

RISK ASSESSMENT FORM

Assessors name: K Ashburn & L Butler	Date of Assessment: 20 th October 2020	Activity/Task: Using School post COVID-19 pandemic lock-down
Directorate: Education	Service: Schools Group:	Headteacher: Karl 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. https://www.gov.uk/government/colle ctions/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	Likelihood: 4 Consequence:5 Risk Level: 20	<ul style="list-style-type: none"> Personal hygiene lessons and additional hand-washing and cleaning supplies. Protocol in place for isolation and quarantine of bubble groups. PPE equipment available for every member of staff and regularly updated Social distancing posters throughout the school in particular corridors and areas of high traffic. Hand washing posters placed by every sink in the school. Catch it, kill it, bin it display posters by school bins. Staff who are clinically vulnerable 	Likelihood: 3 Consequence:5 Risk Level: 15	KA & LB September 2020	Yes

				<p>have where possible returned to work. School environment is Covid secure following all guidelines.</p> <ul style="list-style-type: none"> • Individual Risk Assessments completed for vulnerable members of staff. • 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. 			
Exposure to COVID-19	Vulnerable staff including BAME staff – potential higher risk of contracting in the workplace	<p>Staff member ensure they are social distancing from staff and pupils at all times. Social distancing posters and floor markings are in place.</p> <p>Hygiene protocols are followed such as regular handwashing, increased cleaning of frequently used areas and use of PPE.PPE must be worn if social distance cannot be maintained.</p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<ul style="list-style-type: none"> • Individual Risk Assessments completed for vulnerable members of • If any pupil/staff member displays any symptoms in a vulnerable member of staff's bubble, they will immediately isolate until further advice is given for returning to school. • Use of PPE if staff have to work directly with children with SEN. Plastic screens will be used in class if staff members has to work 1:1. • Vulnerable will work with limited groups of people. Office 	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	KA & LB September 2020	Yes

				members of staff remain in office area throughout the day.			
Shortage of staff	Students & Staff	<p>Staff will report absence using the school's 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 will 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.</p> <p>Staff will only work across the whole school where necessary. If the school has a staff shortage then a member of staff working within the year group or a member of the PPA team already allocated to that year group, should be used first.</p>	<p>Likelihood:3</p> <p>Consequence:3</p> <p>Risk Level:9</p>	<ul style="list-style-type: none"> • 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 	<p>Likelihood: 3</p> <p>Consequence:3</p> <p>Risk Level: 9</p>	KA & LB September 2020	Yes

				between staff and pupils and for staff, 2m should be kept			
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before bringing their child to school. Checking questions (Home school agreement) to ask have been sent home to Parents.</p> <p>Health Check Questions:</p> <ul style="list-style-type: none"> • Does anyone in your household have a raised temperature or fever? • Does anyone in your household have a continuous cough? • Has anyone in your household lost their sense of taste or smell? <p>Contractors asked health check questions on arrival. Contractors to call school from outside the school premises and questions above will be asked by office member.</p> <p>Regular handwashing throughout the day. Children & staff to wash hands on arrival at school, before and after break, before and after lunch and before leaving the school at the end of the day.</p> <p>No parents allowed to enter school building, all communication by phone/email.</p>	<p>Likelihood:4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<ul style="list-style-type: none"> • Clear communication with parents and separate guidance given directly to families where we know they are using public transport. • Clear communication outlining handwashing before school, daily questions, clean clothing and no book bags/equipment moving between school and home. • Office staff to ensure contractors to sanitize/wash hands on entry and read visitor guidance. • No contractors on site during the school day unless child protection services or emergency works. • If a meeting must go ahead, the meeting room will be well ventilated and those present to wear PPE and social distance. 	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	KA & LB September 2020	Yes
Arrival at School Office	Staff, students, parents, contractors & visitors	<p>Communication will be done electronically rather than face to face.</p> <p>The school only uses cashless payments.</p> <p>Deliveries are left in a designated area outside. Staff handling the</p>	<p>Likelihood:4</p> <p>Consequence:5</p> <p>Risk Level: 20</p>	<ul style="list-style-type: none"> • Administrative staff to support all visitors in using sign-in Inventory and direct visitors to read the Health and Safety and Safeguarding information. 	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	KA & LB September 2020	

