



KENMORE PARK INFANT & NURSERY SCHOOL

COVID-19 risk assessment – Full reopening of schools

Site / school name:	Kenmore Park Infant & Nursery School		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> ▪ Pupils ▪ Staff ▪ Parents ▪ Catering and cleaning staff ▪ Contractors 		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> ▪ Full re-opening of primary schools – All year groups from September 2020 ▪ Pick up and drop off from school ▪ Cleaning and sanitisation ▪ Food provision ▪ All staff working in school 		
Equipment and materials used:	<ul style="list-style-type: none"> ▪ General class and teaching materials ▪ Sports and PE equipment cleaning between usage ▪ Cleaning materials and equipment 		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> ▪ All school premises and grounds 		
Name of person completing this risk assessment:	R. K. Mahil-Pooni	Date of completion:	09.07.20
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:	Within one month of implementation	Risk assessment no:	Version 2 – July 2020

Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	
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<ul style="list-style-type: none"> ▪ Potential for transmission of COVID-19 between persons at school. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for transmission to other family members / persons. 	<p>All pupils return to school full time from start of the autumn term 2020 and will be organised into class groups across the school in all year groups</p> <ul style="list-style-type: none"> ▪ Ensure no more than maximum numbers are adhered to within each class group (30). ▪ Minimise contact between groups. ▪ Ensure children always stay in the same class groups throughout each day and do not mix. ▪ Where possible ensure that the same teachers and other staff are assigned to the same class groups during the day and on subsequent days. ▪ Arrange classrooms with forward facing tables. Pupils sitting side by side but not side on or facing each other. 	3	4	5	<ul style="list-style-type: none"> ▪ Communication to parents prior to the summer break. Clear expectations and arrangements (also translate letter into Romanian). ▪ Staggered start and end to the school day for classes/year groups. ▪ Soft start so the children walk into the classroom on arrival and temperature checks are carried out (not recorded). ▪ Parents leave the school site immediately following safe drop off. ▪ Staggered break times and playground sectioned off so class groups do not mix. Only play with children from their own classes. ▪ Seating plan for the children. Tables in rows facing the front and the teacher delivers teaching from the front of the class. 			



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		<ul style="list-style-type: none"> ▪ From the start of the autumn term all pupils will be expected to wear the school uniform inline with the schools uniform policies. ▪ Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. <p style="color: green; margin: 0;">Equipment and resources</p> <ul style="list-style-type: none"> ▪ Individual and very frequently used equipment such as pencils and pens, staff and pupils will have their own items that are not shared. ▪ Classroom based resources i.e. books and games can be used however, during the first half term this will be minimised even though it can be shared within the class group. ▪ When in use such items should be cleaned regularly, along with all 				<ul style="list-style-type: none"> ▪ During the first half of the term the computer suite will not be used by the classes. ▪ Put in place proportionate but essential control measures such as if someone is they ill stay at home, robust hand and respiratory hygiene, enhanced cleaning arrangements ▪ There must be active engagement with NHS test and trace. 			



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		<p>frequently touched surfaces.</p> <ul style="list-style-type: none"> ▪ Shared equipment such as PE equipment should be cleaned frequently and meticulously between class groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between different groups. <p>Attendance</p> <ul style="list-style-type: none"> ▪ Ensure regular school attendance of all pupils. 							
	<ul style="list-style-type: none"> ▪ The challenge of managing social distancing amongst the very young children: Nursery & 	<p>Organise children into class groups in Reception who will be kept separate during their time in school.</p> <ul style="list-style-type: none"> ▪ Ensure that lessons learnt and procedures employed when reopening for year R 				<ul style="list-style-type: none"> ▪ School to support anxious parents to get their child back into school where they have concerns. ▪ Penalty notices will resume for non-school attendance that is not authorised. 			
		<ul style="list-style-type: none"> ▪ Initial phased induction of reception learners maintain part time place (a.m. or p.m.) max 15 children in each group and two adults in class with a focus on establishing expectations, good 							



