



January 2021 Opening of School Risk Assessment to Key Worker and Vulnerable Pupils during National Lockdown – FINAL v2

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

NB – children will be placed in ‘bubbles’ which will not interact during the school day; if there is a positive case identified in a bubble we will contact the local health protection team who will work with us to guide us through the actions we will need to take.

Title: **Delivering Education during Covid-19 Pandemic from 6th January 2021**

Owner: **Paula J Scattergood, Principal**

Drafted: **13th July 2020**

Consultation: date you shared with staff, LAC etc – **13th July 2020**

Reviewed: date you submitted to Knights; Darren Smith – **22nd May 2020 (original which this is based upon)**

Amended: **18/01/21;**

Approved: **11th January 2021**

This Risk Assessment will be reviewed weekly by the Senior Leadership Team and any changes will be immediately communicated to all staff, the LAC and parents

What are the hazards?	Who might be harmed?	Controls	Risk Rating	Action Required by who?	Action by when?	Done
Transmission of Covid-19 across the school population	Children Families Staff Visitors	<ul style="list-style-type: none"> ➤ Children to be placed in four bubbles with allocated staff: <ul style="list-style-type: none"> - EYs bubble (nursery and reception: LC, SJ, JS and JH) - KS1 bubble (Y1 and Y2: MKe, DS, DP, DH, MKi, KE, LT) - LKS2 bubble (Y3 and Y4: EP, EE, EW, AJ, ACG, SA, AH) - UKS2 bubble (Y5 and Y6: RB, BB, VC, SE) ➤ Office staff and Principal to form a bubble ➤ PPA to be carried out by staff working within bubbles to reduce the number of staff working across multiple bubbles ➤ Break-times and lunchtimes for the four bubbles to be staggered ➤ Only in an emergency will staff work within a different bubble. ➤ Staff must stay within their own bubble at all times including before and after school. 	Low/medium	PS to create PPA timetable PS to create timetable for staggered start, break, lunch and finish times	06/01/21 06/01/21	06/01 06/01

		<ul style="list-style-type: none"> ➤ Children and staff to work in their own areas with the dining room and hall being the only areas to be used by all pupils and staff. These will be cleaned thoroughly between classes ➤ Ideally staff to remain 2m apart from each other and children although this isn't always possible with children. ➤ Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. ➤ PDMs will take place via Teams. ➤ Taken from the guidance, "Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal." ➤ Class teachers to remind children each day that they need to: <ul style="list-style-type: none"> - Keep their hands away from their face particularly their eyes, nose and mouth; - Cough into their sleeve if they don't have a tissue - Throw away used tissues immediately and hand sanitize - Don't touch anything around school – they need to walk with hands behind their backs in single file keeping a 2m distance where possible 				
Arriving at School – congregation of families at the start of the school day	Children Families Staff	<ul style="list-style-type: none"> ➤ School will operate a one way system: enter from William Street and exit onto Manor Road ➤ Stagger times of arrival for year groups on site: <ul style="list-style-type: none"> - Nursery and Reception: 9:00 - Year 1 and Year 2: 8.55 - Year 3 and Year 4: 8.50 - Year 5 and Year 6: 8.45 <p>The school gate will close at 9.05am. Staff have been asked to be ready for 8.45 to avoid any waiting or loitering outside and meet the needs of multi sibling families.</p>	Low/Medium	Share with parents Create signage Staff to ensure compliance	PS by 03/06/20 (in place since return in June)	