		<p>delivery will wear PPE and must wash their hands after handling. where handwashing facilities are not available in the immediate vicinity gloves to be worn and disposed of correctly.</p> <p>The office areas are Covid-secure. Screens will always be closed. There are marking on the floor and We have restricted the number of people 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>See also contractors section</p> <p>See also ventilation section</p>		<ul style="list-style-type: none"> • Disposable sticker taken to show they have been signed in and are a visitor in school. • Small table outside Ks1 Office and Ks2 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 and then child can safely enter school – questions as to why late must be asked and particularly the health check questions • 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. 			
Clothing	Staff, Students & Contractors and their families.	Uniform policy (staff and students) allows 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>	<ul style="list-style-type: none"> • Communication with parents directly; where staff note uniform is not clean parents contacted to change child's clothing. • Children should wear PE kit to school on their allocated PE day to limit staff contact with pupils and also allow 	<p>Likelihood: 2</p> <p>Consequence:3</p> <p>Risk Level: 6</p>	KA & LB September 2020	Yes

				<p>regular uniform to be washed.</p> <ul style="list-style-type: none"> School can provide uniform to families who are struggling financially 			
Arrival & Departure	Staff/Students/parents/carers	<p>Home school agreement includes Health check questions to be asked by parents/carers before child enters premises</p> <p>Health Check Questions:</p> <ul style="list-style-type: none"> Does anyone in your household have a raised temperature or fever? Does anyone in your household have a continuous cough? Has anyone in our household lost their sense of taste or smell? <p>Staff to wear disposable gloves to open and close gates. Hands to be washed after glove disposal. All staff to wear face coverings when collecting pupils in the morning and when releasing them at the end of the day. 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>Hand sanitisers to be used when entry and exit points are used.</p> <p>Class Groups (Bubbles) arrive/depart at designated gates at staggered set times.</p> <p>Social distancing to be advised to parents and enforced with pupils and staff (markings on ground to show students where to stand and</p>	<p>Likelihood:3</p> <p>Consequence:4</p> <p>Risk Level:12</p>	<ul style="list-style-type: none"> Parents have the health check questions to ask children and all staff aware of these to ask children also if there are concerns on arrival – any child answering no to any of the three questions must be sent home immediately using the protocol. All Year groups enter school site independently using markings for social distancing At end of day, due to nature of Straight Road being a very busy road – parents collect children from socially distanced marking on playground 10 minutes interval between bubbles Children all follow strict handwashing schedule on entry and exit. In EYFS/KS1 As children are collected teacher should stand back from class. Parents instructed to limit approaching staff and use email 	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	<p>KA & LB September 2020</p>	<p>Yes</p>

		<p>wait.) Posters encouraging/reminding all stakeholders to wear masks and social distance are placed in waiting areas outside.</p> <p><u>There is insufficient space outside on the public path</u> for parents to be able to wait at a social distance they are allowed to enter school premises and stand on marked locations until their child is handed-over to them. Parents will only enter the school premises at the designated time.</p> <p>Students are handed-over in an order which will allow social distancing of leaving parents and children to be maintained. Maps have been provided to parents/carers to show them where their children will be released and where they should wait.</p> <p>Hand sanitiser to be used at entry and exit points.</p>		<p>and phone communication.</p> <ul style="list-style-type: none"> • In KS2, parent and class waiting positions ensure parents do not approach staff. Parents will communicate via email or phone. • In the event of an emergency if a parent requires to talk to a staff member this must be outside and at 2m social distance. With both the parent and staff members wearing PPE. • Children enter and exit through different gates. KS2 pupils to use KS2 gates. KS1 & EYFS to use KS1 & EYFS gate only. • Parents/carers provided with staggered start and finish time timetable. • Map of school premises provided to parent/carers to support social distancing and understanding of when and where to wait 			
Classroom (Yr 1 upwards)	Staff/students	<p>Teacher zone to be marked out to ensure 2m gap from the children and children know not to cross this boundary.</p> <p>Where staff or children cannot maintain social distancing, staff will</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<ul style="list-style-type: none"> • Children are allocated their own permanent desk seat and these desks are spaced around the classroom. Class seating maps have 	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	<p>KA & LB September 2020</p>	<p>Yes</p>