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	reception pupils.	<p>during the summer term are applied.</p> <ul style="list-style-type: none"> ▪ Similar arrangement to those for KS 1 will be applied to manage the pupils starting school. However, this will be managed in a phased way so that staff can explain and demonstrate social distancing and enforce expectations from admission. ▪ Staggering start with 2-3 pupils starting each session and adding to it over the days to allow for training and clarifying stringent expectations re: robust hand and respiratory hygiene. 				<p>housekeeping and routines to minimise risk such as regular hand washing, hand sanitising, Cleaning between the morning and afternoon sessions. etc.</p> <ul style="list-style-type: none"> ▪ Make effective use of the outdoor space and were possible set up outdoor classrooms for each class which are kept separate. Continue to re-evaluate the arrangements and make revisions throughout as required or issues that come to light. ▪ Nothing will be set in stone. Subject to re assessment based on experience of phased induction of early years pupils. 			
	<ul style="list-style-type: none"> ▪ Nursery children will find it even harder 	<p>Organise class groups in Nursery</p> <ul style="list-style-type: none"> ▪ Similar arrangements to reception with a phased approach. However we 				<ul style="list-style-type: none"> ▪ Phased induction of the morning and afternoon classes with a small gap between starting one half of each class to 			



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	to adhere to social distancing.	are mindful that with young children social distancing will be challenging, however the emphasis will be on enforcing good preventative measures which include robust hand and respiratory hygiene.				<p>allow pupils to settle into the routines and expectation re: hygiene in the setting.</p> <ul style="list-style-type: none"> ▪ Staff to ensure that surfaces are clear between sessions to allow for cleaning between the morning and afternoon sessions. ▪ Cleaning – wiping down of surfaces and equipment between sessions. The children from the morning one session and visa versa should not be touching and playing with the same equipment/ resources as the morning session if they have not been cleaned between provisions. ▪ More supervision of pupils when using areas of high traffic such as toilets. ▪ Routine class only visits to the toilets. 			



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						<ul style="list-style-type: none"> ▪ Hand sanitising each time learners' move in and out of the classroom and prior to eating. 			
		<p>Continued provision for key worker and vulnerable pupils only <u>in the event of a localised lockdown</u></p> <ul style="list-style-type: none"> ▪ These pupils will continued to be kept separate from all other learners within the Nursery unit. ▪ Stringent practice re: avoiding mixing to be adhered to. 				<ul style="list-style-type: none"> ▪ Review the location of their drop off and collection point in light of the reopening of school to other year groups so that they are maintained a separate entity. ▪ Identify classroom to be used to accommodate this provision with capacity for two spaces depending on the number of pupils. ▪ Revised arrangement shared with the parents of those pupils. 			
		<p>Organise classrooms and other learning spaces</p> <ul style="list-style-type: none"> ▪ Move furniture and desks to enable 30 pupils maximum in a class group seated at table side by side but not side on or facing each other. The 				<ul style="list-style-type: none"> ▪ Minimise any contact amongst pupils from other classes and avoid larger groups of children mixing. ▪ There will be sufficient hand washing facilities made available across 			



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		<p>teacher will deliver lessons from the front of the class. .</p> <ul style="list-style-type: none"> ▪ Floor markings can be used as well to define transit routes or no-go spaces in classrooms. ▪ Remove any unnecessary items including soft furnishings and other items that are hard to clean. ▪ Pupils will be allocated a desk/seat (seating plans) so they use the same desk/seat every day. ▪ All spaces will be well ventilated using windows & doors (where possible. 				<p>the school including operational facilities within classrooms.</p> <p>Where a sink is not in close proximity alcohol based hand sanitisers will be available in the classrooms and other learning areas.</p> <ul style="list-style-type: none"> ▪ Staff to expect and monitor the cleaning of hands more often than usual, washing hand thoroughly for 20 seconds with running water and soap. ▪ Where internal classroom doors are wedged open they must be closed in the event of a fire alarm activation. ▪ Clean surfaces that children are touching , such as toys, books, desks, chairs, doors, sinks, toilets, light switches, more regularly throughout the school day. 			



