



## Schools Covid 19 Risk Assessment – September 2020



Name of School	St. Andrew's Primary School
Name of Headteacher	Karen Walker
Assessment completed by	Karen Walker / CoG
Assessment date	10.7.20 Reviewed 7.9.20, 18.9.20 2.1.21 26.1.21

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

This will be kept under review regularly and updated accordingly.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>1. Maintaining Social distancing and reducing contact – entrance and exit routes</b>		
Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day	<ul style="list-style-type: none"> <li>• Liaise with School Transport Team before changes to school times are made.</li> <li>• Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits)</li> <li>• Encourage parents to make other arrangements for travel to/from school other than school transport.</li> <li>• Staff on duty to supervise Signage at school transport pick up/drop off point</li> </ul>	N/A except for taxi for a Year 4 & 5 child.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Instructions for parents/carers on social distancing rules on site.</li> <li>• Staggered start/finish times for different groups.</li> <li>• Reduce number of people on site</li> <li>• Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</li> <li>• Use of different entrances/exits for different groups.</li> <li>• Only one parent/carers to accompany child.</li> <li>• Staff on duty to supervise.</li> <li>• Signage.</li> </ul>	<p>Entry gate near lane with signage Exit gate at front of school with signage A queuing system may be required at drop off time Parents are expected to deliver their child to the supervising adults and leave <u>immediately</u> via the exit gate. <b>All parents to wear face coverings on entry onto to school site</b> Only 1 parent to accompany child – staff on duty at front of school <b>wearing face coverings</b> Start times :- 8.30 - Yr. 5 &amp; 6 8.40 - Year 3 &amp; 4 8.50 - Reception &amp; Year 1 &amp; Year 2 <b>(siblings may be dropped off at same time to different entry points)</b> Parents not encouraged to use main reception or to come into building unless urgent (use telephone or e mail) All visitors to use hand gel on entry and exit Finish Times: 2.45 pm - Reception, Year 1 and Year 2 2.50 pm - Year 3 &amp; 4 3.00 pm - Year 5 &amp; 6 Only one parent to accompany and pick up child / children Parents must adhere to the social distancing measures at all times and be encouraged <b>not</b> to gather on the playground or outside the school gates in groups. Siblings from other 'bubbles' will be let out together to minimize parents waiting on the playground. If parents need to talk to staff urgently – wait until site is clear and 2m discussion</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> <li>• Encourage parents to walk/cycle to school with children.</li> <li>• Stagger drop off / pick up times.</li> <li>• A Review of traffic management risk assessment where changes to start/end of day apply.</li> <li>• Minimise vehicles on site</li> </ul>	<p>See above Staff to receive and supervise swift entry into school Travel Plan – review and check traffic RA in light of changes to school starts/finishes Staff on duty to supervise</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>2. Maintaining Social distancing and reducing contact – internal areas and during breaks</b>		
<p>Pupil numbers and room sizes impede the means to reduce contact / social distancing</p>	<ul style="list-style-type: none"> <li>• Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves.</li> <li>• Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups.</li> <li>• Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups.</li> <li>• All desks to face forward with pupils sat side by side.</li> <li>• Floor markings to illustrate 2m areas around teaching positions.</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• Floor markings to illustrate 2m areas (including an area for the teacher/TA).</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day.</li> <li>• Lessons planned so that individuals complete work independently rather than in groups</li> <li>• Social distancing to be explained to children with regular reminders.</li> </ul>	<p>One Year group in each classroom and these groups will remain in this ‘bubble’ during the day – tables laid out all facing the front and 2 children per table.  Tables must not block fire routes / doors  All children to have set desk and a plastic zip wallet containing resources e.g ruler pen, pencils &amp; rubber etc.  Children’s trays to be placed under their desk to reduce movement around the classroom  Marked out area around teaching space for children to be aware of and respect  Planned work to require individual completion rather than group tasks to reduce face to face contact  Remind children re social distancing - display posters  Lessons to be taken outside where appropriate (H &amp; S considerations e.g sun /shade etc)  Teacher and TA to work with same group of children <b>where possible to minimise contacts whilst still delivering a broad &amp; balanced curriculum</b>  Supply teachers will be able to work across more than 1 bubble  All non-regular supply teachers <b>to wear visor in classrooms (school to limit this to 2 supply teachers already known to school) and only to cover unavailability of teachers</b>  Peripatetic staff are able to work with individual classes (PE and Music). Music RA has been completed to include RA for singing, brass and ensemble music.  Record kept of other staff teaching in each class and ensure reduced contact between children in other classes  PE lessons to be taken outside where possible  Whole class Recorder sessions to take place in hall with distancing in line with the Music RA from UK Association for Music Education – Music Mark  <b>Windows to be opened in classrooms from start of day where appropriate. To ensure classroom environments are warm enough windows will be closed where necessary and opened to refresh the air as children leave for playtimes and lunchtimes. Classroom doors will be open all of the time and external doors will also be opened at break and lunchtimes to ensure a new circulation of fresh air.</b></p>