		<p>minimise time spent within 1 meter of each other and pupils where possible.</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>Self-marking by pupils is encouraged.</p> <p>Students are only allowed to bring in packed lunches. No bags. Letters to parents and communication will all be done via Parentmail & Schoolcomms.</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</p>		<p>been created by class teachers and pupils not to move seats unless agreed by member of staff.</p> <ul style="list-style-type: none"> • Children face the front at all times, this includes seating children side by side and facing forwards. • The school has removed any unnecessary furniture from classrooms to make more space. • Teachers, TAs and LSAs allocated to same class (Bubble) each day. • 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. • Staff working in classes together must keep social distance [2m where it can be maintained] from each other. • Staff and children will have their own resource packs so 			
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		class bubbles except in Year 6 where a year group bubble will be maintained.		<p>that sharing is minimised and shared resources are cleaned or left for the subscribed amount of time [period of 48 hours and 72 hours for plastics]</p> <ul style="list-style-type: none">• Posters in each class remind children not to share equipment at this time.• Children will have own books in trays/in plastic folders so that they are handling their own school books• Social distancing posters around school to remind of these rules• Staff will not send books home as school uses on-line system for reading.• 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. If books are stamped, this will be done after they have been in quarantine for at least 48 hours and staff will wear gloves.• Staff and children have own equipment pack so they are not			
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				<p>sharing resources and further art resource packs have been created for year groups to have.</p> <ul style="list-style-type: none"> • 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 • Each room has a hygiene/PPE pack with wipes, cleaner and cloths. • Strict handwashing and sanitizer schedule to be followed – posters in class to demonstrate this. • All homework is online based to ensure there items are not being passed between school and home. 			
Early Years (Nursery & Reception)	Staff/students	<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. Disinfection of all surfaces & equipment must be undertaken between sessions.</p> <p>Equipment should be wipe-able and where possible increase play packs</p>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<ul style="list-style-type: none"> • All activities are at tables where no more than two children are allowed • All equipment can be wiped down and children have own age appropriate equipment pack so they are not sharing resources • There is no sand or water play. 	<p>Likelihood: 3</p> <p>Consequence:15</p> <p>Risk Level: 15</p>	KA & LB September 2020	Yes

		<p>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>Water, sand and all soft surface equipment removed and not used.</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. All staff are trained in hand hygiene and are to follow this process.</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>		<ul style="list-style-type: none"> • No dressing up or use of soft toys that cannot be wiped. • 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. • Early Years pupils are staggered as they start Primary School for the first time and this will allow staff to train pupils in the hygiene, behaviour expectations and procedures. • Staff working with 1:1 SEND will wear full PPE (Mash, face screen, apron and gloves) 			
Transmission between groups	Everyone	<p>Classes will remain in designated room at all times, where possible, unless it is their allocated break-time or for toilet use.</p> <p>Staff will continue to supervise the same groups, where possible, throughout the time covered by this assessment.</p> <p>Staff must remain socially distanced from each other and any visitors or parents they come into contact with.</p>	<p>Likelihood:4</p> <p>Consequence:5</p> <p>Risk Level:20</p>	<ul style="list-style-type: none"> • Children will stay in same groups (Bubbles) throughout the day and, where possible, with same members of staff with these groups of children. • Staff should not bend down to interact with children and they will communicate at their own height level. 	<p>Likelihood: 3</p> <p>Consequence:5</p> <p>Risk Level: 15</p>	KA & LB September 2020	Yes

