

**RISK ASSESSMENT FORM**

<b>Assessors name:</b> K Ashburn & L Butler	<b>Date of Assessment:</b> 28 <sup>th</sup> August 2020 <b>Updated:</b> October 2020, December 2020 & February 2021	<b>Activity/Task:</b> Using School post COVID-19 pandemic lock-down
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Headteacher:</b> K Ashburn

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person. May contract Covid-19 – with associated range of health outcomes	SLT to check latest Government guidance on a daily basis. <a href="https://www.gov.uk/government/colle ctions/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/colle ctions/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>  National vaccine programme being rolled out for staff.	Likelihood: 4 Consequence:5 Risk Level: 20	Staff who are clinically vulnerable have where possible returned to work. School environment is Covid secure following all guidelines. These staff are working with limited groups of people. Office member of staff remains in office area throughout the day. Staff keep distance between other staff and pupils and be especially careful and diligent about social distancing, respiratory and hand hygiene. PPE used if in close contact, first aid, with pupils.	Likelihood: 3 Consequence:5 Risk Level: 15	All staff	Yes

Exposure to COVID-19	BAME staff – potential higher risk of contracting in the workplace	<p>Staff member to ensure social distancing from staff and pupils at all times.</p> <p>Hygiene protocols to be followed PPE must be worn if social distance cannot be maintained (See all additional information on risk assessment)</p> <p><b>National vaccine programme being rolled out for staff.</b></p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<p>If any pupil/staff member displays any symptoms - immediate isolation for BAME group – until further advice is given for returning to school. Further use of PPE if staff have to work directly with children with SEN.</p>	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	All staff	Yes
Shortage of staff	Students & Staff	<p>Staff should report absence – usual protocol however if absence is due to COVID-19 symptoms or positive test then HT must be alerted as soon as possible to ensure sufficient time to notify parents of affected group.</p> <p>Staff work between bubbles as with guidance and maintain 2m social distancing where classes are covered and member of staff is not with their usual class or year group. This should be limited though, considering the risks to anyone in the group or their households who may have underlying health conditions which put them especially at risk.</p> <p>If the staff member tests positive for Covid-19 within 14 days of contact then both groups would be required to isolate.</p> <p>Guidance does state that staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Staff should only work across the whole school where necessary and where the school has a staff shortage then a member of staff working within the year group or a member of the PPA team already</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Outside provision made, weather permitting, where children can have additional PE lessons to cover the class for some of the time. Work set should be of a nature where the member of staff who is covering is able to instruct directly and keep 2m distance as children work – staff should avoid face-to-face contact and continue to follow all strict hygiene standards. Staff to keep distance between other staff and pupils and be especially careful and diligent about social distancing, respiratory and hand hygiene. Staff working across both school settings must follow strict hand hygiene guidance as they move between the buildings. They must keep distance between staff and pupils and for staff, 2m should be kept</p>	<p>Likelihood: 3</p> <p>Consequence:3</p> <p>Risk Level: 9</p>	Teacher, TAs & Administrative team	Yes

		allocated to that year group, should be used first.					
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents &amp; Staff issued with guidance on daily checks to undertake before bringing their child to school. Checking questions to ask children sent home to Parents and parents to indicate that they have read and received the forms Using Schoolcomms.</p> <p>Contractors asked health check questions on arrival.</p> <p>Regular handwashing throughout the day. Children &amp; staff to wash hands on arrival at school.</p> <p>No parents allowed to enter school building, all communication by phone/email.</p> <p><b>National vaccine programme being rolled out for staff.</b></p>	<p>Likelihood:4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<p>Clear communication with parents and separate guidance given directly to families where we know they are using public transport. Members of staff using public transport use this at off-peak times. Contractors on school site during school day will wear face coverings. Temperature checks taken if any concerns and all social distance guidance followed along with strict hygiene guidance to minimize transmission risk if virus enters premises</p>	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	All staff, Students & Contractors and their families.	Yes
Arrival at School Office	Staff, students, parents, contractors & visitors	<p>Communicate electronically rather than face to face. Use cashless payments where possible.</p> <p>If cash handling or handling of deliveries takes place staff must wash their hands after handling. If handwashing facilities are not available in the immediate vicinity then gloves to be worn and disposed of correctly.</p> <p>Covid-secure Reception (e.g. screened-off)</p> <p>Mark out 2m distancing;</p>	<p>Likelihood:4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<p>Administrative staff to support all visitors in using sign-in Inventory and direct visitors to read the Health and Safety and Safeguarding information.</p> <p>Disposable sticker taken to show they have been signed in and are a visitor in school.</p> <p>Small table outside Infant Office and Junior Office entrance for parents to leave any belongings forgotten by children – hands washed prior to and after taking the belongings to the children. Children late to school must wait with parent until whole school process is complete</p>	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	Staff, students, parents, contractors & visitors	