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	<ul style="list-style-type: none"> <li>• Signage/Posters in each classroom.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available.</li> <li>• Allocate named staff to each group of children.</li> <li>• Staff to supervise and enforce measures.</li> <li>• The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs.</li> <li>• Ventilation improved where practicable by having windows open.</li> </ul>	<p>Any additional space (during lockdown) should be used to maximise the distance between pupils and staff.</p> <p>All teachers and other staff can operate across different groups but must continue to maintain distance from each other as much as possible.</p>
<p>Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces</p>	<ul style="list-style-type: none"> <li>• Minimise movements of whole groups and individuals outside of the classroom.</li> <li>• Use of a one-way system around the school.</li> <li>• A 'walk on the left' policy if one-way not practicable.</li> <li>• Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent).</li> <li>• Lane markings on floor and 2 metre markings in areas where queuing is likely.</li> <li>• Areas not in use to be closed off (not escape routes).</li> <li>• Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area.</li> <li>• Signage.</li> <li>• Whole School assemblies - electronically</li> </ul>	<p>Children will stay in their classroom during the day. Movements to and from playtime outside to be co-ordinated to minimise cross pathways of other classes</p> <p>A one way system is considered not practicable – children encouraged to maintain safe distances in corridors</p> <p>Year group exits through identified doors consistently Year 5 &amp; 6 out through Year 6 door Year 1 out through their outside door and Reception out through main classroom door and reception garden gate. Year 4 out through side door and year 2 and 3 exit their main door during the day and up onto steps at end of day to reduce bottleneck with KS2.</p> <p>Markings for 2 m distancing for lining up after playtimes</p> <p><b>Automatic spray dispensers fitted for each class on entry and exit to classrooms to reduce hand washing times.</b></p> <p>All allocated cloakrooms for each can be used maintaining small numbers at any one time – children encouraged to limit the amount of equipment they bring to school each day.</p> <p>No collective worship will be held for all children together in the hall</p> <p>Class worship to be taken by teacher in class</p>

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	<ul style="list-style-type: none"> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> </ul>	
<p>Number of pupils and size of space impede social distancing when using toilets</p>	<ul style="list-style-type: none"> <li>• Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact.</li> <li>• Where practicable avoid different groups using the same facilities at the same time.</li> <li>• Close sinks to give 2m for handwashing – if only one child this isn't necessary</li> <li>• Allocate toilets around the school for different groups of children.</li> <li>• Distance markings on floor in queuing area</li> </ul>	<p>Close supervision of toilet at key times ensuring only 2 boys and 2 girls in main building toilets and for Year 1 – one at a time  Class visits to toilet monitored so only 1 class at a time  Close off 2 sinks in each toilet area  Toilet visit during lesson time to be supervised</p>
<p>Number of pupils and available space impede the means to distance and reduce contact at BREAKTIME and lunchtime</p>	<ul style="list-style-type: none"> <li>• Staggered BREAKTIMES.</li> <li>• Allocated play areas for each group.</li> <li>• Consider zoning of play areas using markings / cones to reinforce distancing.</li> <li>• Games which encourage social distancing.</li> <li>• Limit use of outdoor play equipment to designated groups at fixed periods</li> <li>• Staff supervision to maintain standards.</li> <li>• Serving Tuck on Tuesdays – taken to class</li> </ul>	<p>BREAKTIMES  Reception, Year 1 &amp; year 2 – 10.00 ( field and playground cut in half longways using cones and tape so that each 'bubble' can use both field and playground at the same time)  Year 3 &amp; 4 – 10.15 on one half each  Year 5 &amp; 6 – 10.30 on one half each  Groups to be swapped over weekly  Each Class will have use of our Hobbit House for one week at a time  Tuck will be sent to each classroom instead of queuing in hall  Outdoor play equipment – use for Reception children only and field play equipment used by which ever class is on the left hand side of the field/playground boundary.  All children to use hand sanitizer before use.</p>