		<ul style="list-style-type: none"> - Parents have been encouraged to arrive at the end of the allocated time slot of their youngest child if their eldest is in an adjacent bubble to allow them to only enter the premises once. - If there is a gap between bubbles we have asked them to leave and re-enter (except in exceptional circumstances) ➤ LKS2 and UKS2 children to be left at the school gate by parents to avoid large numbers on the school grounds ➤ Parents being given the option of leaving children at the gate with a member of staff to avoid them having to enter the premises and follow the way one system – EYs and KS1 ➤ Parents will be strongly encouraged to wear face coverings when dropping off and collecting children. ➤ Staff will wear face coverings when children are being dropped off and collected (pg 13 of restricting attendance guidance January 2013 states <p>“Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. Further guidance on face coverings • Safe working in education, childcare and children’s social care provides • Face coverings in education settings 3.”</p> <ul style="list-style-type: none"> ➤ Staff member to meet pupils with hand sanitizer at each door. EW and PS (or other office staff) to manage children and parents on the playground. ➤ 2 metre rule to be strongly encouraged while parents are waiting for staff to receive their children ➤ Only one parent to attend with small children if necessary ➤ Parent to leave child and exit school premises immediately. 		each morning		
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		<ul style="list-style-type: none"> ➤ Staff to supervise classes entering to ensure compliance ➤ Children from the same family working in different bubbles may arrive at a different time to what is mentioned above 				
Staff receiving child from parent	Staff Child Family	<ul style="list-style-type: none"> ➤ Staff receiving children could wear a face covering and gloves if they choose. (Staff to be aware that gloves can increase transmission whereas handwashing can be more effective, if staff choose to wear gloves they must ensure they comply with frequent handwashing and change gloves) ➤ Children go straight to their class ➤ Staff will direct children to either use the hand sanitiser or they will be directed to wash their hands immediately (member of staff will supervise) ➤ Year 5 and Year 6 pupils will take coats and bags to their classroom. ➤ Year 3 and Year 4 pupils will use coat pegs in the corridor for coats and bags – Year 4 to use pegs outside Y3 and Y4; Y3 to use pegs outside the nurture room ➤ Year 1 and Year 2 to use ‘usual’ cloakrooms ➤ Reception to use the coat stand in the middle classroom ➤ Nursery to use the ‘conservatory’ area for coats ➤ Staff to remind children of the need to keep cloakroom areas tidy ➤ Lunchboxes to be placed on the lunchbox trolley – one shelf per year group: <ul style="list-style-type: none"> - Year 6, 5 and 1 to use the trolley outside year 1 classroom - Year 2, 3 and 4 to use the one at the end of the main corridor. - Shelves to be labelled and children told and then reminded not to touch other shelves just their own lunchbox ➤ Year 5 and Year 6 to walk around the triangle garden (past Year 1 and the dining room) after placing lunchboxes on the trolley to avoid congestion at the bottom of the stars and outside of Year 1. ➤ Children to bring their own water bottle – TA or CT to refill if needed 	Low/Medium	<p>Inform parents of routines in letter to parents</p> <p>Place hand washing posters by sinks</p> <p>Labels to be created for trolleys</p>	<p>PS by 03/06/20</p> <p>EW by 03/06/20</p> <p>PS by 02/09/20</p>	

		<p>using water from a jug which will be in the classroom</p> <ul style="list-style-type: none"> ➤ Disposable cups to be used for pupils who don't bring in their own water bottle 				
School Environment	Staff Children Any other visitors to school	<ul style="list-style-type: none"> ➤ Corridors marked with 2m spacing so distances between children are clear. ➤ Children and staff to walk on the left with hands behind backs ➤ Staff to accompany children when moving around school e.g. toilet visits (if whole class); break time; lunchtime ➤ Corridor doors to be kept open throughout the day 	Low/Medium	Scott to mark our corridors at 2m distance	SS by 03/06/20	
Classroom Environment	Staff Children Any other visitors to school	<ul style="list-style-type: none"> ➤ Unnecessary furniture to be removed ➤ Desks and tables to be placed in rows facing the front. Rooms need organising so that staff can stay 2m away if possible. Children to be spaced out within the classroom ➤ Tissues available in each class for pupils to use when coughing or sneezing and they must go into a bin after one use. ➤ Exercise books to be on tables before the beginning of the day, during break-time and during lunch-time ready for the sessions after those timings. ➤ Children have a designated spot in their room - same chair, same table, same space each day. ➤ Children to enter the classroom so that any unnecessary passing is avoided where possible. ➤ Every child will have their own stationery in a pack which is provided by school and kept on their table. Nothing to be brought in from home. ➤ Stationery to be wiped down at the end of each day. ➤ Classroom doors to be kept open along with children's main toilet doors to reduce shared contact points. ➤ Windows (high level if possible) to be open throughout the day for ventilation. Any external doors to be open briefly when children are not 	Low/Medium	<p>Scott and CT to move unnecessary furniture</p> <p>Scott to keep classrooms topped up with tissues</p> <p>CT to ensure packs are organised daily and wiped as identified</p>	SS and CTs by 03/06/20	

		<p>in the room.</p> <ul style="list-style-type: none"> ➤ Classroom bin to be placed in a corner of the room and emptied at lunchtime and then the end of the day. If it is lidded, the bin will be wiped after it has been used. ➤ All telephones in school to be wiped or sprayed with anti-bac after each use. ➤ CT to use the IWB – not to be used by children 				
Teaching and Learning Activities - all year groups in school	Children Staff	<p>Guidance states: “Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.”</p> <ul style="list-style-type: none"> ➤ Teaching staff must keep a safe distance at all times where possible when teaching – 2m if possible from children. Use pointers if necessary which will need cleaning regularly. ➤ Children to stay in their seats and not move around. ➤ Where children may require extra assistance staff need to try and minimise the time spent within 1 metre. Face to face should be avoided where possible without a face shield. Side by side or the teacher standing behind whilst the child faces forward should be the preferred method where possible. ➤ Stand behind the child to give advice/teach/provide feedback so it’s not face to face ➤ Staff can mark books at the end of a session or end of the day. In the moment marking to be reduced due to the need to socially distance from pupils as much as possible – see reviewed Marking and Feedback Policy ➤ Individual resource packs for the day to be placed on tables before children arrive – whiteboard, pen, pencil etc 	Low/Medium	CT to ensure environment is fit for purpose	CT by 03/09/20	