		<p>Restrict numbers in Reception to enable social distancing - 2 adults at a time.</p> <p>Deliveries and “forgotten” items (e.g.. packed lunch or PE kit) brought in by parents will be left at Office entrance on allocated table.</p> <p>Inventory system to allow non-contact sign-in and single use Visitor ID.</p> <p>Checks made to ensure essential visitors/contractors have access to face coverings for use where required</p> <p>See also contractors section</p> <p>See also ventilation section</p>		<p>and then child can safely enter school – questions as to why late must be asked and particularly the health check questions</p> <p>At the end of the day – late collected children wait in their classroom to be collected. Child will be released to parent by member of staff.</p>			
Clothing	Staff, Students & Contractors and their families.	Uniform policy (staff and students) to allow some flexibility so that all clothing can be washed more regularly and this will be promoted through all school communications.	<p>Likelihood: 3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<p>Communication with parents directly; where staff note uniform is not clean parents contacted to change child’s clothing.</p> <p>Children should wear PE kit to school on their allocated PE day to limit staff contact with pupils and also allow regular uniform to be washed.</p> <p>School can provide uniform to families who are struggling financially</p>	<p>Likelihood: 2</p> <p>Consequence:3</p> <p>Risk Level: 6</p>	Staff, Students & Contractors and their families.	Yes
Arrival & Departure	Staff/Students/parents/carers	<p>Health check questions to be asked before child enters premises (guidance available in OneSource H&amp;S secure website).</p> <p>Class Groups to arrive/depart at designated gates at staggered set time.</p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>	<p>Parents have the health check questions to ask children and all staff aware of these to ask children also – any child answering no to any of the three questions must be sent home immediately using the protocol.</p>	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	Staff/Stude nts/parents/carers	Yes

		<p>Social distancing to be advised to parents and enforced with pupils and staff (markings on ground to show students where to stand and wait.</p> <p><u>If insufficient space outside the school premises for parents to be able to wait at a social distance they should be allowed to enter school premises and stand on marked locations until their child is handed-over to them. Students must be handed-over in an order which will allow social distancing of leaving parents and children to be maintained.</u></p> <p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal.</p> <p>Hand sanitiser to be used at entry and exit points.</p> <p>For where staff and pupils may use face covering for school arrival, procedure followed where hands are washed first, either then dispose of a temporary face covering or put in plastic bag, to take home, if reusable. Then re-wash hands and take seat in classroom.</p>		<p>Only parents of EYFS/KS1 children are allowed to enter school site each morning and evening. Ks2 parents may enter the site of an evening when collecting.</p> <p>School has two entry points so further staggering allowed 10 minutes interval between bubbles</p> <p>All other year groups enter school site independently using markings for social distancing</p> <p>At end of day, due to nature of Straight Road being a very busy road – parents collect children from socially distanced marking on playground</p> <p>Children all follow strict handwashing schedule on entry and exit.</p> <p>As children are collected teacher should stand back from class. Parents instructed to limit approaching staff and use email and phone communication. Where a parent requires to very briefly talk to a staff member this must be outside and at 2m social distance.</p> <p>KS2 pupils to use KS2 gates. KS1 &amp; EYFS to use KS1 &amp; EYFS gate only.</p>			
Classroom (Yr 1 upwards)	Staff/students	Teacher zone to be marked out to ensure 2m gap from the children	Likelihood:3 Consequence:5	Children are allocated their own permanent desk seat and these desks are spaced	Likelihood: 3 Consequence:5	Staff/students	Yes