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<p>Number of pupils and available space impede social distancing at LUNCHTIME</p>	<ul style="list-style-type: none"> <li>• Staggered LUNCHTIMES.</li> <li>• Children to bring packed lunch and eat lunch in classroom or consider using school grounds for ‘picnic lunches’ whilst retaining 2m distancing</li> <li>• If hot meals are provided, transport safely to classroom or if canteen is available, remove unused tables and apply 2 metre rule.</li> <li>• Any crockery/cutlery used must be cleaned thoroughly.</li> <li>• Catering contractors and other food provision has been subject to specific risk assessment.</li> <li>• Salad trolley use</li> </ul>	<p>LUNCHTIMES – school lunches will continue to be served            2m rule during lunchtime will be difficult to adhere to but of course we will endeavour to comply as consistently as we can            Each table will seat 5 children For KS2 and maximum of 6 for Reception and KS1            Reception children will be served their meal at their table so they will not need to queue initially and move to lining up on ‘spots’ at a later date.            All in house catering Risk assessment completed and documented.            Salad will be served for Reception children.            Children from Year 1 &amp; 6 will use the salad trolley serving themselves with their own spoon            The 3 sittings will remain in place in order to reduce number of children in the hall at any one time:            Reception - 11.45pm } 12.45            Year 1 &amp; 2 - 11.45pm }            Year 3 &amp; 4 - 12.15pm - Normal lunch hour 12.00pm – 1.00pm            Year 5 &amp; 6 - 12.45 pm Lunch hour 12.15 – 1.15pm            (Yr. 5 &amp; 6 are allowed to bring in a piece of fruit to eat at playtime )            All tables and chairs will be sanitised in between each sitting  <b>There are 2 stations available for each sitting to scrape plates (one at back of hall and the usual one at the front) so no children are walking / passing through other bubbles</b>            Lunchboxes will be allowed as only the child will handle this and handles will be sanitised on the trolley at the end of lunch</p>
<p>Number of staff and size of staff spaces (including office) impede social distancing.</p>	<ul style="list-style-type: none"> <li>• Removal of furniture to create more space.</li> <li>• Removal of communal equipment (mugs etc)</li> <li>• Staggered break times for staff.</li> <li>• Staff toilets to enforce 2m distancing.</li> </ul>	<p>Staggered break times for staff as matches children’s playtime            All communal items to be wiped regularly with chloride-based cleaning wipes or disinfectant            Staff toilets – only 1 toilet to be used at once            No children to be sent to collect photocopying from office</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>3. Hygiene and Cleaning</b> <a href="#">Guidance on cleaning non-healthcare settings</a>		
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> <li>• Confirm available cleaning staffing levels before re-opening.</li> <li>• Use of contractors or other school staff for cleaning.</li> <li>• Agree the new cleaning requirements and additional hours for this.</li> <li>• PPE to be worn by cleaning staff as dictated by risk assessment.</li> <li>• Leave resources to de-contaminate for 72 hours if possible.</li> </ul>	<p>Cleaning as in contract plus:  Extra hours of cleaning will be conducted during the middle of the day e.g. toilets / tables etc.  Class TA responsible for wiping door handles, door plates and exit buttons regularly throughout the day with disinfectant.  Reception building / construction play equipment to be sanitised at end of each day with disinfectant  All soft furnishing removed from classroom e.g cushions and soft toys  Deep clean of Classes during Holidays and prior to school openings  Deep clean of tables &amp; chairs used each day  PPE to be worn for First Aid – all First Aiders to have information and instruction</p>
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> <li>• Hand gel dispenser outside of all classrooms and around school to complement handwashing facilities</li> <li>• Re-fills kept safely in each classroom.</li> <li>• Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet.</li> <li>• Extra handwashing bowls in each classroom.</li> <li>• Extra signage to encourage washing hands.</li> <li>• Supplies of tissues and lidded bins in each teaching space and classroom.</li> <li>• Ensure help is available for children who cannot clean their hands independently.</li> <li>• Ensure supplies of suitable soap.</li> <li>• Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff.</li> </ul>	<p>Hand sanitiser in each classroom  All children to wash hands on entry to class each time (supply of soap and paper towels available in each classroom as well as toilets)  Extra washing bowls to be provided to enable 30 children to complete within a reasonable time slot – water must contain diluted disinfectant if used by more than 1 pupil. Automatic Santizers to be in place in September.  Tissues to be placed in lidded bin located in each class (this is to be double wrapped when emptied)  All classes to have a de-contaminated tray for resources (reading book de-contamination tray for all reading book returns supervised by identified TA</p>