		<ul style="list-style-type: none"> ➤ All work to be completed in normal exercise books ➤ Reading books to be sent home on a Tuesday and returned to school on a Friday (except Y6 who will keep theirs for a week). Once returned the books will be kept in the deposit box in isolation for 48hrs before being wiped and returned to book shelves. ➤ Book cases in classrooms to house minimum number of books which are rotated daily in EYs and KS1 and weekly KS2. ➤ KS2 children to choose a book at the beginning of the week to keep on their tables until they have read it. ➤ KS1 pupils to choose a book daily from a selection which is changed daily. ➤ Any equipment/resources/toys used in class will need to be cleaned at the end of the day – class team (teacher and TA) ➤ Anything not needed to be stored away – need to ensure that classrooms have enough space for staff to move about maintaining the recommended 2m from pupils. ➤ All soft furnishings that can't be easily cleaned i.e. cushions, blankets etc to be taken out of learning rooms or stored away. ➤ Rugs for individual carpet spaces will be used in EYs and Y1 classroom ➤ Collective worship to be class based except Tuesday and Friday which will be delivered via Teams – time 9.05am (including EYs) ➤ Staff teams to clean items and resources used at the end of the day ➤ Cleaning staff to sanitise chairs and tables in classrooms ➤ Cleaning staff will also clean communal areas, Hoover, empty bins etc ➤ If cleaners or school staff are cleaning more than one area/classroom – be aware of cross contamination in new area – change gloves. ➤ Y6 music to be delivered to the Y6 pupils virtually – Monday ➤ Mr Hall music sessions for Nur – Y6 to be carried out in the hall. Singing can now happen quietly. See separate timetable and Mr hall RA. 		<p>CT to remove excess books</p> <p>CT to ensure learning environment reflects the RA</p>	<p>PS by 04/09/20</p> <p>CT by 02/09/20</p> <p>CT by 02/09/20</p>	
Computing Lesson		<ul style="list-style-type: none"> ➤ All laptops and iPads to be wiped after use by each class and returned to the caddy. 		Add please wipe before	EP by 02/09/20	

		<ul style="list-style-type: none"> ➤ Laptops and iPads to be touched only by the children using them 		returning signage to caddy		
PE and Swimming Sessions	Staff Children	<ul style="list-style-type: none"> ➤ PE sessions – lessons to take place each week outside. Children to wear tracksuits and trainers – children will wear their PE kit to school on their designated PE day and on the day they attend a sports after school club. Any equipment to be cleaned thoroughly before returning to the PE store. ➤ See separate PE/Games RA 	Low/Medium	RB to create timetable	RB by 02/09/20	
Teaching and Learning Activities – EYs specific	Staff Children	<ul style="list-style-type: none"> ➤ EYFS will need to consider what resources will be used daily – plastic that can be cleaned. EYFS - Inside and outside areas can be used. Climbing frame can be used but will need cleaning between each group of pupils ➤ Sand and water still not to be used ➤ Play dough can be used by children if they have their own individual pot that is clearly named and they keep their own. ➤ Nursery and reception to run as it did prior to Covid-19 with direct teaching and independent activities ➤ Staff to try and follow 2m guidance between each other but not needed when working with the youngest children. ➤ PPE can be used by staff if necessary – face visors ➤ Guidance specific in DFE actions document ➤ Nursery and reception to have access to EYFS outdoor space. ➤ Staff to use PPE when cleaning children in the event of toileting accidents. ➤ Soiled clothes to be double bagged and sent home at the end of the day. ➤ Resources (books and games) can be shared within the bubble but must be cleaned regularly. ➤ Children in Reception to have their own whiteboard, pen and rubber in a plastic wallet for carpet or activity time. ➤ Pencils, crayons etc to be used by all children but wiped regularly. 	Low/Medium	CT and SS to ensure environment complies	SS and CT by 03/06/20	