		<p>and children know not to cross this boundary.</p> <p>Students to be allocated set desks spaced out as far as possible.</p> <p>Staff members must maintain social distancing including with break-out groups.</p> <p>Basic individual resources (pens, pencils, etc.) must not be shared.</p> <p>Shared equipment needs to be suitable for disinfection between users and groups or be left to quarantine</p> <p>Windows and doors (where appropriate) to be opened and kept open to maximise ventilation.</p> <p>Encourage self-marking by pupils. If not then books must be quarantined prior to marking for 2 days or use hand hygiene protocols.</p> <p>A system to manage the storage and collection of coats if on coat pegs rather than chair backs.</p> <p>Books used by pupils must be placed in quarantine for 2 days before being returned for use by another pupil. (e.g. put books into a box and store securely)</p> <p>Classes to be kept in bubbles so that consistent groups remain. Class bubbles should not mix with other class bubbles except in Year 6 where a year group bubble will be maintained.</p>	<p>Risk Level:15</p>	<p>around the classroom. Children face front at all times, this includes seating children side by side and facing forwards. Remove unnecessary furniture from classrooms to make more space. Own equipment to be used.</p> <p>Teacher, morning TA and LSA allocated to same class each day. Where classes have afternoon Support Staff this has been, where possible, kept to the same member as the morning team. Middays have also been allocated in accordance with their morning group and therefore in most cases working with same class or same year group. Movement has been kept to a minimum and where staff are working across more than one year group, they must maintain distance and follow strict hand hygiene schedules.</p> <p>Staff should minimise close face to face contact and minimise time spent 1m of pupils – where staff work alongside pupils this should be 1m+.</p> <p>Staff working in classes together must keep social distance [2m where it can be maintained] from each other.</p> <p>Staff and children will have their own resource packs so that sharing is minimised and shared resources are</p>	<p>Risk Level: 15</p>		
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				<p>cleaned or left for the subscribed amount of time [period of 48 hours and 72 hours for plastics]</p> <p>Children will have own books in trays/in plastic folders so that they are handling their own school books</p> <p>Social distancing posters around school to remind of these rules</p> <p>Remote assessment marking system in place to reduce some close marking of books. For marking of books staff should encourage self-marking – following the school’s no-marking policy. Staff and children have own equipment pack so they are not sharing resources and further art resource packs have been created for year groups to have.</p> <p>Clear rules for social distancing have been added to the Behavior Policy. Doors and windows open where possible and doors open where we can throughout school to avoid handle use</p> <p>Each room has a hygiene pack with wipes, cleaner and cloths.</p> <p>Strict handwashing and sanitizer schedule to be followed – posters in class to demonstrate this.</p>			
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<p>Early Years (Nursery &amp; Reception )</p>	<p>Staff/students</p>	<p>Classes to be kept in bubbles so that consistent groups remain. Class bubbles should not mix with other class bubbles except Year 6 where a year group bubble will maintained.</p> <p>Play equipment where hand contact is required must be capable of being cleaned and disinfected.</p> <p>Equipment should be wipe-able and where possible increase play packs for pupils to keep a rotation of equipment.</p> <p>Equipment that cannot be wiped down / sprayed with anti-bacterial cleaner before being rotated to remain unused and out of reach for 48 hours and 72 hours for plastics</p> <p>If playdough is being used it should be issued individually and not shared.</p> <p>Outdoor play must be encouraged.</p> <p>Pupils and staff must follow strict hand hygiene schedules and good respiratory practice.</p> <p>All Staff should change their clothes on return from school. Clothing to be washed at 40 degrees immediately once at home – can be washed with other clothes.</p> <p>Play equipment where hand contact is required and many students can use in turn (e.g. slides) should be removed.</p> <p>Water play equipment – chlorinated water to be used.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<p>All activities at tables where no more than two children are allowed</p> <p>All equipment can be wiped down and children have own age appropriate equipment pack so they are not sharing resources</p> <p>No sand or water play. No dressing up or use of soft toys that cannot be wiped.</p> <p>Each room has a hygiene pack with wipes, cleaner and cloths. Strict handwashing and sanitizer schedule to be followed – posters in class to demonstrate this.</p>	<p>Likelihood: 3</p> <p>Consequence:15</p> <p>Risk Level: 15</p>	<p>Staff/students</p>	<p>Yes</p>
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Water to be discarded after each session.

