

Risk assessment Addendum

Keeping in touch bubble

Category of Risk	Identified Risk	Risk Level	Mitigation	Person Responsible	Risk Level
Forest School	Children will need to access some indoor facilities (toilets) , which are not in the space they are using outdoors	High	Children to use year 1 toilets which are accessible from the field	JM	Low
	Activity may not be able to go ahead due to adverse weather conditions		Children to bring a packed lunch and to eat this at the forest school location.	HF/YW	
	Other risks identified by forest school leads (see separate risk assessment)		Gazebos to be erected and used in the event of adverse weather	Being Outdoors	
On Site Offer	There may not be sufficient space for all children who require a KIT bubble place to attend full time	High	Week timetabled to ensure 'on site offer' only requires the use of one room (either the hall or the dining room- dependent upon numbers).	JM	Low
			Toilets and outdoor space assigned to this group, to minimise contact with other children in school	JM	
			Weekly timetable to provide each KIT bubble with at least one day of 'on-site' teaching with a member of staff from their year group	JM	
	There is a risk of cross-contamination as each group will	High	Timetabling to ensure the room and any resources are deep cleaned between uses	JM	Low

	be using the same space when they are in school		<p>Room to be deep cleaned between use, including cleaning of resources</p> <p>Timetabling to ensure only one KIT bubble is in school at any one point</p>	<p>AB and cleaning team</p> <p>JM</p>	
	There is not sufficient staffing numbers to allocate one member of staff to each KIT bubble		<p>One member of staff from each year group returning to KIT bubbles will be allocated to the whole year group</p> <p>The year group will be split into bubbles of no more than 15</p> <p>To reduce the risk of cross-contamination the member of staff will socially distance at all times</p> <p>Each day there will only be on KIT bubble on site</p> <p>The room will be deep cleaned between uses</p> <p>All staff and children will be reminded to regularly wash hands and all surfaces will be regularly washed</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p> <p>JM</p> <p>AB and cleaning staff</p> <p>Staff</p>	

On-site offer	There will be a risk of cross-contamination, with one member of staff over-seeing up to 3 bubbles		Staff with socially distance from the children at all times, facilitated through timetabling and organisation of activities	Staff	
			Parents will be reminded of the signs and symptoms of COVID 19 and instructed not to send their child into school if they have symptoms	HF	
			Where a member of staff or a child in any bubble the member of staff has worked with tests positive for COVID 19, all bubbles that the member of staff has worked with should be sent home and advised to self-isolate for 14 days, along with the staff who have been working with these groups. The other household members of the groups do not need to self-isolate unless the child, young person or staff member they live with subsequently develops symptoms	HF	
	There is a risk of cross-contamination between groups, as more children return to school		Timetable to be organised to ensure KIT bubbles have a staggered drop off and pick up time, that is staggered in consideration of the rest of the schools timetables	JM	
			Specific drop off and pick up locations to be communicated to parents	Office	

On-site offer	It will not be possible to provide children in KIT bubbles with a school dinner.		Children in KIT bubbles ask to bring a packed lunch, in a disposable bag. This to be communicated to parents.	Office	
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Live Lessons	<p>Children use the Microsoft Teams technology for purposes beyond school, without the direction of teachers.</p> <p>Children do not behave appropriately within the online learning session.</p>		<p>Online learning protocols to be shared with pupils, parents and carers and staff. If online learning protocols are not followed, the offer of online learning will be revoked. Each live learning lesson to have a required attendee who is the member of staff leading the lesson.</p> <p>Expectations for behaviour to be made clear at the beginning of the session. Online learning sessions will follow a set structure so that children know what to expect, and how to behave accordingly. If behavioural expectations (in line with the school's behaviour policy) are not adhered to, the child will be removed from the online learning session and future access to this may be revoked.</p>	<p>RC</p> <p>Class Teachers</p>
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	<p>Children access and share inappropriate or offensive material.</p> <p>Children record, take photos or screenshot teachers, classmates or lesson content without permission.</p> <p>Children need support with technology at home and this hinders access to the online learning session.</p> <p>Children are not present during the online learning session as anticipated.</p>		<p>Online learning protocols to be shared with pupils, parents and carers and staff. Sharing to be disabled for everyone other than the host (a member of Gatley Primary School staff). Children to seek permission to share something on screen prior to online learning sessions by adding it to their portfolio on Class Dojo. This will mean that it can be shared by the member of school staff.</p> <p>Online learning protocols to be shared with pupils, parents and carers and staff. Make explicit within these protocols that recording, taking photographs or screenshotting is strictly prohibited. If online learning protocols are not followed, the offer of online learning will be revoked.</p> <p>Online learning protocols to be shared with pupils, parents and carers and staff. Parents/carers to be on hand to support their children with the use of technology if/when needed.</p> <p>Families to be issued with a weekly timetable for online learning sessions, including times. If children are not ready to enter the session at the time stated, they will not be admitted. A ten minute window to be available to support any technical delay.</p> <p>Expectations for appropriate dress to be shared with pupils, parents and carers and staff through online learning protocols.</p>	<p>ESI Tech, SLT</p> <p>RC</p> <p>Parents/Carers</p> <p>Class Teachers</p>
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	Children are not appropriately dressed for the online learning session.			SLT
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