

Goffs Greek School

Risk Assessment Form for Goffs Greek School During Covid 19 Outbreak

Assessed by Panayiota Marcos (August 2020).

Next review 26 September or after any changes in government guidelines

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Actioned by	Date to be actioned by	Residual risk Rating
Individual Risk Factors	Teaching staff, Pupils and Committee members Spread of Covid 19	M	Everyone must follow current government guidelines. Anyone with symptoms, either themselves or in their household, must not enter the building. Participants must not attend the school site if they have returned from abroad from a country for which government advice is that an isolation period of 14 days should be observed until that isolation period has concluded.	Give information sheet to all Parents, Teaching staff and Committee members	All		L

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Actioned by	Date to be actioned by	Residual risk Rating
Suspect case whilst at school	Teaching staff, Pupils and Committee members Spread of Covid 19	H	<p>If a person displays symptoms of coronavirus (Covid-19): high temperature (37.8 or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell then: -</p> <ol style="list-style-type: none"> 1. If it is a child, they must be isolated and legal guardian contacted to pick them up from outside the school. 2. If it an adult displaying symptoms, they must be sent home and asked to get tested ASAP 3. Goffs Site Management must be contacted. <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. Anyone who has come into contact with someone who is unwell MUST wash their hands with soap and water or use hand sanitiser.</p> <p>All teaching staff and committee members must agree to register on the track and trace scheme when prompted.</p> <p>Tests can be booked on-line through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ or by calling NHS 119 if they do not have access to the internet.</p>	Give information sheet to all Parents, Teaching staff and Committee members.	PM SE		M

What are the hazards?	Who might be harmed and how?	Risk Rating prior to actions	Control Measures	What further action is necessary?	Actioned by	Date to be actioned by	Residual risk Rating
<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing;</p> <p>Effective hygiene protocols</p>	<p>Teaching staff, Pupils and Committee members</p> <p>Spread of Covid 19</p>		<p>Goffs Greek school may only access specified areas of the building.</p> <p>Access to the building will only be given to teaching staff, pupils and a selected number of committee members. There shall be no access to Parents/visitors.</p> <p>All teaching staff and committee members must sign in and supply contact details to help track and trace if needed.</p> <p>Registers of children must be taken.</p> <p>Only use designated toilets for year group.</p> <p>Maximum number in classrooms: 15</p> <p>Maximum number in hall: 37</p> <p>There will be no Dancing for the foreseeable future</p> <p>There will be no Music\Singing lessons for the foreseeable future</p> <p><u>Timings:</u></p> <p>Start of day: Children to go straight to class rooms. Nursery and Reception, Year 1 and 1+ shall be met by the teachers outside.</p> <p>Break times will be split. There shall be no Tuckshop until further notice.</p> <p>Nursery, Reception, Yr1 and Year 1+ will break at 11.00 – 11.20am.</p> <p>Yrs 2 to GCSE will break at 11.30 – 11.50am.</p> <p>Classes to sit together at tables at break time.</p>		ALL		

			<p><u>End of the Day: -</u> Pupils will be brought outside and collected from the designated areas. Nursery, Reception, Yr1, Yr1+ and Year 2 to finish at 1.15pm Yrs 3 to GCSE to finish at 1pm</p> <p>Remind children to about hygiene and cleanliness. Sanitising hands and following the Catch It - Bin It - Kill it campaign.</p> <p>Teachers shall be provided their own pens and board wipes to avoid the risk of contamination. Leave door and windows open.</p>				
Cleaning	Teaching staff, Pupils and Committee members Spread of Covid 19	M	<p>Sanitising wipes will be provided to teachers to wipe down the classroom tables before and after use.</p> <p>Committee members to sanitise lunch tables and any surfaces touched during breaks.</p> <p>We shall let Goffs Site Management know if we have used any areas outside of our designated rooms.</p>		ALL		
Fire	Teaching staff, Pupils and Committee members	M	Follow Goffs Academy advice for evacuating the building safety.	Fire drill	PM SE		