**Sand play – general**

Pupils to wash hands before and immediately after sand play  
Tools should be disinfected between group use.  
Sand should be replaced as per manufacturers' instructions.

**Outdoor Sand play pits –**

Need to be located so they are exposed to sunlight (UV light disinfection)  
Sand should be raked on a daily basis.  
Sand should be disinfected on a regular basis determined by level of usage. See guidance on disinfecting sand pits.

**Outdoor sand trays**

Need to be located so they are exposed to sunlight (UV light disinfection)  
The outer surround and frame should be disinfected at least twice per day.  
Sand should be disinfected on a weekly basis. See guidance on disinfecting sand pits.

**Indoor sand trays**

Group sand trays not to be used indoors.  
Individual sensory sand trays can continue to be used indoors.

Transmission between groups	All staff	<p>Classes will remain in designated room at all times, where possible, unless it is their allocated break-time or for toilet use. Staff will continue to supervise the same groups, where possible, throughout the time covered by this assessment. Staff must remain socially distanced from each other and any visitors or parents they come into contact with. Staff should minimise movement across buildings and school and use comfort break areas designated in each building. Doors open, where safe and possible, to ensure flow around school.</p>	<p>Likelihood:4 Consequence:5 Risk Level:20</p>	<p>Children will stay in same groups throughout the day and, where possible, with same members of staff with these groups of children.</p> <p>Staff should not bend down to interact with children and they will communicate at their own height level. Children from years 1-6 should limit movement around room and should ask staff member before leaving seat. No more than 2 children moving around class at any one time. All Year groups have their allocated toilets so limited children using toilets Children in year 5 &amp; 6 use toilets in back corridor and Year 3 &amp; 4 pupils use the toilets in the Year 3 area. Children in Year R, 1 &amp; 2 use the toilets outside their classrooms. Only allow one person to queue socially distanced outside of toilets at a time where they are not in class toilets. Children stay in class groups throughout the day and in their playground zoned area at break and lunch, still in their class group. Class maps to be created to show where children sit in class. Canteen lunches provided is a packed lunch and brought to the classroom by class Midday. Staggered lunch and break time to keep children in their allocated zoned area and to avoid</p>	<p>Likelihood: 3 Consequence:5 Risk Level: 15</p>	All staff	Yes
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				overcrowding of the playground. Staggered entry and exit at the beginning and start of day will minimize pupils and staff movement. Children will enter classes from external fire doors rather than walking through school building where possible. Large gatherings such as assemblies and collective worship will not be undertaken.			
Staff & Student Competence	Anyone in building	Staff to receive refresher briefing and recomplete hand washing e-learning; Students to receive briefing and watch handwashing e-learning.	Likelihood:2 Consequence:5 Risk Level: 10	Posters in all toilets with age appropriate instructions for handwashing and adult toilets also. Children and staff go through rules and schedules on a daily basis. Handwashing schedule posters in classrooms and around the whole school.	Likelihood: 2 Consequence:4 Risk Level: 8	Anyone in building	Yes
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	In addition to general items listed in section above. Staff to <b>recomplete</b> : <ul style="list-style-type: none"> <li>• Infection Prevention &amp; Control e-learning;</li> <li>• Putting on and taking off PPE e-learning;</li> <li>• Competence Quiz.</li> </ul> Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.	Likelihood:2 Consequence:4 Risk Level:8	Reminders for PPE – wash hands before putting on / removing PPE and wash hands straight after PPE bagged and binned. Posters for donning and removing PPE to be placed in classrooms and around school area.	Likelihood:2 Consequence:4 Risk Level: 8	All staff	Yes
Play/Sport/Exercise	Staff/Students	Social distancing must be maintained during all play/sport/exercise sessions. Class Groups will be rostered so access to outside areas is restricted to specific areas.	Likelihood:2 Consequence:5 Risk Level:10	PE lessons to be undertaken outside. Games played will be where children are learning skills independently where possible.	Likelihood: 2 Consequence:5 Risk Level: 10	All staff/Students	Yes