		<p>Staff should minimise movement across buildings and school and use comfort break areas designated in each building.</p> <p>Doors open, where safe and possible, to ensure flow around school.</p>		<ul style="list-style-type: none">• Children from years 1-6 should limit movement around room and should ask staff member before leaving seat. Movement will only be needed to use the toilet or go to the bin.• 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 & 6 use toilets in back corridor and Year 3 & 4 pupils use the toilets in the Year 3 area.• Children in Year R, 1 & 2 use the toilets outside their classrooms.• Only 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 have been created to show where children sit in class.			
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				<ul style="list-style-type: none"> • Canteen lunches provided is a cold 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 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 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 briefing and complete hand washing e-learning; Children to receive briefing and watch handwashing e-learning.	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	<ul style="list-style-type: none"> • Staff completed: training on: Infection Prevention & Control e-learning; Putting on and taking off PPE e-learning; and completed a Competence Quiz. • Staff to achieve 80% pass rate in the quiz to undertake work using PPE • Posters in all toilets and classrooms with age appropriate instructions for handwashing and adult toilets also. 	<p>Likelihood: 2</p> <p>Consequence:4</p> <p>Risk Level: 8</p>	KA & LB September 2020	Yes

				<ul style="list-style-type: none"> • Children and staff go through rules and schedules on a daily basis. • Handwashing schedule in place. • Pupils watch handwashing videos. 			
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>In addition to general items listed in section above, Staff complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 re-sit is allowed before all the training must be repeated.</p>	<p>Likelihood:2</p> <p>Consequence:4</p> <p>Risk Level:8</p>	<ul style="list-style-type: none"> • Staff completed: training on: Infection Prevention & Control e-learning; Putting on and taking off PPE e-learning; • 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. 	<p>Likelihood:2</p> <p>Consequence:4</p> <p>Risk Level: 8</p>	KA & LB September 2020	Yes
Play/Sport/Exercise	Staff/Students	<p>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.</p> <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>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	<ul style="list-style-type: none"> • PE lessons to be undertaken outside. • Games played will be where children are learning skills independently where possible. • 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 	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	KA & LB September 2020	Yes

				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.</p> <p>Children to have packed lunches. Students on free school meals to be provided with these delivered to classroom.</p> <p>Lunch to be eaten classroom (according to rota) and lunch times are staggered to avoid overcrowding in the playground.</p> <p>Staff lunch is staggered. Extra rooms used to support social distancing.</p>	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	<ul style="list-style-type: none"> • Only catering staff have access to the kitchen. Catering staff will not be serving children directly. • Middays will collect their bubble's lunch at an allocated time to ensure no contact with catering staff. They will then deliver the lunch to their class. 1 midday per class. • Children will eating in classrooms • Pupils to store lunch boxes on allocated pegs • Tables are wiped down after lunch • Children and staff follow handwashing guidance. • 4 rooms are now being used as staff rooms. Staggered times ensure staff can social distance while eating their food. 	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	KA & LB September 2020	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>	<ul style="list-style-type: none"> • Subject to individual plan if a member of staff or student should have issues relating to mobility. • Fire evacuation details updated and shared in staff handbook. Practice 	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	KA & LB September 2020	Yes

				fire drill to take place in Autumn Term 1 to ensure changes are working.			
First Aid & administration of medicines	Staff/Students	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) Temperature checks with non-contact thermometers	Likelihood:3 Consequence:5 Risk Level:15	<ul style="list-style-type: none"> All classes have full PPE packs containing gloves, masks, aprons, visor, bags and sanitizer. School has increased non-contact thermometers Named first aiders renewed certificates COVID symptoms; HT informed immediately and staff member or child isolated. Posters on how to put on and take off PPE are up. 	Likelihood:3 Consequence:5 Risk Level:15	KA & LB September 2020	Yes
Student Behaviour	Anyone in building	Review Risk Assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should be given specific instructions to follow and clear reward and sanction if rules are not adhered to.	Likelihood:4 Consequence:5 Risk Level:20	<ul style="list-style-type: none"> Behaviour Policy has had additional guidance added with clear expectations 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. 	Likelihood:3 Consequence:5 Risk Level:15	KA & LB September 2020	Yes
Access/Egress in building	Staff/Students/Contractors	Access & Egress through common areas to be kept to minimum.	Likelihood:4	<ul style="list-style-type: none"> Two separate car parks for EYFS/KS1 	Likelihood:3	KA & LB	Yes

