

## **CKIS and CK Kindergarten COVID-19 Risk Assessment (from Step 4)**



**March 2022  
(Version 15)**

Risk Assessment for Charlton Kings Infants' School and Charlton Kings Kindergarten							
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
<b>Person showing symptoms or positive test result</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> <li>If anyone (children, staff, visitors) develops COVID-19 symptoms whilst at CKIS, they will be sent home and advised to get a PCR test. Adults and children who test positive on a PCR, or LFD test, will continue to be advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</li> <li>For staff or children who have any of the main symptoms, the public health advice remains unchanged and is to stay at home and avoid contact with other people. They should order a PCR test and are advised to stay at home while waiting for the result</li> <li>Staff caring for a child awaiting collection to keep a distance of 2 metres (where practical). Staff to wash their hands after caring for a child with symptoms.</li> <li>All areas where a person with symptoms has been to be thoroughly cleaned after they have left.</li> <li>Follow threshold guidance in school outbreak management plan for reporting and managing an outbreak.</li> <li>CKIS has sufficient supplies of face coverings (should staff wish to use), cleaning materials and hand washing/sanitising liquids.</li> <li>Staff, pupils, stakeholders and visitors are updated on changes in practice – covid safe measures.</li> </ul>	Yes		HT and SLT oversight  All children, staff and visitors	28/02/22	

<p><b>Poor Personal Hygiene</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning/sanitising is regular practice. Sufficient handwashing facilities are available.</li> <li>• Pupils and staff to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• School will use resources such as “e-bug” to teach effective hand hygiene etc.</li> <li>• Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’). Tissues are provided. Bins for tissues provided and are emptied daily.</li> <li>• Occupied spaces indoors will be well-ventilated.</li> <li>• Supervision and monitoring in place to ensure controls in place are being followed.</li> </ul>	<p>Yes</p>		<p>HT and SLT oversight</p> <p>All children, staff and visitors</p>	<p>Continuation of practice from Term 1</p>	
<p><b>Spreading coronavirus from contact with surfaces, equipment and workstations</b></p>	<p>Employees Pupils Young People Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> <li>• Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>• CKIS have identified opportunities to reduce people touching surfaces, for example by leaving doors open (except fire doors) and providing online payments etc.</li> <li>• More bins provided which are emptied daily.</li> <li>• Sanitising spray, gloves, aprons and paper towels to be provided in classrooms for use by members of staff as needed.</li> <li>• Thorough cleaning of rooms at the end of the day following established cleaning schedule.</li> <li>• Monitoring and supervision in place to make sure cleaners are following cleaning regimes, schedules and checklists. Information included regarding the</li> </ul>	<p>Yes</p>		<p>HT and SBM oversight</p> <p>Monitoring by SLT and Facilities Manager</p> <p>All children, staff and visitors</p>	<p>28/02/22</p>	

		products they need to use, precautions they need to follow and the areas they need to clean.					
<b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>We have identified that we do not have anyone in the work force who is/could be clinically extremely vulnerable and have identified those who are clinically vulnerable. We have put the appropriate risk assessments and control measures in place by referring to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</li> <li>Risk assessments for pregnant workers are in place (if needed) and identify the risk and measures to be taken.</li> <li>CKIS recognises that some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can.</li> </ul>	Yes	Keep under review completed individual risk assessments for vulnerable staff, including pregnant workers.	HT and SBM overview  All staff	28/02/22	
<b>Risk of health and safety policies and procedures not being followed</b>	Employees Pupils Young People Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> <li>Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>Regular weekly communication with staff and updates through email and planned team meetings.</li> <li>Vaccination is a control measure against COVID and staff will be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans.</li> <li>Updates communicated with supply staff and other temporary or peripatetic staff and volunteers to follow the school's arrangements for managing and minimising risk.</li> <li>Policies reviewed/updated to reflect changes brought about by updated COVID-19 requirements.</li> <li>Website is compliant with regards to the publishing of policies and risk assessment.</li> </ul>	Yes	Encourage vaccination take up amongst eligible staff and flu vaccinations provided for all members of staff.		Continuation of practice from Term 1	

<b>Completed by:</b>	Katie James (Head teacher) <i>K. James</i>	<b>Date</b>	28/02/22
<b>Agreed by:</b>	Alan Waller (Chair of Governors) <i>Waller</i>		

<b>Reviewed by</b>	<b>Date</b>	<b>Next Review Due</b>
Katie James	22/10/21	12/11/21
Katie James	12/11/21 No further actions identified	December 21
Katie James	10/12/21	January 22
Katie James	28/02/22	April 22