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						<ul style="list-style-type: none"> ▪ Site staff to set up cleaning schedules and checklists. 			
		<p>Review curriculum provision</p> <ul style="list-style-type: none"> ▪ Decide which lessons or activities will be delivered and those that cannot safely be delivered. This might include some practical or physical activities. ▪ Consider which lessons or activities can take place outdoors where social distancing is easier and the risk of transmission reduced. 				<ul style="list-style-type: none"> ▪ The Class sets of Ipads will be used by the classes in the interim and wiped with sanitisers after usage by each class/group. ▪ Initially there are no plans to use the computer suite but If and when it is, pupils must sanitised their hands on entry and when they exist the room. ▪ Emphasise expectations – clean hands more often (20 sec rule) using soap and running water. Use of alcohol hand sanitiser ensuring all parts of the hand are covered. ▪ Promote the ‘catch it, bin it, kill it’ approach. 			
		<p>Movement around the school</p> <ul style="list-style-type: none"> ▪ Use the timetable to and selection of classrooms to reduce movement around 				<ul style="list-style-type: none"> ▪ On induction of the pupils, staff to clarify the expectations to the pupils and minimise 			



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		<p>the school as much as possible.</p> <ul style="list-style-type: none"> ▪ Teachers/adults will move around the classroom rather than pupils ensuring that contact between different groups is minimised and that pupils have all the resources to hand thus reducing the need to move from their seats. ▪ Due to the age of the children build in timely activities to engage movement (brain gym breaks). ▪ There will be no formal assemblies, staff will deliver these in the classrooms – focused on daily collective worship in the form of stories from the Christian faith, PSHE/ circle time and the Rights Respecting agenda. ▪ Stagger start and finish times scheduled. ▪ Stagger break and lunch times. 				<p>movement around the classroom and school.</p> <ul style="list-style-type: none"> ▪ The majority of teaching and learning will take place in the base classroom. ▪ Teachers will build in more scheduled toilet breaks and staggered arrangements to reduce the need particularly in KS 1 for learners to need to use the toilets during lesson time. ▪ . 			



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		<ul style="list-style-type: none"> ▪ Use one-way systems where possible. ▪ Utilise classrooms where external doors are available so entry / exit can be made from outside rather than the use of internal corridors (All EYFS, year one and two year 2 classrooms allow for this to be the case at KPINS). ▪ Use floor or wall markings to highlight social distancing. ▪ If pupils need to queue to get into a classroom following breaks so mark out clear waiting areas with 1 & 2 metre spacing. Children to be trained to allow for social distancing whenever queuing. Pupils may need to enter classrooms one at a time as directed by staff. ▪ To ensure that toilet facilities do not become crowded we will limit the numbers allowed to use them at any one time. 				<ul style="list-style-type: none"> ▪ Arrows in the corridors directing the side of the corridor to walk on when walking in a particular direction. ▪ Avoid standing for any periods of time in the corridors in order to reduce the risk of transmission. ▪ Pupils will be expected to wash and or sanitise their hands every time they enter the classroom. ▪ Due to the age of the children – at break times an adult will be deployed to manage the 			