		<p>Any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session or rotated so not used for 72 hours.</p> <p>If team sports are to be played, then a separate risk assessment will be carried out.</p>		School grounds are very large allowing more than one group on grounds at a time. Children will come to school in their PE kit on their allocated day to maximize lesson and also avoid changing where younger children often need direct support to manage this process.			
Lunch	Staff/students/ Catering staff	<p>Children to wash hands before eating and after eating. Children to have packed lunches. Students on free school meals to be provided with packed lunch delivered to classroom.</p> <p>Lunch to be eaten in Hall / classroom (according to rota) and lunch times are staggered to avoid overcrowding in the playground.</p>	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	Lunch Hall Rota for EYFS/KS1. KS2 pupils to store lunch boxes under desks. EYFS/KS1 to store lunch boxes under desks. Children wipe down table after lunch use and then wash hands again prior to going outside.	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	All staff/students/ Catering staff	Yes
Emergency evacuation	Staff/students/ contractors	<p>Where practicable, maintain social distancing on evacuation routes. If impracticable, priority is evacuation.</p> <p>PEEPS should be reviewed and amended accordingly.</p>	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	Subject to individual plan if a member of staff or student should have issues relating to mobility.	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	All staff/students/ contractors	Yes
First Aid & administration of medicines	Staff/Students	<p>Students to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings). If first aider needs to get closer to injured party/suspected infection with Corona virus to assess or treat, they are to wear disposable aprons, gloves, face shield and PPE (FFP2). (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of R/A)</p> <p>Temperature checks with disposable forehead thermometers.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	All classes have PPE packs containing gloves, masks, aprons, visor, bags and sanitizer along with basic First Aid kit. School has increased remote forehead thermometers which children, where possible, should self-administer. Every member of staff is First Aid trained.	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	All staff/Students	Yes
Student Behaviour	Anyone in building	Review Risk Assessments relating to individual behaviour. Any students with known patterns of misbehaviour	<p>Likelihood:4</p> <p>Consequence:5</p>	Behaviour Policy has had additional guidance added with clear expectations	<p>Likelihood:3</p> <p>Consequence:5</p>	Anyone in building	Yes

		which involve not following instructions should be given specific instructions to follow and clear reward and sanction if rules are not adhered to.	Risk Level:20	around children's adherence to school rules in light of changes made. Behaviour Policy Shared with children prior to starting school and each day on return to school. SLT have contacted individual families where children may find these rules challenging and further guidance would be given. Child friendly letter from HT along with visual poster to reiterate the school rules.	Risk Level:15		
Access/Egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used. In exceptional circumstances two-way systems may be in place with screens following risk assessment approved by H&S Team.  Class Group members to walk using social distancing.  Markings at 1m+ intervals in corridors & key areas (e.g.: toilets, assembly points, stairwells, fire exits & meet & greet areas).	Likelihood:4 Consequence:5 Risk Level:20	EYFS/KS1 staff enter site through carpark gate and KS2 staff through main entrance.  Staff should limit movement across both school buildings and where possible stay in own working area. Additional toilet and staff break areas have been created and PPA facilities for staff has been adapted in KS2.  Pupil movement through buildings minimized due to site and classrooms having own exit and entry points.	Likelihood:3 Consequence:5 Risk Level:15	All staff/Students/Contractors	Yes
Toilets	Staff/Students/Contractors	Where practicable, Student Groups to be allocated a set of toilets for their sole use.  Liquid anti-bacterial soap and paper towels to be provided.  Everyone to wash hands and parents to provide moisturiser (students' parents to supply for	Likelihood:3 Consequence:5 Risk Level:15	Each year group has their own allocated toilets.  Staff have toilets in both buildings.  Children allocated toilets and must use these. Children to go to toilet before and after breaks to reduce need to use toilets during break times.	Likelihood:3 Consequence:5 Risk Level:15	All staff/Students/Contractors	Yes

