

Kirkham Grammar School Risk Assessment Form 2020

Risk assessment for whole school

Hazard	Covid-19 (Coronavirus)
Activity	Key Worker Childcare

Signed: SL/ABR/DHB
 30/05/20
 Reviewed 04/01/21
 Agreed 05/01/21
 Reviewed 13/01/21
 Agreed 13/01/21

What are the hazards	Who might be harmed	What are you doing already
Infection from Coronavirus	Pupils Staff Wider school community	<p>Review of Risk Assessment</p> <ul style="list-style-type: none"> This RA should be read in conjunction with other the KGS Foundation RA for Covid 19 and the specific Covid 19 RAs. This RA will be reviewed and updated; if there are significant changes to our operation procedures, changes we are required to make due to updated guidance and advice from the various sources outlined with the document. <p>Documentation:</p> <ul style="list-style-type: none"> Where necessary, policies and practice have been updates to reflect changes due to the Covid 19 crisis. Risk assessments have been written to supersede policies and practice where necessary. Government guidance is followed and can be found at: <ul style="list-style-type: none"> Opening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Coronavirus (COVID-19) contingency framework for education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily Restricting attendance during the national lockdown: schools https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

[Quantities: <1litre/500g = low(L) <10Litres/1.5kg=medium(M) >10litres/1.5kg=high(H)]

	<ul style="list-style-type: none"> • Critical workers and vulnerable children who can access schools or educational settings https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision
	<p>Communication</p> <ul style="list-style-type: none"> • School families and staff kept informed of measures taken via communications and emails as deemed necessary. • MH (KGS) HS (KGJS) is the contact for parents booking KWC and coordinates registration and attendance for KWC. • Information notices about reducing the risk of spreading Covid19 will be displayed around the school site.
	<p>Information</p> <ul style="list-style-type: none"> • Updates received, considered and acted on where necessary. DfE, Boarding Schools Association, ASCL, AGBIS, SOH. • Updates and requirements for EYFS children considered and actioned where appropriate for our KWC settings.
	<p>Travel To / from school</p> <ul style="list-style-type: none"> ○ Only specific staff are required to travel to & from school to provide KWC. ○ Only pupils who are attending KWC are allowed on site to the KWC areas.
	<p>Access to school site</p> <ul style="list-style-type: none"> ○ Access to school sites is restricted. ○ Only essential staff and KWC families invited / expected to / allowed to enter school. ○ Staff, pupils and parents will be instructed as to which entrance and exit points are to be used by specific classes. Via the entrance area outside the school shop. ○ Hand sanitizers located at each entrance / exit point.
	<p>Cleaning</p> <ul style="list-style-type: none"> • A specific risk assessment with further details regarding cleaning has been written and should be read in conjunction with this document. • Deep clean of rooms took place over the holiday. • Cleaning of high activity areas such as door plates / handles, desks that are in use, chairs increased. • Areas accessed by pupils are cleaned continuously on a rota throughout the day eg toilets, tables. • Shared resources are cleaned prior to and after use. • The frequency of cleaning throughout the day will reflect the number of pupils attending KWC.
	<p>Hand washing</p>

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	<ul style="list-style-type: none"> • Additional sanitizers placed at high volume of traffic entrance / exit points. • Proactive message to tall attending regarding cleaning hands to prevent spread of infection. Through notices, reminders, and continuous monitoring. • Waste paper bins care located next to sink and at various points around the room.
	<p>Teaching & Learning</p> <ul style="list-style-type: none"> • Pupil will receive some support for GC learning and be supervised for their virtual lessons.
	<p>Structure of the school day</p> <ul style="list-style-type: none"> • KWC operates between 8:30 am and 4pm. • A range of activities will be offered, both inside and outside.
	<p>Catering</p> <ul style="list-style-type: none"> • Pupils and staff to provide own lunch, snacks and drinks.
	<p>Monitoring of infection rates</p> <ul style="list-style-type: none"> • The school will follow guidance and advice to infection rates (R value) both nationally and in our central catchment areas. Eg Preston and Fylde Coast. • Should a member of staff or pupil test positive to Covid 19, the current Government guidance will be followed. • For senior school age pupils (Year 7 and above) LFT will be conducted on a child / students first day at KWC and subsequently each week thereafter. This will be in line with the schools SOP for ‘asymptomatic testing for Schools and colleges. <p>https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges?utm_source=2c8df6c1-9568-4681-8e3f-502411e4e27b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily#history</p> <ul style="list-style-type: none"> • All staff working in KWC will be offered a LFT twice per week. This will be conducted in-line with the Testing risk assessment.
	<p>Use of mobile phones & ICT</p> <ul style="list-style-type: none"> • Staff should carry their mobile phones with them in order to contact another SLT colleague. • When EYFS pupils are present phones must not be used for any other purpose other than to communicate with colleague in school and for KWC activity. • Phones can be used whilst staff are on a break providing pupils are not present. <p>Should staff have their own electronic devices in school eg, tablet or laptop, for access to google classroom for instance, they must be password protected and usual school policy on their use must be adhered to.</p>
	<p>Toilets:</p> <ul style="list-style-type: none"> • Designated toilet blocks will be used for KWC and staff. • The age and number of pupils will be taken in to consideration when selecting toilet blocks. These will be cleaned on a regular basis, in line with the enhanced cleaning regimen.

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		<p>Movement around school</p> <ul style="list-style-type: none"> • For outdoor activities / break times, the quad and fields area will be used (KGS) and the playground / field (KGJS). • The group should be kept together, whilst observing social distancing. Pupils must be kept within sight and sound of the member of staff.
		<p>First Aid</p> <ul style="list-style-type: none"> • First aid kits are located in the Hall (KGJS) and all usual locations across the sites. • Staff will have the number for SLT duty member of staff to call for assistance. • EYFS – a qualified full paediatric first aid trained person is on site whenever EYFS pupils are on site. • A qualified first aid trained person will be onsite for all other year groups if no EYFS present. • PPE will be available for treating pupil and staff as required.
		<p>Isolation room</p> <ul style="list-style-type: none"> • A designated isolation room will be used in which a pupil or staff can wait until they can be collected and taken home.
		<p>PPE</p> <ul style="list-style-type: none"> • Staff have been provided with instruction on how to wear and prepare PPE and its disposal. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care • Disposal of PPE will be via the yellow waste bin. • Waste will be ‘double bagged’ stored separately for 72 hours before being disposed of in general waste.
		<p>Action for a person within KWC becoming systematic of Covid19.</p> <ul style="list-style-type: none"> • The member of staff on KWC will inform a member of SLT on duty. • Current government guidelines will be followed. • Registers are kept for contact purposes. Office and SLT staff on duty have access to ISAMS for parent contact.
		<p>Clothing</p> <ul style="list-style-type: none"> • Staff to wear casual clothing that can be washed easily • Pupils to wear casual cloths that enables them to be as independent as possible and can be washed easily. • Staff and pupils instructed to wash clothes daily on returning home.
		<p>Buildings & Rooms</p> <ul style="list-style-type: none"> • KWC has been is specific rooms as deemed appropriate for the age and number of pupils. • The playing fields and outdoor areas will also be used for KWC. • Rooms and spaces used for KWC will be reviewed dependent on the number and age of pupils attending sessions.

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