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		<ul style="list-style-type: none"> ▪ With due regard to fire safety, doors may be temporarily propped to limit touching of door handles and aid ventilation. ▪ Some children may need additional support with these measures e.g. the very young or those with special educational needs. 				<ul style="list-style-type: none"> number of pupils using the facility at any one time. ▪ Class teachers will schedule more toilet breaks. 			
		<p>Shared spaces e.g. assembly and dining halls</p> <ul style="list-style-type: none"> ▪ Whole school assemblies will be avoided and will take place in the classrooms. ▪ The hall will be well ventilated if used for PE lessons. ▪ The dining hall will be used only by the infant pupils at the start of the autumn term and each class will have its designated seating plan with children sitting side by side and not opposite each other. 				<ul style="list-style-type: none"> ▪ During the first half of the autumn term subject to the weather PE sessions will take place outdoors. ▪ Pupils will not mix or share the same equipment. ▪ The equipment will be disinfected after use. ▪ Lunch will be eaten in the dining hall at the allocated seating plan to minimise movement and transmissions. ▪ Tables will be wiped clean after use. ▪ Staggered lunch breaks to minimise the amount of pupils and adults 			



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		<ul style="list-style-type: none"> ▪ Lunch times will be staggered and ▪ Adequate cleaning will need to take place between groups using the shared spaces including wiping down of tables between each group. ▪ Stagger the use of staff rooms, work rooms and offices to maintain social distancing. 				<ul style="list-style-type: none"> using shared areas such as the dining room or the staffroom at the same time and alternative areas to be used by staff such as the hall or kitchen area in the year 2 block. ▪ Admin staff will socially distance with two adults in the finance office with windows open to allow ventilation at their respective work stations and the receptionist based in the one member of admin staff based in the reception office working behind the screened area. 			
		<p>Outside spaces</p> <ul style="list-style-type: none"> ▪ To be used for exercise and breaks based on timetabling/staggered usage. ▪ Outdoor education can limit transmission and allow easier distancing between children and staff ▪ Outdoor equipment should not be used as it 				<ul style="list-style-type: none"> ▪ Initially the playscape equipment and huts will be out of use to avoid transmission as there will not be the capacity to clean these areas between usages. 			



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		can be ensured that appropriate cleaning will take place, or that groups do not use it at the same time and there is cleaning in between groups using the equipment.							
		<p>Shared resources</p> <ul style="list-style-type: none"> ▪ We will limit the use of shared resources required and, particularly any that are taken home. ▪ Cleaning will be needed after each use where shared resources are used by different groups. ▪ Practical lessons can go ahead only if equipment is cleaned between use 				<ul style="list-style-type: none"> ▪ A set of year group ipads will be available from September which can be used by a class at a time and then cleaned wiped with sanitisers after usage by each class/group. ▪ There is a set available for each year group (3 x 15 ipads plus 1 teacher ipad per year group) 			
<ul style="list-style-type: none"> ▪ Potential for transmission of COVID-19 between persons arising from travel to school or dropping / picking up at school. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for transmission to other family members / persons. 	<p>Getting to school and drop off / pick up</p> <ul style="list-style-type: none"> ▪ People will be encouraged to walk or cycle to school where possible. ▪ We will highlight government advice on safe travel to parents and carers. 	3	4	5	<ul style="list-style-type: none"> ▪ Where public transport is required for travel they will be advised to follow the relevant guidance. ▪ We will operate a soft start so the pupils walk straight into the classroom at their allotted time and /pupils are not required to stand around waiting. They 			



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		<ul style="list-style-type: none"> ▪ We will stagger the start and finish times to limit numbers at any one time. ▪ We will mark out drop off and pick up areas including with social distancing markers. Different areas may be needed for different classes and groups. 				<p>can drop off and parents to leave immediately once temperature has been checked.</p> <ul style="list-style-type: none"> ▪ Where a child is late and misses their allotted time, they should call the school office and the child only will be allowed to enter via the school reception pedestrian gate and will be escorted to the classroom always adhering to social distancing. Where possible an external route to the class will be taken through the car park. 			
<ul style="list-style-type: none"> ▪ Risks of transmission of COVID-19 from providing first aid or care. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers by close contact for first aid or care provision. ▪ Potential for transmission to other family 	<p>First aid and care provision</p> <ul style="list-style-type: none"> ▪ The school will maintain suitable first aid and paediatric first aid cover. ▪ Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first 	3	4	5				



