**Risk Assessment for school opening: keyworker and vulnerable children, January 2021**

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| Hazard | Existing Level of Risk | Control measures | Remaining level of Risk |
| Lack of social distancing waiting to enter or leave the school resulting in direct transmission of the virus | High | * Staggered exit and entry times   Foundation 8.55 - 3.00  Year 1 8.50 - 3.05  Year 2 8.45 - 3.10  Year 3/4 8.55 - 3.05  Year 5 8.50 - 3.10  Year 6 8.45 - 3.15   * **All adults must wear masks at all times unless exempt due to health conditions.** * Instructions to be shared via letter to parents. * Clear signage and markings for parents on both Linford and Salcey playgrounds. * One-way system in place on Salcey playground – entry through gate on Western Drive and exit through gate by main entrance. * Parents and pupils only allowed to be on playgrounds during their 5-minute time window. * Parents on Salecy playground to remain behind the cones (half way up playground) at all times. * Pupils to walk to their teacher at the allocated entry time. * In the afternoon, pupils to be taken to the playground by their teacher and then walk to their parent at the allocated dismissal time. * Only one adult per child to be allowed onto the playgrounds (no siblings) * Children to be temperature checked if showing signs of any illness during the school day. No child showing signs of illness at the start of the day will be admitted into school. * Children arriving late to school must wait until 9:05 am offsite then report at the school office. This will eliminate a risk of pupils crossing bubbles. * Parents arriving late for collection will need to wait until children in other bubbles have left the playground; pupil will remain will class teacher. * If parents are running late, office staff will inform the class teacher; pupil will remain with class teacher until parent arrives. Teacher will then walk pupil to the office. * Parents will be allowed access to the school office, but preferably will communicate via telephone or email. | Medium |
| Movement of individuals around the school resulting in increased transmission of the virus. | High | * **All adults will wear a mask at all times in communal areas of the school including: reception, corridors etc. unless they have a health condition which exempts them.** Face visors can be used in these circumstances. * All adults will restrict movement around the school as much as possible using telephone and email to communicate where they can. * All adults will only use their designated staff room and bathroom. * Movement of pupils around the school will be limited to walking from the classroom to the bathrooms unless they need to be collected / go home via the main reception. * Pupils in KS2 will enter and exit their classrooms through the fire doors to limit movement around the school. * Pupils in EYFS and KS1 will enter and exit through designated doors at their given times. |  |
| Lack of social distancing when eating lunch, resulting in direct transmission of the virus | High | * Children will eat in their classrooms /or outdoors (when the weather improves). * Children asked to bring packed lunch or order one from the Radcliffe Caterers. | low |
| Lack of social distancing in the corridor, resulting in direct transmission of the virus  Children in YR and Y1 will not be able to adhere to social distancing between themselves and adults | Medium | * Children will remain in their classrooms unless it is break or PE. * One child will go to the toilet at a time. * Corridor to be supervised so pupils do not cross bubbles. * Clear instructions for children concerning going to and returning from the toilet. * Teachers will practise with class moving around the school, ensuring 2m apart. * Pupils to be called individually to approach in KS1. * Staggered entry and exit times and designated doors. | low |
| Lack of social distancing in the classroom, resulting in direct transmission of the virus.  Children in YR and Y1 will not be able to adhere to social distancing between themselves and adults | Medium | * Admin to bring register to each classroom and to collect from each classroom. Children are not allowed to go to the office. Any phone calls to parents to be done by the admin staff. * Children to remain at their designated desks or area. * In YR and Y1, no water play, or mud kitchen. | Low |
| Contact of shared resources, resulting in indirect transmission of the virus | Medium | * Children to be provided with individual stationery by school. This will remain on the child’s desk / in their tray. Children in KS2 to provide their own colouring pencils which will be kept in school. * Children to wash hands with soap and using disposable paper towels before and after using equipment. * Hand gel to be available in classrooms, corridors and halls. * Adults to be aware and observe social distancing when using allocated toilets. | low |
| Emotional distress of the children | Medium/high | * PSHE sessions and work on mental health to be the school priority. * Concerns to be referred to DSL. | Medium |
| Emotional distress of the staff- including anxiety | high | * Signposting of support helplines. * Wellbeing lead to provide signposts for staff to access support. * SLT member on site every day to listen to and share concerns. * Risk assessments to be reviewed. * PPA for staff still ensured to allow time to plan and for emotional wellbeing. * Staff are responsible for following the guidelines for their own welfare. * PPE is available. | Medium |
| Risk of infection due to lack of cleaning resulting in indirect transmission of the virus | medium | * Clear cleaning guidance issued to cleaners based on DFE guidance * PPE to be worn by all cleaning staff, gloves and apron. * Resources to be cleaned meticulously by TA’s in class bubble. * Soft furnishings and soft/cloth toys will be removed. | Low |
| Risk of infection due to lack of hygiene resulting in indirect transmission of the virus | medium | * Washing hands or hand sanitiser in school regularly, using soap and disposable paper towels. On arrival into classroom, before and after break and lunch and before going home. * Doors and windows open for ventilation. | Low |
| Risk of infection when administering first aid/medical needs due to lack of policies and procedures in place resulting in indirect transmission of the virus | low | * One designated adult to conduct first aid/medical needs. * Adults/ children taken ill with symptoms to be isolated in the room at the back end of the office. * Staff member supervising to be wearing PPE * Families to be contacted for immediate collection * Children to exit building via woodengate by RFB office and walk around the outside of the building to leave the site. | Low |
| Risk of infection to vulnerable staff | High | * All staff who receive a shielding letter will be asked to work from home until it is deemed safe to return by the DfE. * Staff vulnerability and need will be addressed on an individual basis; where there is increased risk staff will be asked to work from home e.g. pregnant staff. * Where working in school poses a risk to a vulnerable member of the family (who is shielding or at increased risk of mortality) of a staff member that staff member will be enabled to work from home for the period of time that their family member requires protection. * Vulnerable staff will be advised to take extra care with regards to hand sanitation, mask wearing etc. | Low |
| Risk of transmission within a bubble due to child / adult who has symptoms, has a family member with symptoms or child / adult in school have tested positive or have a family member who has | High | * All persons who have had close contact with a confirmed case and who have been asked to self-isolate will need to so until date given by the local PH team. * Pupils / staff of a family member who has symptoms will need to be advised to book a test as soon as possible and the whole family should isolate at home until the result of the test is received. If the test is negative the child / staff member can return to the school setting. * All persons who live with a confirmed case will be asked to isolate at home for 10 days from the onset of symptoms. * If confirmed case has been in close contact with any staff or young people in the 48 hours prior to onset of symptoms, identified close contacts will need to self-isolate for 10 days (the close contacts wider household will not need to isolate). * Parents will contact school through the administration team during working hours and via a text message to the school mobile phone at the weekends / in holidays. * School will contact the LEA / local PH team to discuss actions and seek support. * The school will contact any affected persons as soon as possible to alert them to the need to self-isolate. * If a confirmed case has been in the school, rooms that they have used will be cleaned and disinfected as per guidance (appropriate PPE will be used). * Cases and contacts can return once the isolation period is completed if they are well. If they still have a fever, diarrhoea or sickness they should continue to isolate until 48 hours after the symptoms have eased. | Medium |