		<p>External routes to be used whenever practicable. One-way systems to be introduced where internal routes have to be used.</p> <p>Class Group members to walk using social distancing.</p> <p>Markings at 1m+ intervals in corridors & key areas (e.g.: toilets, assembly points, stairwells, fire exits & meet & greet areas).</p>	<p>Consequence:5</p> <p>Risk Level:20</p>	<p>and KS2. KS2 staff enter the site premises through the KS1/EYFS office and KS2 staff enter through the KS2 office.</p> <ul style="list-style-type: none"> • EYFS/KS1 pupils enter the school site via the bottom playground and KS2 pupils through the KS2 entrance gate. Children then enter the classrooms from external doors where possible to reduce traffic inside. • Access and movement around the building is limited to set times to avoid bubbles mixing in corridors. The staggered start and finishes, breaks and lunch times support this. • Staff and pupils movement is limited across both school buildings. • Toilets allocated for staff in different bubbles 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. 	<p>Consequence:5</p> <p>Risk Level:15</p>	<p>September 2020</p>	
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Toilets	Staff/Students/ Contractors	<p>Where practicable, Student Groups to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and paper towels to be provided.</p> <p>Everyone to wash hands and parents to provide moisturiser (students' parents to supply for 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>	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<ul style="list-style-type: none"> • 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 lesson times. • Posters at all handwashing stations to enforce handwashing practice. • Toilet capacity is limited to the number of cubicles. • Liquid anti-bacterial soap and paper towels to be provided. 	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	KA & LB September 2020	Yes
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</p> <p>Consequence:5</p> <p>Risk Level:15</p>	<ul style="list-style-type: none"> • 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 sanitizer also to ensure thorough clean. • Bins with lids are used in all classrooms. 	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	KA & LB September 2020	Yes
Surface transfer	Staff, Students & Contractors	Regular cleaning schedule in place.	Likelihood:3	<ul style="list-style-type: none"> • Cleaning schedule has been increased. 	Likelihood:3	KA & LB	Yes

		<p>Hourly spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.</p> <p>Use of disinfectants with ratio 1000 ppm available chlorine.</p>	<p>Consequence:5</p> <p>Risk Level:15</p>	<p>Full clean each morning and on top of this regular cleaning times school will also have a midday clean. During this clean the cleaner will focus on communal areas such as toilets, staff rooms, first aid rooms and corridors. In addition they will also clean frequently touch areas such as door handles [doors all to be kept open where possible to avoid touching of handles].</p> <ul style="list-style-type: none"> • At the end of each lesson (1hour)Cleaning will be undertaken of work areas by staff within the classroom using anti-bacterial wipes and spray • Site keeper to frequently clean door handles, bannisters on stairs, and toilets during 1 hour intervals. • 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>Consequence:5</p> <p>Risk Level:15</p>	<p>September 2020</p>	
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Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <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>	<p>Likelihood:2</p> <p>Consequence:5</p> <p>Risk Level:10</p>	<ul style="list-style-type: none"> Contractors to work out of school hours where possible. 	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:5</p>	KA & LB September 2020	Yes
Transfer of virus onto/off PPE	Staff and potential onwards transfer	<p>Wash hands before handling PPE. Don & 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>	<ul style="list-style-type: none"> Only disposable PPE to be used. PPE and any disposable face coverings should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19). 	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	KA & LB September 2020	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: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be</p>	<p>Likelihood: 4</p> <p>Consequence:5</p> <p>Risk Level:20</p>	<ul style="list-style-type: none"> Medical rooms have been Identified as rooms where the staff/pupil/visitor etc. can be isolated whilst waiting for collection. If 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 	<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>	KA & LB September 2020	Yes

