

Blackpool Council Risk Assessment Form

Directorate: Children' Services

Date of Assessment: 01/12/2021

Section: Education

Assessment Team: Karen Appleby – Head Teacher
Lucy Cross – Deputy Head Teacher

Name of School/Establishment: Kincaig Primary School and Nursery

Important Note

The safety of our children, staff and parents is our prime consideration throughout this time. Please note that any reference to 'staff' in this document refers to every member of staff in school regardless of their individual role.

29/11/2021 – UPDATE from Prime Minister

The DfE have produced the following guidance '**Schools coronavirus (COVID-19) operational guidance November 2021**'

Continue to use the present Risk Assessments as they are still in line with up-to-date guidance.

******Outbreak Management Plan from 01/12/21******

Please follow the follow guidelines until further notice.

What is the Hazard?	What is the Potential Harm?	Who is at Risk?	Controls In Place	Likelihood after controls	Severity after controls	Risk Rating after controls	Further Potential Controls
Classroom Environments	Classroom layouts do not allow for social distancing to be adhered to and therefore increase the risk of the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • Staff to try and stay at least 1m away from the children where possible. • Staff are advised to wear face mask or visor when teaching. • Children not to sit on the carpet at any time in Y3 –Y6. • Cloakrooms not to be in use during the duration. • Clear signage has been displayed in classrooms and around school promoting social distancing. • Windows and doors need to be open at all times where possible to aid ventilation. 	Low	Medium	Medium	
Corridors and Walkways	Groups of children and staff congregating in walkways and corridors, risking an increase in the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • Children and staff to enter classrooms by the external classroom doors to reduce and minimise the usage of corridor spaces. • Entrance to school reception closed to prevent people entering. • Circulation plans to be reviewed and revised. Where possible Staff and pupils will use external doors and outdoor routes. • One-way systems in place where possible. • Corridor use reduced where possible, finding alternative routes around school, maximising external routes and the outdoors. . • Movements of pupils around school is minimised as much as possible with pupils staying in classrooms and staff moving around if needed. Children should only leave their classrooms for the toilet and break/lunch playtimes. • Pupils are regularly briefed regarding observing social distancing guidance. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision are in place. 				
Large Areas of Space	Large groups of children and staff congregating and gathering, risking an increase in the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> All large gatherings are prohibited. There will be no assemblies or gatherings in the school hall for the duration. 	Low	Medium	Medium	
Offices and Shared staff spaces.	People sharing small offices and spaces and not adhering to the 2m social distancing guidelines.	Staff	<ul style="list-style-type: none"> Staff room and staff offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing to take place. Where possible administration, finance, pastoral and SLT members of staff have been allocated separate offices to prevent the spread of infection and the use of shared resources. Staff are to use their own resources and not share resources. Additional resources have been provided. To prevent gatherings of people using shared resources/spaces. Additional kettles and kitchen areas are to be used – Nursery Kitchen, Offices and Children Centre to be used. 	Low	Medium	Medium	
Access to drinking water.	Children gathering to use water dispensers.	Pupils Staff	<ul style="list-style-type: none"> Water dispenser not to be used. Children will have access to fresh water every day from the sink in each room. Children will bring in their own water bottles that will be kept with their own resources. 	Low	Low	Low	
Food and snacks	Children bringing snacks from home and cross-contamination	Pupils Staff	<ul style="list-style-type: none"> Pupils will be encouraged to wash their hands for 20 seconds before and after any food consumption and where possible the use of disposable cutlery and packaging will be used to 	Low	Low	Low	

	occurring.		prevent the spread.				
Drop off and Collection of Children	Large groups of parents gathering together increasing risk of spreading the virus.	Pupils Staff Parents	<ul style="list-style-type: none"> No parents are allowed in school building– with social distancing guidelines being reinforced at entrances and exits through signage and floor/ground marking, including external drop off and pick up points. Weekly reminders to parents on the importance of adhering to social distancing measures at the arrival and departure times. Supervision of social distancing on arrival led by members of SLT to ensure parents are adhering to the measures. 	Low	Medium	Medium	
Children entering school who may have signs/symptoms of Covid 19	Children enter school with signs/symptoms and pass on the virus.		<ul style="list-style-type: none"> Children displaying any signs/symptoms will be sent home immediately and told to have a PCR test. They will return if the the test is negative or after isolation period is completed. Children who present signs whilst in school will be taken to the Oasis room and quarantined there till collection. Staff must wear full PPE whilst supporting the child along with a visor. All areas will be thoroughly cleaned in which the child has been and a deep-clean carried out. 	Medium	High	High	
Staff Toilets	Staff gathering in toilet queues.	Staff	<ul style="list-style-type: none"> To reduce congregation of people at the staff toilets, staff have been advised to use toilets within the area they are working. Nursery Staff toilet, Children Centre Toilets and Disabled toilets are available and should be used. No more than one person in and toilet block at any one time due to sizing and maintaining a 	Low	Medium	Medium	