		<ul style="list-style-type: none"> ➤ Only one bubble to be on the playground at any one time (15 minutes play) <ul style="list-style-type: none"> - KS1: 10.20 - LKS2: 10.40 - UKS2: 10am ➤ Nursery and Rec to use EYs playground ➤ Supervising staff must keep a 2 metre distance from each other at all times and interact with children maintaining social distance ➤ Children to be reminded about social distancing and touching, but they are children and will play. Ensure other requirements are followed ➤ Each class to have a 'play box' containing wipe able equipment e.g. football, bats and balls, hula hoops (anything that can easily be wiped afterwards) ➤ Staff breaks to be organised between CT and TA – to take place during the actual pupil break-time so that children have both TA and CT supporting during lessons. ➤ Children to be toileted on entry back into school to try and avoid toilets in use during lessons. ➤ Toilets to be used: <ul style="list-style-type: none"> EYS Bubble: Nursery toilets KS1 Bubble: Infant Toilets LKS2 Bubble: Junior Toilets UKS2 Bubble: Junior Toilets ➤ Wash hands before playtime and prior to re-entering learning spaces ➤ Toast will be available for children but must be paid at least weekly at the school office. ➤ To be distributed by staff member with children washing/sanitising hands before and after eating and the staff member washing/sanitising hands before and after distributing <p>Wet Play - Indoor</p>		<p>Yr Grp team to organise</p>	<p>CT and TA by 03/06/20</p> <p>CT and TA by 03/06/20 and then again by 01/09/20</p>	
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		<ul style="list-style-type: none"> ➤ Children stay in their rooms and own seats. Staff take them to the toilet during their designated break time. ➤ DVDs available in the classrooms ➤ Paper, puzzles, colouring in sheets to be part of the work pack for children to access if needed. 				
Staffroom	Staff	<ul style="list-style-type: none"> ➤ Unless it's a wet break staff to stay in their classroom or work area to eat their lunch ➤ Only two people allowed in the official staffroom at any one time – 2m apart ➤ Half of the hall to be created into the staffroom area to enable 2m distancing and more staff to congregate ➤ Staff to bring their own cup, cutlery into school each day and take home for washing ➤ Staff to make their own drinks using their own supplies ➤ Staff to bring in and use their own tea towels (if they want to) ➤ Kettle handle to be disinfected prior to use ➤ Cleaning wipes or antibacterial spray located in staff toilets. 	Low/Medium	Inform staff of the need to bring their own cup, cutlery and break supplies	CT by 01/06/20	
Resource Room	Staff Visitors	<ul style="list-style-type: none"> ➤ 3 people allowed in the resource room at any one time (far right hand side section with tables) ➤ Resource side area – 2 people at least 2m apart ➤ Photocopier to be sanitized after each use. 	Low/medium	Inform staff of updated number in resource room	PS by 22/06/20	
Lunchtime	Staff Children Parents Other visitors to site	<ul style="list-style-type: none"> ➤ Lunches to be eaten in the dining room, one bubble at a time – children to be spread out as much as possible across all tables in the dining room ➤ Timings for bubbles are: <ul style="list-style-type: none"> - EYS: 11.30 – 11.50 - KS1: 11.55 – 12.15 - LKS2: 12.20 – 12.40 - UKS2: 12.45 – 1.00 ➤ All tables and benches to be cleaned thoroughly between bubbles ➤ Children to queue and collect meals. 	Low/Medium	Create new lunchtime rota	EW by 02/09/20	

		<ul style="list-style-type: none"> ➤ Outside break to take place at the following time: <ul style="list-style-type: none"> - EYs Bubble: any suitable convenient time - KS1: 12.20 – 12.50 - LKS2: 12.50 – 1.20 - UKS2: 12.25 – 12.55 ➤ Children will remain in the dining room until the end of their allocated time to keep bubbles together ➤ Classes to leave before or by the end of their allocated time to avoid cross over in the corridor. ➤ Carol and Lynn to check with CT any dietary requirements and these will then be shared with Debbie to ensure children receive an appropriate meal to meet their own specific dietary requirements ➤ Children to have washed hands/sanitized prior to eating ➤ Pupils are not allowed to share cutlery, cups or food. ➤ Staff supervising lunch to wear gloves in case help is needed cutting up food. ➤ Food to be cut up for younger children using clean cutlery before any child eats ➤ All cutlery and cups are thoroughly cleaned before and after use. ➤ Tables to be cleaned after lunch ➤ Times to be allocated for lunchtime play outside ➤ Lining up 2 metres apart before coming into the dining room where possible. Staff to ensure no leaning on walls ➤ Toilet and handwashing before returning to classroom <p>Wet Lunchtime</p> <ul style="list-style-type: none"> ➤ Children stay in their year group and follow wet lunchtime guidance/rota: <ul style="list-style-type: none"> - The children will stay in their own classroom with the TA who would be out on the playground with them when they would usually be on the playground. - TA or CT to take them to dining room at their allocated time. 		<p>Create dietary requirements spreadsheet for staff</p>	<p>CC by 04/09/20</p>	
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First Aid – minor injury	Staff Children	<ul style="list-style-type: none"> ➤ Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering (visor and mask) when dealing with injuries ➤ Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc ➤ Ensure records of injury and treatment are recorded and who administered first aid treatment ➤ Always wash hands after contact ➤ Send a text message/phone-call to parents to give info about injury – notes will be required. Admin team to support this. 	Low/Medium	Ensure we have ordered PPE to ensure safest possible first aid treatment	GW by 03/06/20 CC to check stock weekly	
First Aid – Life threatening	Staff Children	<ul style="list-style-type: none"> ➤ In the event of a serious injury or incident call 999 immediately. ➤ Wear face covering (visor and mask) and gloves when in close contact or dealing with bodily fluids ➤ Always wash hands after contact 	Medium			
First Aid – administering medication	Staff Children	<ul style="list-style-type: none"> ➤ Wear gloves and a face mask when administering medication. ➤ Wash hands after administration ➤ Current administering medication paper work to be completed by parents in office area as required. ➤ Medical needs to be shared with new class teachers and any inhalers will be placed in new teaching spaces. 	Low/Medium	CT to have up to date medical info for new pupils	EW to ensure up to date medical conditions doc in place 04/09/20	
Children who are upset	Staff Children	<ul style="list-style-type: none"> ➤ Where a child is upset it is strongly advised to try to maintain a safe distance whilst offering comfort ➤ Encourage child to use a tissue to wipe eyes/nose etc. then safely bin ➤ If contact is required, consider wearing a face covering (visor/mask). ➤ Wash hands after contact 	Low/Medium			