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	members / persons.	<p>aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields.</p> <ul style="list-style-type: none"> ▪ All first aid equipment will always be accessible. ▪ Pupil's whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ▪ Anyone developing symptoms during school day to be sent home and confirm COVID-19 infection- look to get tested and self-isolate. ▪ A face mask should be worn by the 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 should be worn by the supervising adult. If a risk 				<ul style="list-style-type: none"> ▪ The pupil will be required to wait in the designated isolation room until they are collected and taken home. The room must be well ventilated and adults supervising using adequate PPE equipment whilst maintaining social distancing where possible. 			



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		<p>assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"> ▪ All incidents must be recorded as per the school's normal arrangements. 							
<ul style="list-style-type: none"> ▪ Contamination of commonly used areas, including door handles, IT equipment and equipment used by multiple persons. 	<ul style="list-style-type: none"> ▪ Staff and other occupants may become contaminated via indirect contact with contaminated equipment. ▪ Potential for spread to other family members / occupants. 	<p>Cleaning and hygiene control</p> <ul style="list-style-type: none"> ▪ Information on measures in place will be provided at the main reception area and key entry points. ▪ Hand sanitising dispensers installed throughout the school in the corridors. ▪ Hand sanitisers available in every classroom and stocks maintained to replenish when supplies run low around the environment. ▪ All staff will be briefed weekly as a minimum on expected hygiene standards and any 	3	4	5	<ul style="list-style-type: none"> ▪ Weekly staff briefings in the hall allowing for social distancing will be 			



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		<p>concerns or observation made by staff fed back to the site team.</p> <ul style="list-style-type: none"> ▪ All staff instructed to actively monitor to ensure all colleagues/adult are adhering to principles of good hygiene. ▪ Sufficient quantities of cleaning supplies and hand soap to be maintained. ▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors. ▪ Site staff will ensure that classroom bins are emptied throughout the day. ▪ Daily cleaning in place to provide disinfection of all handles and commonly used surfaces. ▪ IT equipment to be used by one person as a designated workstation where possible and cleaned (wiped down) pre use and at the end of the 				<p>scheduled and this risk assessment will be reviewed and updated as deemed appropriate and in line with any updates to the Gov't guidance.</p> <ul style="list-style-type: none"> ▪ Each class in use will have a class cleaning tool kit. ▪ PPE equipment and hand sanitisers (alcohol based) will continue to be accessible at key locations around the school site. 			



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		<p>day or before use by another person.</p> <ul style="list-style-type: none"> Alcohol based hand sanitiser will be considered for practical sessions where hand washing will be required before and after if sufficient facilities are not available. 							
<ul style="list-style-type: none"> Contamination of food products and packaging from supply chain or from food preparation on site. 	<ul style="list-style-type: none"> Staff and occupants infected by consumption of contaminated food packaging or food product. Contamination of food by catering staff failing to adhere to hygiene standards or otherwise who are infected with COVID-19. 	<p>Catering provision</p> <ul style="list-style-type: none"> School leadership will confirm with catering provider (ABM) all relevant safety procedures are in place and that they are adhering to government guidelines The school leadership will ensure that catering providers are aware of any changes to lunch times and operating practices the school has made. 	3	4	5	<ul style="list-style-type: none"> Dining hall to be used by the infant school pupils initially with staggered lunchtimes allowing pupils to sit next to and not in front of each other. Seating plans to reflect class seating plans as much as possible. Staff in the canteen will serve salad and the main salad bar will be closed. Bread will be served and any self-service will cease at present. 			
<ul style="list-style-type: none"> Staff and pupils may be unfamiliar with changes to fire safety or other 	<ul style="list-style-type: none"> Risk of injury arising from panic due to lack of clear 	<p>Emergencies</p> <ul style="list-style-type: none"> The school leadership working in collaboration with the Site Manager will review if any changes are 	3	4	5	<ul style="list-style-type: none"> Fire evacuation points will be reviewed with the junior school to ensure adequate social 			