			<p>2m distance.</p> <ul style="list-style-type: none"> • Staff are encouraged to access the toilet at different times, supported by staggered break/lunchtimes to prevent queueing • The toilets are cleaned frequently at different points throughout the day. • Monitoring by cleaning staff to ensure a constant supply of soap and paper towels are available. • Bins are emptied regularly. • Staff have been reminded of the importance to wash hands frequently and regularly for at least 20 seconds. • Signage placed in toilet areas to remind staff. 				
Lunchtimes and Break times for staff	Staff gathering in larger groups to have lunch and not adhering to 2m social distancing guidance.	Staff	<ul style="list-style-type: none"> • Staff have been advised to remain 2m away from each other during these periods, eating lunch whilst carrying out social distancing guidelines. • Staff have been reminded on the importance of bringing items that can be disposed of easily after use to prevent cross-contamination. • Staff have been advised on the importance of cleaning shared resources i.e kettle, sink before and after each use with antibacterial spray. 	Low	Medium	Medium	
Volunteers and visitors.	Not adhering to school policies and government guidance on social distancing and reducing the risk of spreading the infection.	Volunteers Staff Visitors Contractors	<ul style="list-style-type: none"> • There will be no volunteers or visitors on site without authorisation from the Head Teacher or Deputy Head teacher. • All visitors/contractors will be briefed on safety measures in place and will be expected to wear full PPE. • Visitors to school should be limited, and only allowed whereby the issue or information cannot be shared in any other way. 	Medium	Medium	Medium	

Main Reception Area	Gathering of people and the risk of the virus spreading	Staff Visitors	<ul style="list-style-type: none"> PPE is provided and needs to be worn by the receptionist. The Reception Area is closed to all pupils and parents on a daily basis. Parents are advised to ring school or contact through Facebook with any concerns or issues they may have. Non-essential deliveries and visitors to school are minimised. A supply of PPE will provided for any visitors in school. Any visitor who refuses will not be allowed to enter the building. Anti-bac gel and spray will be provided on the main desk. Arrangements are in place for segregation of visitors A glass screen in in place to protect the Receptionist with guidance of social distancing and controlling the spread of infection measures clearly displayed. 	Low	Low	Low	
Accidents/Trips and Falls	Close contact and unable to maintain social distancing guidelines.	Pupils Staff Parents	<ul style="list-style-type: none"> If a child has an accident on site, staff need to continue to deal with the situation following the schools procedure, however, staff need to ensure they are wearing all their PPE and that once they have finished they wash their hands for 20 seconds and put on new gloves. Visors to be provided in extreme situations. Accident forms to be completed as normal. 	Medium	High	High	
Handwashing	Children do not wash their hands regularly.	Pupils Staff	<ul style="list-style-type: none"> All staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and the slogan, 'Catch It, Kill it, Bin it' are displayed to reinforce the need to wash hands regularly and frequently. Staff to reinforce the importance of handwashing through stories and rhymes. 	Low	Medium	Medium	

			<ul style="list-style-type: none"> • Staff to provide children with sanitiser/soap to wash their hands. • SLT/Class Teachers to monitor the extent to which handwashing is taking place on a regular and frequent basis. 				
Cleaning	Areas are not cleaned regularly enough leading to the spread of infection.	Pupils Staff	<ul style="list-style-type: none"> • An enhanced cleaning plan has been agreed and implemented which minimises the spread of infection, ensuring areas are cleaned throughout each day not just at the end of the day. 	Low	Medium	Medium	
Therapy Dogs	Increased risk of spreading infection	Holly Buddy Ralph	<ul style="list-style-type: none"> • Dogs to stay in allocated rooms. • No contact with individual children or bubbles. • Children not to stroke the dogs. • Dogs to be sprayed with dog friendly anti bac on arrival and at home time. • Dogs to 'play out' when children are inside. 	Medium	Low	Low	
Staff not adhering to Public Health advice	Increased risk of spreading infection	Staff	<p>SLT consistent with message that they will support staff if there is a requirement for them to stay at home if they:</p> <ul style="list-style-type: none"> • are ill with virus • have tested positive by PCR test, even if asymptomatic • have been advised by NHS Test & Trace to do a PCR test 	Medium	Low	Low	