Children with behavioural issues	Staff Children	<ul style="list-style-type: none"> ➤ New behaviour expectations to be displayed in classrooms and around school for children to see. ➤ Ensure new expectations are shared with parents who can reinforce at home. ➤ Where possible allow the child to vent their frustrations in a safe space – Nurture Room changed to Year 5 classroom for Y5/Y6 pupils and Nurture Room for other year groups (named as safe space on pupil RAs) ➤ Named children have their own RA in place which is to be followed in the event of an issue. ➤ If children are deemed unsafe in school inform parents that they will be unable to attend due to the child being unable to comply with current strict guidance re: social distancing 	Low/Medium	<p>Emma W to ensure posters are displayed in classrooms and around school.</p> <p>Principal to share new expectations with parents</p> <p>Staff working with named pupils to be aware of RAs</p>	<p>EW by 03/06/20</p> <p>PS by 03/06/20 and then again by 02/09/20</p> <p>CT by 03/06/20</p>	
Children leaving at the end of the school day	Staff Children Parents Other visitors to site	<ul style="list-style-type: none"> ➤ Staggered finishing times to avoid congestion at school exit – all children to leave via Manor Street exit <ul style="list-style-type: none"> - Nursery and Reception: 3.00 – 3.05 - Year 1 and Year 2: 3.05 – 3.10 - Year 3 and Year 4: 3.10 – 3.15 - Year 5 and Year 6: 3.15 – 3.20 ➤ ‘Classes’ to leave via the following exits: ➤ Nursery – their own classroom external door ➤ Reception - their own classroom external door ➤ Year 1 – via Year 2 classroom door ➤ Year 2 - their own classroom external door ➤ Year 3 - their own classroom external door ➤ Year 4 - their own classroom external door ➤ Year 5 – children’s entrance ➤ Year 6 – children’s entrance 	Low/Medium	<p>Ensure parents are aware of new routines in letter to parents</p> <p>Keep parents up to date with changes as and when needed</p>	<p>PS by 17/07/20</p> <p>PS – as and when</p>	

		<ul style="list-style-type: none"> ➤ Year 1 – Year 6 parents to be encouraged to stand behind the barrier to keep a clear space between them and the children exiting and allow families to leave without too much congestion. ➤ Staff in years 1 – 6 to keep an eye out for younger siblings so these can be allowed out to ease the number of visitors on school grounds. ➤ Only one parent to collect with small children if necessary ➤ Parent and child to exit school premises immediately via Manor Street exit ➤ Staff to supervise classes leaving to ensure compliance ➤ Parents need to be on time, not early or late and ensure they follow social distancing. 1 adult only and any small children if necessary. ➤ Parents to share information by email or telephone with the teacher in regards to their child. There will be no conversing on the door. ➤ Y6 children walking home by themselves will be told to go straight home whilst following social distancing rules. 				
After and before school clubs		<ul style="list-style-type: none"> ➤ There are currently no before or after school clubs running 				
Parents wishing to speak to staff	Staff Parents Children	<ul style="list-style-type: none"> ➤ Communicating with parents – class dojo, school text service, email or telephone ➤ Urgent messages to be received by telephone ➤ Parents will be informed that the vast majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged and social distancing rules observed. ➤ Parents will be discouraged from congregating around the school site or entrances 	Low/Medium	Ensure parents are aware of new routines in letter to parents	PS by 03/06/20 and then 17/07/20 . Reminder letter to be sent by 04/09/20	
Awareness of policies/ procedures/ guidance	Staff Parents All visitors to school	<ul style="list-style-type: none"> ➤ All staff to be aware of the most up to date DfE guidance entitled Restricting attendance during the national lockdown: schools, January 2021. 	Low/Medium	PS to ensure all staff have received the guidance Principal to ensure staff	All Staff by 03/06/20 And then when revised	

