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HEADTEACHER: MRS. E. PEARSON

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Dear Parent and Carers,

As you will be aware case numbers across the country have been rising and it is vital that we all play our part and keep everyone as safe as possible.

An enormous thank you to parents who have been following our procedures.

Just a few reminders:

- **One adult must walk their child to their bubble in the morning.** We do not want unaccompanied children on the premises in the morning as they might mix with other children. Older children (Year 4,5,6) may walk home on their own in the afternoon but this must have been agreed with the class teacher.
- **Please do not gather in groups blocking pathways into the school grounds.**
- **Do not use the school car park unless you have a blue badge**

I wanted to share with you the risk assessments that we have in place in relation to Covid-19. As with all our procedures they are under constant review and we are following the guidance from the Department of Education and Public Health England.

All risk assessments are based on what the benefit of activity is verses the risk and what can be done to reduce that risk.

We use a scoring system, as below

<p>Probability Score:</p> <ol style="list-style-type: none"> 1. <5% chance that it will occur - very unlikely 2. 25% chance that it will occur 3. 50% chance that it will occur 4. 75% chance that it will occur 5. >95% chance that it will occur - very likely 	<p>Severity Score</p> <ol style="list-style-type: none"> 1. Not serious - no first aid required 2. Minor Injury - requiring basic first aid 3. Injury - requiring non immediate professional medical attention 4. Serious injury/multiple injuries - requiring immediate medical attention 5. Major accident - multiple injuries or fatality 	<p>Calculate the risk levels:</p> <p>The rating is calculated from the probability multiplied by the severity which will give a rating between 1 & 25.</p> <p>Our school will not be carrying out any activities deemed to have a revised rating of over 12 as they are deemed too dangerous</p>
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Hazard	Harm	Risk Rating (Probability x Severity =)	Control measures to reduce the risk and actioned by whom?	Revised Risk Rating (Probability x Severity =)
Reduced safe spaces or time out areas for children on behavior plans.	Potential risk of cross contamination and spread of virus	2x5=10	Staff are aware of children with behavior plans. Safe spaces may still be needed but children may not be able to access their usual space. Create a space in or near the class the child is in. Explain why this is they can't go to their usual space. Allow the child to make the space their own - pictures, familiar items etc	1x5=5

Children who put themselves at risk or others by not following instructions / rules	Potential spread of virus	2x5=10	Children who cannot adhere to individual behaviour plans/school rules or instructions given and put themselves and others in danger (Covid-19) will be isolated in a safe space and wait for parent/carer to pick up.	1x5=5
Fire alarm going off	Potential spread of virus by bubbles mixing	2x5=10	If the fire alarm is activated the children and staff should make their way to the playground through the outside classroom door. Stay in their bubbles on the playground while the register is taken. Social distance where possible.	1x5=5
Fire alarm going off for people not in a bubble i.e. office staff	Potential spread of virus	2x5=10	All staff who are not in a bubble should make their way to the playground via the nearest outside door (observing 1m+ rule) Office staff to bring school register for staff and children. PPE equipment and first aid bags to be taken outside by office staff	1x5=5
First Aid during Covid-19 pandemic	Potential spread of virus	3x5=15	Please follow government guidelines https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders	2x5=10
First Aid for pupils	Potential spread of virus	3x5=15	Staff to wear PPE (gloves, mask) when administering first aid to children. If child is being sick then extra PPE to be worn (gloves, mask, apron, shield) keep child in well ventilated room and call parents immediately. For children who bump their head, parent will be phoned. School or the	2x5=10

			class teacher will inform parent verbally of any accidents. First aid notes will not be sent home.	
First Aid for Staff and pupils	Potential spread of virus	3x5=15	If any child or staff is unwell (persistent cough, high temperature, or loss of change in taste or smell) They must be sent home and advise to follow the Stay at home: guidance for households with possible or confirmed coronavirus infection, which sets out they should self-isolate for at least 10 days and should arrange to have a test.	2x5=10
Covid symptoms for staff	Potential spread of virus	3x5=15	Staff are not to come into work with any symptoms of the virus. If they feel ill during work, they are to leave immediately and self-isolate with their household. They must get a test. If positive they must inform the school immediately and the school will seek advice from Public Health England (mailto:enquiries@phe.gov.uk , 0344 2253861, option 0 then option 1) and NHS test, track and trace	2x5=10
Transmission of virus from pupils and staff	All - staff and children	2x5=10	Follow government guidelines https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Where possible apply social distance rules of 1m+ Follow basic hygiene rules - catch it, bin it, kill it. Cough or sneeze into a tissue or into your elbow - not into your hand. Wash hands following guidelines for 20 seconds.	1x5 =5

			Use hand sanitizer. Avoid touching your eyes, nose and mouth.	
Transmission of virus on hard surfaces	All - staff and children	2x5=10	Clean all hard surfaces regularly after use - including desk tops, chair, sink and other equipment that may have been touched. Deep clean of toilets frequently. All door handles to be cleaned as well as door plates. Follow government guidelines https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	1x5=10
Lack of staff able to attend school	Potential closure of the school or bubbles	2x5=10	Some staff may not be able to attend school due to illness or self-isolating. Follow guidance and work from home if possible. If the school does not have enough staff to safely operate then a bubble may have to stay at home. Parents will be informed as soon as possible	1x5=5
Mental health of children	Adverse effect on the well-being of children	4x3=12	Children may show effects of anxieties in a variety of ways. All classes to start the day with well-being activities. Adults have had training and the school has Emotional First Aiders and a Well-being Champion. Teachers to be aware of children who have specific issues and work with parents to reduce anxiety levels.	2x3=6

If a child, member of staff or parent tests positive advice will be sort from Public Health England and parents informed. School will then send out, via email, a letter for the bubble that has to be closed and another letter for the rest of the school. This will clearly outline next steps.

We are all working to keep the school's environment as safe as possible and to keep children in school.

Thank you for your continued support.

Yours sincerely, Mrs E Pearson