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| **Department:** *Education* | **Service:** *First School* | | **School:** *Chollerton First School* | |
| **Activity:** | | **Site:**  *Chollerton First School*  *Station Road*  *Barrasford*  *NE48 4AA* | | |
| **People at Risk:**  *Staff, pupils, visitors, volunteers* | | **Additional Information:**[***guidance on completion: risk assessment form***](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/About-the-Council/Staff%20Information/Health%20and%20safety/guidance-on-completion-risk-assessments.pdf)  *Existing school Covid risk assessment, existing transfer day risk assessment in relation to non-covid risks (e.g. children with medical needs), task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.* | | |
| **Name of Person Completing Form: H. Davey Job Title: Head Teacher Date: 27/05/2021** | | | | **Review Date: n/a** |

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| **Hazard** | **Risk** | **Action** |
| *Inadequate testing/ maintenance and fire safety* | *Equipment/ system failure leading to enhanced physical or biological risks to people* | All checks/ paperwork and maintenance are up to date.  Fire drills carried out half-termly. |
| *Inadequate ventilation. Unable to achieve a comfortable temperature within the building.* | *Increased risk of transmission of COVID-19; Contracting coronavirus - staff/ pupils.*  *Occupants become cold, poor concentration levels impact on learning.* | All rooms are used.  Our windows can be opened enough to provide constant background ventilation.  All rooms well ventilated. |
| *Inadequate safety management documentation.* | *Increased risk of contracting the coronavirus through lack of planning.* | All staff are aware if procedures and risk assessments.  Comments are welcome on reviews.  Procedures for pupils becoming COVID symptomatic have been shared with staff.  No COVID cases at present. |
| *Contact with others who may have coronavirus.* | *Exposure to live virus; contracting coronavirus - staff/ pupils.*  *Exacerbation of existing medical conditions.* | We have no;  Clinically extremely vulnerable staff, pregnant staff, BAME staff, children with EHCE (as of May 2021).  Operational guidance:  No stationary is shared.  Visitors complete forms and rules regarding conduct are outlined before entering school.  We use soap and water.  We do not wear face coverings in school.  Frequently touched surfaces are cleaned by staff, three times a day.  Years 1, 2, 3 and 4 sit in desks facing forwards.  Children are taught; catch it, bin it, approach.  Hidden bins which are pedal operated have been provided. |
| *All teaching and classroom activities.* | *Contracting coronavirus - staff/ pupils.* | We do not have breakfast club.  After school provision takes place in school for one bubble of children.  All rooms are accessed from the outside.  The school is now one bubble, allowing mixing at play and dinner time.  PE is carried out in class bubbles in line with physical activity in schools.  Music is taught to class 2, instruments are sanitized between uses.  Singing for the whole school occurs outside. |
| *Use of communal toilets, outdoor spaces, dining hall.* | *Contracting coronavirus - staff/ pupils.* | Each classroom has two toilets, children visit toilets when needed.  If the whole class needs the toilet/ sinks, e.g. before lessons, a queueing system is operated.  Markings on the playground are 2 metres apart.  Staffs have their own toilet.  We have a small staff with members of staff on duty, and others can have a break.  Rule of conduct are outlined.  Checks are made before supply teachers enter the school. |
| *Outdoor education and off site visits.* | *Contracting coronavirus - staff/ pupils.* | Evolve generic risk assessments are taken into account. |
| *Play activities* | *Contracting coronavirus - staff/ pupils.* | Play equipment is used then stored for 72 hours.  All soft furnishings, soft toys and items that are hard to clean have been removed from the classrooms. |
| *School Meals* | *Contracting coronavirus - staff/ pupils.* | Risk assessments are reviewed and updated where needed.  Additional cleaning takes place. |
| *Parents/ carers picking up/ collecting pupils from school.* | *Contracting coronavirus - staff/ pupils.* | Parents are issued with guidance on coming to school, picking up children and social distancing. |
| *Use school transport* | *Contracting coronavirus - staff/ pupils.* | Children from different cohorts may share the same transport provided stated control measures are in place.  Both school transport operators ensure children sanitise their hands before boarding. |
| *Staff travelling to work.* | *Contracting coronavirus - staff.* | All staff either drive their own vehicles or walk to school. |
| *Children who are non-compliant/ displaying challenging behaviour.* | *Contracting coronavirus - staff/ pupils.* | We do not have any children who exhibit challenging behaviour. |
| *Use of hand sanitiser.* | *Contracting coronavirus - staff/ pupils.* | We use soap and water with the exception of forest school once a fortnight, when we use cleaning wipes or hand sanitiser. |
| *Insufficient cleaning of objects or surfaces.* | *Contracting coronavirus - staff/ pupils.* | Staff clean work areas for children.  We do not use bleach. |
| *Lateral flow device testing weekly.*  *Home testing.* | *Contracting coronavirus - staff/ pupils.* | All staff have received training on how to carry out lateral flow tests.  All staff test themselves twice weekly, including holidays.  We have had no positive tests. |
| *Pupils displaying symptoms of coronavirus whilst at school.*  *Contact with others who are symptomatic or have tested positive for coronavirus.* | *Contracting coronavirus - staff/ pupils.* | Emergency contacts are up-to-date.  All staff are aware of protocol to isolate suspected symptomatic children.  Parent requested to urgently arrange for a test for their child and to notify the school of the result. |
| *Outbreak of COVID-19 in school.* | *Contracting coronavirus - staff/ pupils.* | Whole school would close due to siblings in both classes, transport arrangements and staff movement in school. |
| *Inadequate first aid provision.* | *Serious injury or death.*  *First aider contracting coronavirus.* | First aid training for staff is up-to-date.  Guidance on first aid during this time is followed.  Two paediatric first aiders are aware of protocol. |
| *Lack of communication with staff/ parents/ others.* | *Confusion/ misinformation resulting in breakdown of arrangements.* | Communication channels with staff and parents are very effective. |
| *Maintaining staff well-being and mental health.* |  | Regular information sharing.  Rotas for staff.  No staff at home.  Work life balance.  Open door to discuss concerns. |
| *Pupil uncertainty surrounding return to school/ self-isolation.* |  | Supporting mental and emotional wellbeing.  Mental health initiatives such as Be You; peer mentoring programme.  Careful observation of children. |