		<ul style="list-style-type: none"> ➤ All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. ➤ Principal to forward staff all updates from DfE. ➤ Staff must have been complying with government guidance on social distancing and self-isolation ➤ All staff to be aware of the academy risk assessment and ensure that they are complying with it fully. ➤ All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> - Public Health England https://coronavirusresources.phe.gov.uk/ - Gov.co.uk https://www.gov.uk/coronavirus - NHS https://www.nhs.uk/conditions/coronavirus-covid-19/ - DfE 29/09/2020https://www.gov.uk/government/organisations/department-for-education - Department for Health and Social Care https://www.gov.uk/government/organisations/department-of-health-and-social-care ➤ Staff are made aware of the school's infection control procedures/government guidance in relation to coronavirus via email and/or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus ➤ Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ➤ Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 		<p>are kept up to date with latest government , PHE, NHS, policies and procedures.</p> <p>Principal to share RA and ensure staff sign to say they have received it, read it and understood it</p>	<p>version is released.</p>	
				<p>PS to email staff</p>	<p>29/09/20</p>	<p>29/09</p>

		<ul style="list-style-type: none"> ➤ Posters and photos have been shared with all staff re: expectations/routines etc ➤ As from 28th September it is a legal duty for individuals to self-isolate if they test positive for coronavirus or if they are told to self-isolate by the official NHS Track and Trace system. ➤ If you test positive or are advised to self-isolate please telephone (DO-NOT TEXT) me. If I am uncontactable please telephone Emma W. Failure to reasonably make myself or Emma W aware that you have tested positive or have been advised by an official body to self-isolate may result in you being subject to disciplinary action. 				
Poor Hygiene Practice	Staff Children All visitors to site	<p>Ensure the following comprehensive infection controls are in place:</p> <ul style="list-style-type: none"> ➤ Pupils, staff and visitors to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance regularly including at the following times: <ul style="list-style-type: none"> - When entering school - Before snacks - When entering the school after breaktime - Before lunch - When entering school after lunch - After any toilet visit - After any sneezing or coughing or use of tissues ➤ Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. ➤ Sufficient amounts of soap (or hand sanitiser where applicable), clean warm water and paper towels are supplied in all toilets and kitchen areas. ➤ Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. 	Low/Medium	<p>Scott to check that hand washing equipment is in place each day</p> <p>Emma W to ensure posters are displayed around school</p>	<p>SS daily check from 03/06/20</p> <p>EW by 03/06/20</p>	

		<ul style="list-style-type: none"> ➤ Handwashing – 20 seconds, soap and water. Use Happy Birthday x 2 song (must be hummed) to support children. ➤ Staff could wear a face covering (visor) if they choose when working inside school – see pg 13 of the restricting attendance during the national lockdown ➤ Staff to be aware that gloves can increase transmission whereas handwashing can be more effective, if staff choose to wear gloves they must still ensure they comply with frequent handwashing ➤ Children encouraged to not touch their face, eyes and nose ➤ Children and staff to use an elbow for a cough or sneeze ➤ Good respiratory hygiene to be reinforced each day – catch it, bin it, kill it ➤ Children to have their own classroom pack of resources placed on tables each day. ➤ Equipment used (including any learning aids e.g. Counting Bears, multi-link), tables and chairs will be cleaned at the end of the day ➤ Mid-day cleaning of door handles/contact points; children’s toilets; frequently touched areas in staffrooms; main office/entrance area (incl. door panels); bins changed after lunch waste has been disposed; ➤ Bannister leading to Y5/Y6 to be cleaned regularly ➤ Doors will be propped open when safe to do so ➤ Symptomatic individuals do not attend, or if there is someone in the house who has the symptoms – staff and children for at least 10 days ➤ Staff and children to make school aware as soon as possible of any symptoms. ➤ Revisit e-bug and PHE hygiene resources as a class ➤ Classrooms to be well ventilated – windows open, when possible ➤ School uniform to be worn by children and washed regularly. Staff to return to wearing smart work clothing. 		<p>Daily reminders given to pupils by Yr Grp staff</p>	<p>Ongoing from 01/09/20</p>	
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		<ul style="list-style-type: none"> ➤ One zip wallet per child to stay in school which contains all of their own resources ➤ A class cleaning kit to be present in all rooms in use which will include (spray, cloth and wipes) 				
Infected Environments / Surfaces	Staff Children All visitors to site	<p>Midday Cleaning</p> <ul style="list-style-type: none"> ➤ Toilet and sink areas to be cleaned and bin emptied ➤ Door handles and push door plates to be cleaned ➤ Pupil tables to be wiped whilst children having lunch ➤ Bins to be emptied <p>End of day cleaning routine</p> <ul style="list-style-type: none"> ➤ Pupil plastic wallets to be wiped down and placed in box so tables and chairs can be cleaned ➤ Spray tables, spray chairs ➤ Spray frequently touched areas ➤ Spray any resources used ➤ Cleaning staff to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. ➤ The SBM will arrange for enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the provider, the Health Protection Team /Public Health England <p>Use of PPE</p> <ul style="list-style-type: none"> ➤ Face coverings will be worn by all staff meeting and greeting parents and children at the beginning and end of the school day; when holding meetings with visitors (including parents) where keeping to 2m is difficult; when meeting visitors at the school office; when holding meetings with other staff in school in areas where social distancing is difficult. If staff feel more comfortable, face coverings can be worn in corridors/communal areas during transition times but this is left to individual staff to decide. 	Low/Medium			

