being regularly used throughout school day</p>		<p>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.</p>	<p>High</p>		<p>Ensure stocks of hand soap Communicate cleaning requirements with staff and parents.</p>	<p>DHT</p>	

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		Year R resources to be cleaned daily. Practical resources washed and dried and quarantined for week before reintroduction to environment.					
Legionella	Children, staff, contractors	Monthly testing	High	Caretaking duties to be discussed with MW		HT	
Children not following good hygiene routines after toilet, at times of transition, throughout school day.	Children and staff	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.	High	Ensure reminders given to children re personal hygiene practices	Order tissues Ensure supplies of handsoap, handgel etc maintained. Reminders throughout day to wash hands	DHT and HT	
Close contact in the cloakroom	Children and staff	Cloakroom in limited use. Teachers advised to spread	Med				

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		out use of pegs. Year R bubble as usual. Children reminded to wait to enable distancing.					
Close contact in toilets	Children	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. Staff toilet cleaned between each use by relevant staff member.	Med	Remind children of rules around use of toilets.	Explain to parents/ staff/ the expectations	HT	
Close contact around sinks	Children.	Staggered hand washing in place.	Med			All staff	
Disposal of tissues and waste	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	
Over crowding in classrooms	Staff and children and contractors	Children based in classrooms. Children spaced out as much as possible. Facing forwards where possible. Regular reminders given to children. Staff to be advised to wear facemask/ 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	
Contamination by resources outside	Children	Portable resources to be kept within bubbles so that these can be used by children in one bubble only and cleaned	Med	Explain to parents in letter and also children.	Explain to parents in letter and also children.	HT	

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		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 from water in a jug.		Regularly clean door handles and taps etc which are regularly touched.	Tape off play equipment Tape off water fountains Explain to parents need for children to bring in water bottles	DHT DHT	
Contamination by resources in classroom	Children, staff	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	High		Set up stationery sets for children. Explain to parents need to bring in stationery etc in letter.	Each teacher HT HT	

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		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.					
Overcrowding in the staff room while staff take breaks	Staff	Staff requested to not mix bubbles and one member of staff in the staffroom at once. Staff not allocated to group to support others with provision of drinks. Spaces outside to be used wherever possible. Masks to be worn in communal spaces.	High		Explain to staff- staff to then use own initiative.	HT	
Intimate personal care required by child	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				
Emergency within bubble group and no other adult attached to group	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	High			HT	

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Medicines	Staff, children	kept in easy reach. 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 medicine to own children.	Share with staff.	HT	
Assessor Name(s): Helen Bradley-Wyatt Agreed by Governing body:				Job Title: Headteacher			
Signature:				Review Date: Easter holiday 2021			

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

NAHT- 03003030333

GMB- 02083978881

Voice the union- 01332372337

ASCL- 01162991122