		<p>moved to a separate area identified for this use.</p> <p>Staff must remain socially distant from pupil with suspected infection, 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.</p> <p>If test is negative then persons can return to work or school when feeling better.</p> <p>If test is positive then persons must self-isolate. Parents and staff must inform school immediately of results of test taken and school will ask for proof of result.</p> <p>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 self-isolation and taking a test.</p> <p>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</p>		<p>in the isolated area. 2m distancing should be in place. Full PPE worn.</p> <ul style="list-style-type: none"> • Isolation of the area where the person has been in contact and deep cleaning of the area (specialised). • 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 will regularly reminded of the guidance and of the possibility of bubble or whole school closures. • School will provide quality online learning where larger groups are isolating. • Detailed maps of where children are seated in classrooms. • Class registers and maps show where children are and which adults they are working with. • The school will dispose of waste from people with symptoms of 			
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		<p>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>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the Health & Safety Team.</p>		<p>coronavirus by putting it in a plastic rubbish bag and tying it. Then placing the plastic bag in a second bin bag and then tying it and putting it in a suitable and secure place marked for storage for 72 hours</p>			
<p>Communal Areas Eg. Halls, staff areas, reprographics areas</p>	<p>Staff/Students/Visitors</p>	<p>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.</p>	<p>Likelihood: 4 Consequence:5 Risk Level:20</p>	<ul style="list-style-type: none"> • Communal areas such as ICT rooms and halls are not to be used for any assembly or large group lessons. • 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 will take comfort breaks at allocated times. • Any time when hall to be used – doors and windows to be opened for good ventilation and groups must be 2m socially distanced. Groups will be from the same bubble and time between use will be given for cleaning. 	<p>Likelihood: 3 Consequence:5 Risk Level:15</p>	<p>KA & LB September 2020</p>	

Educational Visits	Staff/Students / Volunteers/ Members of the Public	All educational visits Risk Assessments must consider risks from Corona Virus.	Likelihood: 4 Consequence:5 Risk Level:20	No educational trips will be taking place in the Autumn Term. This will be reviewed in December 2020.	Likelihood: 0 Consequence:0 Risk Level:0	KA & LB September 2020	
Airborne Transfer Risk	Staff/Students/ Visitors	Open windows and doors to create an airflow. Ceiling fans will not be used. Air conditioning systems set to fresh air input not recirculating.	Likelihood: 4 Consequence:5 Risk Level:20	<ul style="list-style-type: none"> 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. 	Likelihood: 3 Consequence:5 Risk Level:15	KA & LB September 2020	
Breakfast Club		<p>Children to be kept in key class bubbles so that consistent groups remain during Breakfast Club. KS2 pupils will be based in the upper hall and KS1/EYFS pupils will remain in the lower hall. Bubbles should not mix with other bubbles.</p> <p>Children to wash hands before eating and after eating. Children to use allocated Year group toilets</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>Pupils and staff must follow strict hand hygiene schedules and good respiratory practice</p>	Likelihood:3 Consequence:5 Risk Level:15	<ul style="list-style-type: none"> All activities at tables where no more than two children are allowed. EYFS will use mats. Movement around the hall limited. All equipment can be wiped down and children have own age appropriate equipment pack so they are not sharing resources Each hall will have a hygiene pack with wipes, cleaner and cloths Strict handwashing and sanitizer schedule to be followed – posters in 	Likelihood:3 Consequence:5 Risk Level:15	KA & LB September 2020	

		Menu changed to include individually wrapped items and no need for shared cutlery/crockery.		class and hall to demonstrate this			
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Review date: Weekly at senior leadership meeting staff and Governors on Wednesday 21 st October	Date communicated to staff: Communicated with staff on Friday 23 rd October and support
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.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					

