

Risk Assessment under Pinewood’s Health and Safety Policy

Area of Responsibility: Key Worker Children (KWC) Pod

Assessor: ELT

Date: 6/1/21

Risk Assessment for return of Prep pupils during COVID – 19 pandemic.

NB: Ongoing changes adopted in response to Government Advice and advice from PHE South-East

School leadership have considered the additional risks and control measures needed following the identification of a new variant of COVID – 19 and have updated risk assessments accordingly.

	Hazard	Potential Risk	Grading (1 (low) -3)		Precautions in place
			Probability	Severity	
A	Infection due to inadequate hygiene on site.	Transmission of CV19	1	2	<p>Where possible teachers & supervisors will be limited to a particular Key workers child (KWC) pod. And KWC will remain in one working area of the school. Appropriate cleaning regimes will be implemented for affected areas of the school site.</p> <p>When teachers leave a work-station the area will be wiped down by the member of staff, including desk, keyboard, mouse, interactive board and board pens. Used wipes placed in bagged bins.</p> <p>KWC will be allocated a designated desk, chair, laptop, headphones, mouse and tray for their personal use.</p> <p>At the end of each session/ day children will wipe down their desk, chair, laptop, headphones and mouse as directed by the teacher. Wipes will be placed in bagged bins.</p> <p>Any classroom equipment used will be wiped down at the end of the lesson and stored appropriately. Where possible equipment will be used by only one pod. Where unavoidable</p>

					<p>equipment will be meticulously cleaned or kept out of reach for 48 hours.</p> <p>Equipment used by staff (laminator, strimmer, photocopier) will be wiped after each use by the member of staff who has just used it. Wipes will be available in the workroom and disposed of in bagged bins.</p> <p>Handing out equipment – where possible equipment should be laid out before children are invited into classroom to minimise contact, and maximise distance between teacher and pupil.</p> <p>Pupils will bring the minimum belongings necessary into school and must not touch other pupils belongings.</p> <p>Soft furnishings will be restricted to those necessary to further the education of the children.</p> <p>Lateral Flow Testing will take place on site for supervising staff and KWC in Year 7 & 8 following Government guidelines.</p>
B	Infection due to inadequate social distancing	Transmission of CV19	1	1	<p>One way system in place in each pod area and around school</p> <p>Pupils enter classroom once instructed to do so by staff. Where possible children should line up to wait outside.</p> <p>Seating arrangements in classrooms maximise space between pupils and where possible arrange seating so that pupils are side by side and facing forwards.</p> <p>Staff should maintain a distance of 2 metres between themselves and other adults wherever</p>

					<p>possible. Where this is not possible this can reduce to 1 metre+ with additional protective measures in place.</p> <p>Staff should also maintain 2 metres from children wherever possible. When this is not possible due to the educational and care needs of the children, then they should avoid close face to face contact and minimise time spent within 1 metre of each anyone.</p> <p>Face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>When face coverings are removed they should be stored in a named, sealable plastic bag until needed again. Children will be directed on the safe method for removing and replacing face coverings during regular safety briefings.</p>
C	Mental health and well-being of staff compromised	Low morale and poor mental health of staff	1	2	<p>Duty rota carefully constructed to ensure that staff have opportunity for adequate breaks</p> <p>Staff who may be anxious about the current situation and need extra support are to speak with their line managers in the first instance. Virtual support meetings can be arranged as necessary and staff are reminded of this by email and at staff meetings.</p> <p>The School's Employee Assistance Programme remains in place which includes a telephone helpline in the first instance.</p>

					Head of Emotional Support & Well- being to offer opportunity for confidential sessions with staff
D	Infection from first aid/medical needs.	Transmission of infectious disease.	1	1	Children who require basic medical attention (e.g. plasters/ tissues) will be cared for by pod supervisor. If further medical attention is needed First Aid trained staff will be on site. Staff must wear gloves and masks & aprons will be available. Named medicine will be stored in the Staff work room in Hoyland, no children can enter this area. Medicine will be administered by a trained member of staff (preferably from the child's pod) Named inhalers will be kept in pupil tray within the pod classroom and be taken out to games/ break time by the pupil.
E	Allergic reaction to food brought in from home.	Reaction to food brought on to site by another child/ member of staff	1	3	Staff, parents and pupils reminded of school guidelines for bringing food onto site. No sharing of food or drinks. No fizzy drinks should be brought on site.

Recommendations and Advice (further resources, training etc.): Regular review of Government advice, regular meetings of Senior Leadership Staff at the end of the day to review arrangements, regular reporting to the Council Covid Committee who meet weekly, to update regarding changes to policies and protocol, and consider the effectiveness of the operating structures.

The latest guidelines for schools dated 30th December 2020 can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