		<p>allergy reasons) upon return to classroom.</p> <p>Where toilet facilities are used by more than 1 group, additional controls to be implemented to ensure social distancing (e.g. taking sinks/w/cs out of use, access control etc.)</p>		Posters at all handwashing stations to enforce handwashing practice.			
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	<p>Regular hand washing - in particular: On arrival/before leaving; Before and after eating; Before donning PPE/after removing PPE; After using the toilets; After and before PE lessons and other sharing equipment lessons e.g. science, ICT.</p> <p>Cold/warm running water available for hand washing, with liquid detergent and paper towels at easily accessed areas.</p>	<p>Likelihood:3 Consequence:5 Risk Level:15</p>	<p>Posters around school with cleaning instructions Hand cleaning schedule in place and this also includes before and after outside activities. Younger children to wash hands and sanitise also to ensure thorough clean.</p>	<p>Likelihood:3 Consequence:5 Risk Level:15</p>	All staff/Students/Contractors	Yes
Surface transfer	Staff, Students & Contractors	<p>Cleaning schedule in place which details all items/areas to be cleaned/sanitized/disinfected and the frequency.</p> <p>Method statements to be used for each item of equipment. This includes</p> <ul style="list-style-type: none"> <li>•Product to be used;</li> <li>•Method of application; including dwell time;</li> <li>•Cleaning order;</li> <li>•Disposal of product;</li> <li>•PPE.</li> </ul> <p>Use of disinfectants with ratio 1000 ppm available chlorine.</p>	<p>Likelihood:3 Consequence:5 Risk Level:15</p>	<p>Cleaner coming onto site during the school day to clean communal toilets, door handles [doors all to be kept open where possible to avoid touching of handles]. Minimal use of corridors as pupils will use classroom fire doors leading to outside. Staff to remain in own designated school building to minimize staff using same areas. Regular cleaning schedule to continue.</p>	<p>Likelihood:3 Consequence:5 Risk Level:15</p>	All staff/Students/Contractors	Yes
Contractors working on site	Staff, Students & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.	<p>Likelihood:2 Consequence:5</p>	Contractors to work out of school hours where possible.	<p>Likelihood:3 Consequence:5</p>	All staff/Students/Contractors	Yes

		<p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	Risk Level:10		Risk Level:15		
Transfer of virus onto/off PPE/face coverings	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don &amp; remove PPE in specified order.</p> <p>After use, double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	Only disposable PPE to be used.	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	All staff/Students/Contractors	Yes
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough or temperature) then they should go home and follow the Government guidance on staying at home:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area identified for this use.</p> <p>Staff must remain socially distant from pupil with suspected infection,</p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p>	<p>Identify a room where the staff/pupil/visitor etc. can be isolated whilst waiting for collection, ideally with a window that can be opened to provide ventilation.</p> <p>Medical room in Infants and medical room in Junior school.</p> <p>If masks are available and the person is an adult a mask should be put on the person who is suspected of Covid-19. If it's a pupil/child, the mask should be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	School Staff/Teachers/ Parents/Visitors to School	Yes