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emergency arrangements.	emergency arrangements.	<p>required to emergency evacuation procedures due to any changes made to provision in school e.g. reduced staff, fire wardens covering different areas, managing areas and evacuation points etc.</p> <ul style="list-style-type: none"> ▪ A full fire drill will that all staff are familiar with any changes to arrangements. Ensure that any external staff are aware as well. ▪ Other emergency procedures e.g. lockdown will be reviewed as required 				<p>distancing between class groups (bubbles).</p> <ul style="list-style-type: none"> ▪ A fire drill and lockdown will be scheduled for the first half of the school term so staff familiar with the process and any issues identified can be addressed. ▪ On-stop action, peripatetic teachers and the HSCP staff will be made aware of the fire evacuation/lockdown procedures during this time. 			
<ul style="list-style-type: none"> ▪ Safety of health issues relating to interrupted maintenance or inspection schedules whilst school has been closed or in limited use. 	<ul style="list-style-type: none"> ▪ All persons at risk of Legionnaires disease from little used systems ▪ Damaged or broken items may not be identified or repairs actioned leading to injury. 	<p>Maintenance and inspection</p> <ul style="list-style-type: none"> ▪ Before school reopens: ▪ Site staff have been and will continue to ensure all little used water outlets are flushed through. ▪ Site staff will check and test all fire protective systems ▪ Site staff have arranged for a check and test of all 	3	4	5	<ul style="list-style-type: none"> ▪ Routine flushing of the water system by the Site Manager to be maintained until full opening of the school has taken place from September. ▪ Water testing routines to be maintained. ▪ Supply of hot water to be maintained and monitored. 			