		<ul style="list-style-type: none"> ➤ Shields may be worn during lessons and interventions ➤ Current evidence for primary schools suggests that face coverings will not be necessary in the classroom and it states that “Primary school children will not need to wear a face covering.” Guidance for full opening 28/08/2020/ ➤ Children will not be allowed to wear face masks in school due to increased risk of infection although they may wear them before entering the school building and once they have left the building. ➤ Staff and children - safety/hygiene – staff to continue to follow the procedures – give out the document again – tie hair back, no jewellery, cover arms and legs. ➤ The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 				
Ill Health	Staff Children All visitors to site	<ul style="list-style-type: none"> ➤ Staff are informed of the symptoms of possible coronavirus infection, e.g. a new continuous cough, high temperature, a loss or change of taste and smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. ➤ If a member of staff displays signs of the known symptoms during the school day the staff member will be sent home immediately and a test will take place. ➤ Any pupil who displays signs of the known symptoms during the school day is immediately taken out of the class and placed in the children’s entrance on a plastic chair with a member of staff from the bubble wearing a face visor until parents collect. The child’s family should then organise a test to be taken – school have a minimum number of tests for families we worry may not organise their child to be tested. ➤ Temperature can be taken to check if it has reached the possible symptom level. 	Low/Medium	PS to ensure staff kept up to date with guidance	Ongoing from 01/09/20	

		<ul style="list-style-type: none"> ➤ The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. ➤ The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff and asked to collect their child. ➤ Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. ➤ Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. ➤ Pupil should be taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. ➤ Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. ➤ Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 				
Pre-existing medical conditions	Staff	<ul style="list-style-type: none"> ➤ Restricting attendance during national lockdown advises: <ul style="list-style-type: none"> - clinically extremely vulnerable staff to work from home. - clinically vulnerable staff can attend the work place but ensure that they adhere to strict social distancing, good hand and respiratory hygiene. These staff will remain within their designated work areas where possible. 	Low/Medium	Principal to maintain contact with vulnerable staff re: potential to return to work on site date.	PS from 01/06/20 at least weekly	
Spread of the Infection	Staff Children	<ul style="list-style-type: none"> ➤ Anyone who displays symptoms of coronavirus should get a test. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ 	Low/Medium	Ensure information is shared with parents	PS by 03/06/20	

	All visitors to site	<ul style="list-style-type: none"> ➤ In the case of a child needing a test school will ask parents to inform them immediately of the results of the test (see section 8 within Prevention). ➤ Staff are informed not to come into school if they show signs of being unwell with coronavirus symptoms and get a test. ➤ Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell with coronavirus virus symptoms and get a test. ➤ Consult guidance from Local Authority shared with schools on 04/06/2020 see appendix 1. ➤ Staff and pupils to be tested and isolate until test results are returned. ➤ If a case is confirmed school will contact the local health protection team who will work with the school identify what action should be taken (see section 9 within Prevention – Guidance for Full Opening: schools; 28 Aug 2020) The DfE need to be contacted as per the updated guidance. ➤ Where a positive case is confirmed (pupil or staff) the following guidance must be adhered to https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ➤ The health protection team will provide definitive advice on who must be sent home. ➤ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. ➤ The school is informed in advance by pupils’ parents when pupils return to school after having coronavirus – the school informs the relevant staff. ➤ Staff inform the Principal when they plan to return to work after having coronavirus. 		<p>in newsletter</p> <p>Principal to make staff aware of RA</p> <p>Need signage for visitors to school with symptoms messages – GW to print</p>	<p>PS by 01/06/20</p> <p>GW by 03/06/20</p>	
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Staff/pupils with underlying medical conditions	Staff Pupils	<ul style="list-style-type: none"> ➤ Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections extremely clinically vulnerable or clinically vulnerable ➤ The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. ➤ Any additional provisions for pupils who are vulnerable to infections are put in place by the Principal, in liaison with the pupil's parents where necessary. 	Low/Medium	Office to ensure we have up to date medical information	CC by 03/06/20	
Engie Contractor Visits	Staff Pupils All visitors to site	<ul style="list-style-type: none"> ➤ Office staff to ensure Engie contractors have read covid-19 information on posters in office and are made aware of new school procedures. ➤ Scott to accompany visitors to ensure compliance with RA. ➤ Engie staff to comply with their own Engie UKBU RA 	Low/Medium	Gaynor and Scott to continue to liaise with Premises team at LA both on and off site re: latest guidance		
Contacting Home/ Emergencies	Pupils	<ul style="list-style-type: none"> ➤ All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. ➤ Pupils' parents are contacted as soon as practicable in the event of an emergency. ➤ Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Low/Medium		CC by 03/06/20 and then by 04/09/20	
Handling Money	Staff	<ul style="list-style-type: none"> ➤ Dinners can be paid in cash but money should come into school inside an envelope or plastic bag 	Low/Medium	Principal to inform parents of	PS by 03/06/20	