		<p>or where 2m cannot be maintained PPE must be worn.</p> <p>Staff and pupils must not come into school if they have symptoms and must book a test either through NHS test and trace website or NHS 119. If test is negative then persons can return to work or school when feeling better. If test is positive then persons must self-isolate for at least 7 days from onset of symptoms or if symptoms persist. Parents and staff must inform school immediately of results of test taken and school may look for proof of result. School should contact the local Health Protection Team and they will in turn contact school if a member of community has a positive test result. Based on advice from the Health Protection Team, school must send home those people who have been in close contact with a person who has tested positive and follow the guidance for 14 days self-isolation and taking a test. Schools will keep a record of pupils and staff in each group and any other close contact between children and staff in different groups.</p> <p>If schools have two or more confirmed cases within 14 days or an overall rise in sickness absence where the virus is suspected they may have an outbreak and must continue to work with the Health Protection Team who will advise if additional action is required. Larger groups may need to self-isolate at home as a precautionary measure.</p>		<p>Isolation of the area where the person has been in contact and deep cleaning of the area (specialised).</p> <p>Communication to all members of school community must inform them of all guidance we must follow and clearly stipulate that parents/carers and staff must let us know if a close contact has had a confirmed case. Community must be regularly reminded of the guidance and of the possibility of bubble or whole school closures. School will revise on-line platform and implement a new platform which has features to ensure good quality learning where larger groups are isolating.</p> <p>Detailed maps of where children are seated in classrooms and if attending before and after school club provision. Records of close contacts added to show where children are and which adults they are working with.</p>			
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		If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the Health & Safety Team.					
Those with specified health conditions	Staff/pupils	Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice. Individual Risk Assessments will be completed for staff and appropriate controls introduced.  Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.	Likelihood: 4 Consequence:4 Risk Level: 15	Children with underlying conditions should follow any advice issued by their medical practitioner relating to their attendance.	Likelihood:3 Consequence:4 Risk Level:12	All Staff/pupils	Yes
Communal Areas Eg. Halls, staff areas, reprographics areas	Staff/Students/Visitors	Minimise the use of communal areas. Risk Assessment to be carried out for any of these areas, covering how the transmission risk will be managed and ventilation will be maximised.  Face coverings to be worn by adults in communal areas if other adults could be/or are present.	Likelihood: 4 Consequence:5 Risk Level:20	Halls not to be used for any assembly. Staff areas have been increased and there are 4 designated areas for comfort breaks including DEAR room, KS1/EYFS staff room, KS2 staff room and Dare 2 Dream room. Staff should limit movement around school and take comfort breaks in own school area Any time when hall to be used – doors and windows to be opened for good ventilation and groups must be 2m socially distanced.	Likelihood: 3 Consequence:5 Risk Level:15	All staff/Students/ Visitors	Yes
Educational Visits	Staff/Students / Volunteers/ Members of the Public	Current DfE guidance states that Educational visits currently cannot take place.	Likelihood: 4 Consequence:5 Risk Level:20	No educational visits to be taken for the duration of this assessment	Likelihood: 0 Consequence:0 Risk Level:0	All staff/Students / Volunteers/ Members of the Public	Yes

Airborne Transfer Risk	Staff/Students/ Visitors	<p>Windows must be opened to ensure ventilation at all times. Where practical all windows should be opened to their maximum.</p> <p>Fire doors will only be held open by automatic release devices. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.</p> <p>Fire exit doors can only be left open where it does not excessively compromise security.</p> <p>Face coverings to be worn by adults in communal areas and classrooms.</p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p>	<p>School site allows good ventilation with many classrooms having doors which open to outside and all classrooms have multiple windows to open. Classroom doors, where practicable, must be left open to keep good airflow. Where weather may change in winter months – school to investigate use of fog machines to disinfect air in communal areas including classrooms, halls, staff areas etc</p>	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	All staff/Stude nts/ Visitors	Yes
Breakfast Club	Staff/Students	<p>Children to be kept in Key Stage bubbles so that consistent groups remain during Breakfast Club. Bubbles should not mix with other bubbles.</p> <p>Children to wash hands before eating and after eating. Children to use allocated Year group toilet</p> <p>Play equipment where hand contact is required must be capable of being cleaned and disinfected.</p> <p>Equipment should be wipeable and where possible increase play packs for pupils to keep a rotation of equipment.</p> <p>Equipment used will be wipeable.</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<p>All activities at tables where no more than two children are allowed. EYFS will use mats.</p> <p>Movement around the hall limited.</p> <p>All equipment can be wiped down and children have own age appropriate equipment pack so they are not sharing resources</p> <p>Each hall will have a hygiene pack with wipes, cleaner and cloths Strict handwashing and sanitizer schedule to be followed – posters in class and hall to demonstrate this</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	All staff/Stude nts	YES