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	<ul style="list-style-type: none"> ▪ Statutory inspections or maintenance may be missed leading to failure of safety critical items. 	<ul style="list-style-type: none"> relevant safety critical devices ▪ The School leaders & Site staff will carry out a visual site inspection to identify any issues that may need remedying ▪ Where pieces of equipment or machinery, require thorough examination or testing (TE&T) they must all be within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place. 				<ul style="list-style-type: none"> ▪ Chlorine testing to be maintained. ▪ The Site Manager is now trained and will conduct all PAT testing of electrical equipment on site. 			
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to 	<ul style="list-style-type: none"> ▪ Staff and other occupants may catch COVID-19 via direct or indirect contact with carriers. ▪ Potential for transmission to other family 	<p style="color: green; margin: 0;">Suspected case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow government 	3	4	5	<ul style="list-style-type: none"> ▪ Schools ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ▪ -book a test if they display symptoms. 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
have coronavirus.	members / persons.	<p>guidance (page 12) and book a test.</p> <ul style="list-style-type: none"> ▪ If a child is awaiting collection, they will be held in the designated isolation room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. The room will be well ventilated at all times. ▪ PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained. ▪ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands 				<ul style="list-style-type: none"> ▪ staff and pupils must not come in if they display symptoms. ▪ - self isolation for those who have come into contact with someone who tests positive in line with PHE guidance and advice at the time. ▪ Getting tested – book online through the NHS testing and tracing or coronavirus website. ▪ Order by phone via NHS 119 for those without internet. ▪ Essential workers – anyone involved in education or childcare have priority access to testing. ▪ Gov't to ensure easy access to testing – locally accessible, fast and convenient. ▪ By the Autumn term – schools to be provided with a small number of home testing kits which could be given directly to 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Complete d on:
		<p>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</p>				<p>parents. Carers on collecting a child who has developing symptoms at school, or staff.</p> <ul style="list-style-type: none"> ▪ Where someone tests negative – if not longer unwell – feel better can stop self-isolating. ▪ (although the guidance does not require evidence of negative test, the school will to respect the H & S of others within the establishment and provide reassurances). ▪ Test positive: follow the stay at home guidance for households. Continue to self-isolate for at least 7 days form the onset of the symptoms and then return to school – where symptom free 			
▪	▪	<p>Confirmed case of coronavirus in school</p> <ul style="list-style-type: none"> ▪ Schools to take swift action where someone 				<ul style="list-style-type: none"> ▪ A template letter will be provided to schools, on the advice of the HPT to send to parents and staff if needed. 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
		<p>who has attended tests positive for coronavirus.</p> <ul style="list-style-type: none"> ▪ Schools to contact the local health protection team. ▪ Team will contact school directly if they become aware that someone who has tested positive attends the school. ▪ Health protection will carry out a risk assessment – re: who was in close contact with person who has tested positive – advising 14 days self-isolation. ▪ The health protection team will work with the school in this situation to guide them through the action they need to take. Based on advice from HPT – schools must send home those people who have been in close contract with the person who has tested positive - advising of self-isolation for 14 days. 				<ul style="list-style-type: none"> ▪ Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
		<ul style="list-style-type: none"> ▪ Close contact means: direct close contacts – face to face conversations. ▪ Proximity contact (1 to 2 metres for more than 15 minutes) with an infected person. ▪ Travelling in a small vehicle e.g. car with an infected person. 							
<ul style="list-style-type: none"> ▪ Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus. 	<ul style="list-style-type: none"> ▪ Those pupils who are deemed clinically vulnerable <u>Gov. Guidance-on-shielding-and-protecting-extremely-vulnerable-person-from-covid-19/</u> 	<ul style="list-style-type: none"> ▪ Shielding advice for all children and adults will pause from 1st August subject to continuous decline in the rate of community transmissions therefore the expectation is that all children return to school from September. ▪ Where a pupils is unable to attend school because they are complying with clinical and / or public health advice we expect schools to be able to immediately offer them access to remote education. Their absence will not be penalised. 	3	4	5	<ul style="list-style-type: none"> ▪ Where a parents of pupils with significant risk factors is concerned about their child returning to school, the school will discuss concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. ▪ The school to communicate clear & consistent expectations re: school attendance to families throughout the summer ahead of new school year. ▪ The school to identify children that may be 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Complete on:
						<ul style="list-style-type: none"> reluctant or anxious about returning... ▪ The school to use additional catch up funding schools to be received to possibly support and secure regular attendance. ▪ Work closely with other professionals e.g. social workers of non-attendees. 			
	<ul style="list-style-type: none"> ▪ Clinically vulnerable adults. ▪ <i>Guidance as above</i> 	<ul style="list-style-type: none"> ▪ There is a relaxing of shielding measures from 1st August for adults so the expectation is that all staff will attend school from September. ▪ . 				<ul style="list-style-type: none"> ▪ The school is working hard to apply the full measures in the Gov't guidance for full opening of schools to ensure that the risks to all staff will be mitigated significantly including those who are extremely clinically vulnerable or clinically vulnerable. ▪ Need to maintain social distancing. 			
	<ul style="list-style-type: none"> ▪ Where a child or adult lives with someone who is clinically vulnerable (but 	<ul style="list-style-type: none"> ▪ People who live with those who have comparatively increased risk from coronavirus can 				<ul style="list-style-type: none"> ▪ If staff feel more comfortable wearing mask or using PPE equipment this will not be prohibited. 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Complete on:
	not clinically extremely vulnerable).	<p>also attend the workplace from the 1st August.</p> <ul style="list-style-type: none"> ▪ They will be expected to adhere to the stringent controls and protective measures stipulated within this risk assessment. 				<ul style="list-style-type: none"> ▪ What is most important is staff take measure to support their well-being and reassure themselves that measures are being taken to minimise the risk of transmission. 			
Staff well being	<ul style="list-style-type: none"> ▪ Where a staff member is anxious and has been away from the work place from the start of lockdown adjusting to a full working day may be challenging. 	<ul style="list-style-type: none"> ▪ Inviting staff back into school before the summer term while there are less pupils and staff around the site. ▪ From September the expectation will be that staff leave the school site soon after the school day has ended for the pupils when there are no staff meetings. This will continue to be encouraged for the first term in order to allow the rooms to air before the cleaning staff enter. ▪ All pupils have their own set of resources and the handling of books and paper exchanges between staff and pupils to be minimised. 				<ul style="list-style-type: none"> ▪ Sets of year group ipads to be utilised to support teaching and learning from September. ▪ Staff meetings during the first half of the term where possible will be run remotely or online based. ▪ There will be a focus on staff well-being working in partnership with the HSCP. ▪ PPA time will take place and teachers will be able to work at the designated PC allowing for social distancing and not facing each other (IT Technician will have labelled PC and will have in place plastic screens over keyboards which 			