		<ul style="list-style-type: none"> ➤ Toast to be sold at break-time – parents to pay at the school office on a Monday for the week 		changes via newsletter	and then 17/07/20	
Office – external visitors	Staff Visitors to school	<ul style="list-style-type: none"> ➤ Table placed in front of hatch window to increase distance between visitors and office staff. ➤ Visitors to use hand sanitizer before using signing in system. ➤ Advise parents that communication with school should be via telephone, dojo, text or email. ➤ External visitors to school will be limited and visitors within the teaching part of the building will only happen when absolutely necessary. ➤ Visits for essential meetings will take place in the admin area of school. ➤ LAC meetings will take place virtually until further notice. ➤ Visitors will be asked to complete a Visitor Agreement Form to ensure we have contact information and signed agreement of Covid mitigations in place. ➤ Visitors will be asked to wear face coverings when entering and leaving school and in meetings where keeping a 2m distance is not possible and face to face contact is needed. 	Low/Medium	Create poster asking visitors to hand sanitize before signing in	SS by 03/06/20 PS by 03/06/20 PS by 16/10/20	
Office – internal visitors	Staff Pupils Visitors to School	<ul style="list-style-type: none"> ➤ Registers to be completed by office staff. TA to telephone office with attendance numbers and lunch information each morning and attendance after lunchtime ➤ No registers to be delivered to class to avoid multiple handling of documents ➤ Telephones or walkie talkies to be used for communication with office so only emergency visits are made to the office – first aid emergency ➤ Telephones and walkie/talkies to be wiped after each use. 	Low/Medium			
Fruit and Milk Distribution	Staff Pupils	<ul style="list-style-type: none"> ➤ Scott to take fruit to fruit stand. ➤ Milk and fruit to be collected by staff as required. ➤ Fruit to be stored in classrooms in large plastic bowls which can be easily wiped clean ➤ Milk to be stored in large grey fridge/freezer 	Low/Medium	Scott to move delivery to designated areas on arrival		
Risk of Fire	Staff Pupils	<ul style="list-style-type: none"> ➤ Reassign fire drill positions on the playground so the classes can stand 2m apart. 	Low/Medium	Children to be reminded	EW by 03/06/20	

	Visitors to School	<ul style="list-style-type: none"> ➤ Show the children where they need to stand on the first day back into school and refresh daily as it's a new routine ➤ Continue to comply with our Fire Safety procedures found within our Health and Safety Policy 		by CT of their new position.	Fire Drill to take place on Friday 4 th Sept	
Mental Ill-Health	Staff Pupils Parents	<ul style="list-style-type: none"> ➤ Pupils will receive circle time, PSHE and mental health support as part of the reintegration curriculum. ➤ Younger Minds counsellor will also be in school to support pupils and staff ➤ Parents have been informed of support networks and organisation who can help ➤ Mental health & wellbeing awareness support will be shared with staff during the Coronavirus outbreak and beyond. 	Low/Medium	School RA to be shared with YM counsellor. YM counsellor to share YM RA	SAB – 02/09/20 KF – 02/09/20	

Risk Rating	Description
Low	<i>No further action required</i>
Medium	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
High	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>

I fully understand the RA and have been given the opportunity to review it, raise questions and add any omissions or oversights.

I agree that these are reasonable measures to be taken to reduce the risk posed to staff, children and our families and therefore agree to coming into work as of June 1st.

I understand that the risks will be continually monitored, that I will be able to raise any concerns, if noticed, and decisions will be taken with due regard for all our safety.

Signed: _____

Date: _____