		Pupils and staff must follow strict hand hygiene schedules and good respiratory practice					
		Menu changed to include individually wrapped items and no need for shared cutlery/crockery.					

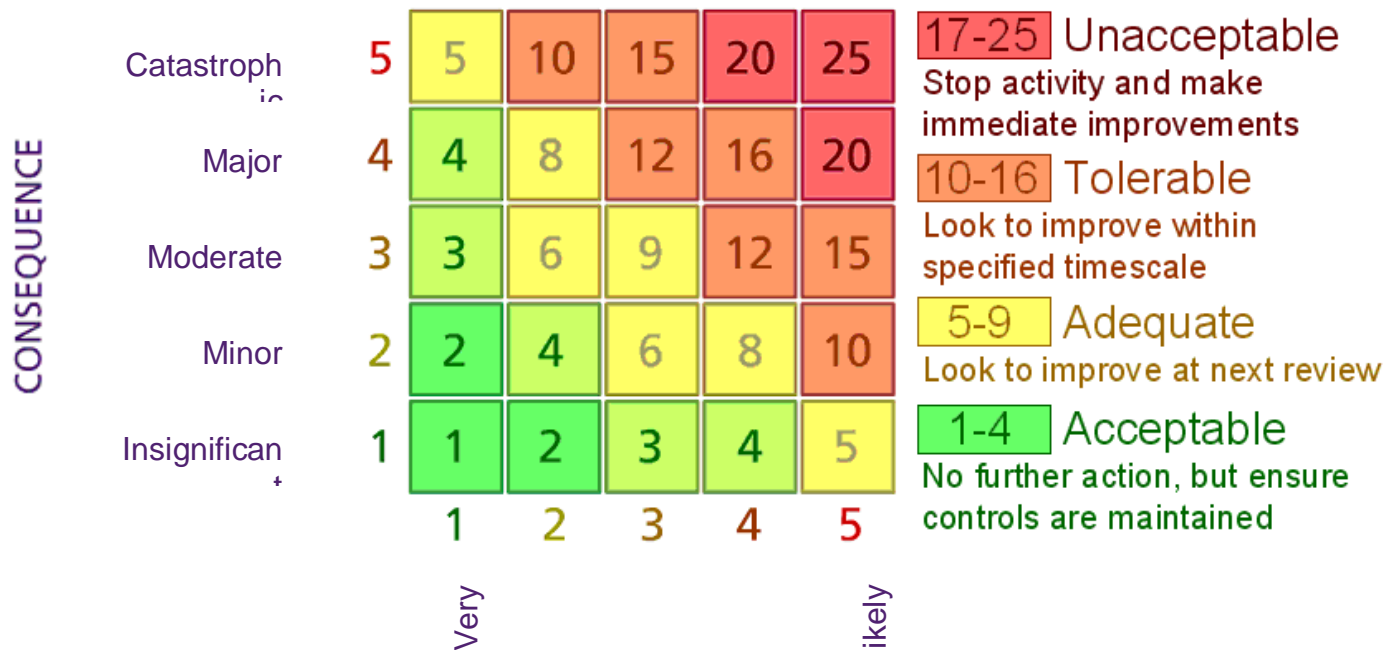
**Review date:** February 23<sup>rd</sup> 2021 **Weekly at senior leadership meeting** **Date communicated to staff:** Communicated with staff & Goverbors on Friday 26<sup>th</sup> February

**Is a safe system of work required** **Yes / No**

**If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.**

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.



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