

Risk assessment Addendum

Keeping in touch bubble

Category of Risk	Identified Risk	Risk Level	Mitigation	Person Responsible	Risk Level
Forest School	<p>Children will need to access some indoor facilities (toilets) , which are not in the space they are using outdoors</p> <p>Activity may not be able to go ahead due to adverse weather conditions</p> <p>Other risks identified by forest school leads</p>		<p>Children to use year 1 toilets which are accessible from the field</p> <p>Children to bring a packed lunch and to eat this at the forest school location.</p> <p>Gazebos to be erected and used in the event of adverse weather</p>	<p>Bubble lead</p> <p>Pupils/parents</p> <p>Site manager</p>	
Arts Provision	<p>Children to take part in offer at Bethany Church.</p> <p>Children meet other young adults from the Bethany Church.</p> <p>Adults needed to accompany children</p> <p>Parents may need to drive to Bethany Church</p>		<p>Follow the risk assessment as at Gatley Share risk assessment with Bethany Church.</p> <p>Gatley Primary School will only use designated space, including designated outdoor space. Children use separate entrance and exit to ensure they do not mix with others on site.</p> <p>Minimum of 2 adults to accompany children, including a trained first aider.</p> <p>Parents take children directly to Bethany Church and use their parking.</p>	<p>SLT</p> <p>Staff</p> <p>Staff</p> <p>Parents</p>	

	<p>Child may need the toilet during the session</p> <p>Children will need to have lunch during day, and need break times outside.</p> <p>Children will need to wash their hands,</p> <p>Child could present with symptoms whilst off site</p>		<p>Children allocated their own block of toilets – these are outside the room on the same corridor</p> <p>Children will have lunch in classroom and play on grass outside the room. Teachers will be on duty with children at all times.</p> <p>There is a sink in each room. Mr Bagnall to create cleaning packs, including hand sanitiser, table cleaner and PPE. This is to be done at regular intervals.</p> <p>Child removed from room and taken to allocated space to be separated from other children (next door to classroom). Parents informed to collect child. Follow the same protocols as risk assessment.</p>	<p>Staff</p> <p>Staff</p> <p>Staff and AB.</p> <p>Staff</p>	
On Site Offer	<p>There may not be sufficient space for all children who require a KIT bubble place to attend full time</p>		<p>Week timetabled to ensure 'on site offer' only requires the use of one room (new classroom).</p> <p>Toilets and outdoor space assigned to this group, to minimise contact with other children in school</p> <p>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</p>	<p>JM</p> <p>JM</p> <p>JM</p>	
	<p>There is a risk of cross-contamination as each group will be using the same space when they are in school</p>		<p>Timetabling to ensure the room and any resources are deep cleaned between uses</p> <p>Room to be deep cleaned between use, including cleaning of resources</p>	<p>JM</p> <p>AB and cleaning team</p>	

			Timetabling to ensure only one KIT bubble is in school at any one point	JM	
	There is not sufficient staffing numbers to allocate one member of staff to each KIT bubble		One member of staff from each year group returning to KIT bubbles will be allocated to the whole year group	Staff	
			<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 one 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>JM</p> <p>AB and cleaning staff</p> <p>Staff</p>	
There will be a risk of cross-contamination, with one member of staff over-seeing up to 3 bubbles		<p>Staff with socially distance from the children at all times, facilitated through timetabling and organisation of activities</p> <p>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</p> <p>Where a member of staff or a child in any bubble the member of staff has worked with</p>	<p>Staff</p> <p>HF</p> <p>HF</p>		

			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		
	There is a risk of cross-contamination between groups, as more children return to school		<p>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</p> <p>Specific drop off and pick up locations to be communicated to parents</p> <p>The room will be thoroughly cleaned between uses and between different groups using the space</p>	<p>JM</p> <p>Office</p>	
	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 Parents	

Live Lessons	Children use the Microsoft Teams technology for purposes beyond school, without the direction of teachers.		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.	RC
	Children do not behave appropriately within the online learning session.		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.	Class Teachers
	Children access and share inappropriate or offensive material.		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.	ESI Tech, SLT

	<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>Children are not appropriately dressed for the online learning session.</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>RC</p> <p>Parents/Carers</p> <p>Class Teachers</p> <p>SLT</p>
--	---	--	--	--

Additional off-site offer at Cheadle Hulme Primary School	Children to take part in offer at Cheadle Hulme Primary School.		Follow the risk assessment as at Gatley Share risk assessment with Cheadle Hulme Primary School.	TP, MJ and SLT
	Children may meet other young adults from Cheadle Hulme Primary School		Gatley Primary School will only use designated space, including designated outdoor space. Children use separate entrance and exit to ensure they do not mix with others on site.	TP and MJ
	Adults needed to accompany children		Minimum of 2 adults to accompany children, including a trained first aider.	TP and MJ
	Parents may need to drive to Cheadle Hulme Primary School		Parents take children directly to Cheadle Hulme Primary School and use their parking.	Parents
	Child may need the toilet during the session		Children allocated their own block of toilets –these are outside the room on the same corridor. These will be regularly cleaned and fully cleaned before and after use.	TP and MJ
	Children will need to have lunch during day, and need break times.		Children will have lunch in classroom and be supervised in classrooms during break times. Teachers will be on duty with children at all times.	TP and MJ
	Children will need to wash their hands,		There is a sink in the toilets, located next to the classroom. Mr Bagnall to create cleaning packs, including hand sanitiser, table cleaner and PPE. Handwashing to be done at regular intervals.	TP and MJ AB
	Child could present with symptoms whilst off site		Child removed from room and taken to allocated space to be separated from other children (next door to classroom). Parents informed to collect	TP

	<p>Children from different bubbles could mix</p> <p>There will be a risk of cross-contamination, with two member of staff over-seeing more than one bubble</p> <p>Risk of cross-contamination from shared resources</p>		<p>child. Follow the same protocols as risk assessment.</p> <p>Children to be kept in bubbles used for other KIT offers</p> <p>Staff to maintain two meters social distance from children at all times.</p> <p>Classroom to be organised to facilitate social distancing, allowing children to remain two meters apart from each other and from staff.</p> <p>Children to be provided with their own individual work sheets and to be asked to bring their own stationary that must not be shared.</p>	<p>JM</p> <p>TP and MJ</p> <p>TP and MJ</p> <p>TP and MJ Parents</p>
--	---	--	--	--