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What are the hazards?	Who might be harmed and how?	What are you already doing?	Likelihood	Severity	Risk	Do you need to do anything else to manage this risk locally?	Who will do this?	When must this be done?	Completed on:
						need to be cleaned after use.			
Visitors, parents/carers and contractors visiting the site	<ul style="list-style-type: none"> ▪ Potential for transmission of COVID-19 between persons who may have or be carriers of the virus. 	<ul style="list-style-type: none"> ▪ Providing PPE equipment and hand sanitisers at the entrance point to the school. ▪ Strict signing in and our log. ▪ Only allowing contractors on site who have pre-arranged books/scheduled visits. 	3	4	5	<ul style="list-style-type: none"> ▪ Parents/carers will not be allowed to enter the school premises on a daily basis. ▪ Any visits must be pre-arranged/scheduled. ▪ Any children arriving late will be collected from the parent at the main entrance and the parent will not be able to enter the school site. ▪ Office staff will go out of the building to exchange items with parents rather than allowing them on site. ▪ Uniform sales – only allowing one person at a time to visit the shops and parents will be required to wait outside the school building until their turn. ▪ As much as possible waiting in the school reception areas will not be allowed. 			



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Risk Rating Matrix

Likelihood	Description	Score
Very unlikely	Unforeseeable that an injury or incident could happen. A 1 in a million chance of a hazardous event happening.	1
Unlikely	An injury or incident could happen, although unlikely. A 1 in 100,000 chance of the hazardous event happening.	2
Fairly likely	An injury or incident may happen. A 1 in 10,000 chance of the hazardous event happening.	3
Likely	It is foreseeable that an injury or incident will happen. A 1 in 1000 chance of the hazardous event happening.	4
Very Likely	Imminent possibility of injury or accident. A 1 in 100 chance of the hazardous event happening.	5

Severity / Consequence	Description	Score
Insignificant	No injury	1
Minor	Injuries only requiring on site first aid	2
Moderate	Injuries that might require further medical attention and injuries that could lead up 3 days' absence	3
Major	Serious injury including broken limbs and injuries leading to over 7 days' absence	4
Catastrophic	Fatality	5

	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Catastrophic	5	10	15	20	25
Major	4	8	12	16	20
Moderate	3	6	9	12	15
Minor	2	4	6	8	10

Risk rating	Actions	
1-2	No action	No further action but ensure controls are maintained.
3-6	Monitor	Look to improve at next review or if there is a significant change.
8-12	Action	Review existing controls and make any improvements identified within a specified timetable.
15-16	Urgent action	Take immediate action and stop activity if necessary, maintain controls rigorously.



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Insignificant	1	2	3	4	5	20-25	Stop	Stop activity and take immediate action.
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Staff working with this risk assessment to sign to confirm they have read and will adhere to action contained within this plan.

Print name: _____ Role: _____ Signed: _____ Date: _____

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