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	<ul style="list-style-type: none"> <li>Resources are rotated or left to decontaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</li> </ul>	
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> <li>COSHH assessment to be carried out for any new cleaning/sanitising products in use Additional cleaning staff to be made aware of the COSHH risk assessments.</li> <li>Appropriate storage of hazardous substances.</li> <li>Material data sheets to be made available for new and existing products.</li> </ul>	<p>Cleaning company responsibility</p> <ul style="list-style-type: none"> <li>School to complete our COSHH for new products in use e.g e.g hand gels, disinfectant, wipes</li> <li>List /data sheets to be available to view for staff and outside agencies</li> </ul> <p>Parents to be asked to supply any specialist soap for children with specific skin allergies.</p>
<b>4. Site and Buildings <a href="#">DfE Guidance on school premises management</a></b>		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> <li>Site visits only by pre-arrangement.</li> <li>A record of some visitors must be kept for 21 days <a href="#">specific guidance</a></li> <li>2m exclusion zones/markings in Reception areas.</li> <li>Information/signage for visitors informing them of the infection control procedures.</li> <li>Deliveries and visits outside of school opening hours where possible.</li> <li>Provision of hand gel at main school entrance.</li> <li>Process for the acceptance of deliveries required i.e. area where deliveries can be safely left.</li> </ul>	<p>NO entry into school main reception area by parents. Parents encouraged to use e mail / telephone. If there is an absolute NEED to speak in person we will operate a 1 in and 1 out policy. <b>Any person entering reception area of the school must do so wearing a face covering</b> Hand gel provided at main entrance MUST be used on entry &amp; exit Deliveries left in main entrance and door wiped afterwards All visitors to sign in with own pen</p>



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Changes affect normal emergency procedures.	<ul style="list-style-type: none"> <li>Redeployed or displaced staff and children will be briefed on evacuation procedures.</li> <li>Review of fire assembly point to accommodate social distancing.</li> <li>Fire drill practice to review any adjustments made.</li> <li>Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc.</li> </ul>	<p>All staff and children to be briefed on evacuation / fire drills  Fire drills to continue as normal (once each term Aut / Spr / Sum)  Fire assembly point as normal but with social distancing indicators  <b>Fire safety management plans to be reviewed in line with operational changes</b>  Contingency emergency plans were updated at start of lockdown.  All fire doors are operational at all times  Fire Alarm system and emergency lights continue to be tested as normal</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> <li>Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</li> <li>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	As normal
Building Checks / Routine maintenance	All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.	All H & S measures and routine maintenance checks were continued over lockdown and the schedule of these is completed and up to date
<b>5. Equipment and furniture</b>		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> <li>Fixed play equipment to be put out of use.</li> <li>Soft toys and difficult to clean play equipment to be removed.</li> <li>Individual items of play equipment and other shared items used for teaching to be cleaned between each use by each group</li> </ul>	<p>Playpark will only be used by Reception and Year 1 children who will each sanitise their hands with gel before use / Some equipment to be taped off  Parents are encouraged not to let their children use the playpark at the end of the day.  All soft furnishings removed from classroom  All play items to be cleaned regularly e.g trikes, outdoor EYFS equipment  Individual resources to be used where possible e.g glue sticks, individual pots of playdough</p>

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		<p>All resources that are shared between groups (PE/science and musical percussion for example) are to be cleaned <b>meticulously</b> between use)</p> <p>Water tray in use with Milton and washing up liquid</p> <p>Sand try cannot be used (Updated Jan 2021)</p>
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> <li>• Handwashing before and after each lesson.</li> <li>• Remove unnecessary items from the classrooms and store elsewhere.</li> <li>• Cleaning regime for door handles, press to exit buttons, communal surfaces.</li> <li>• Children asked to bring in own stationery or have allocated, named, packs of stationery per child.</li> <li>• Resources and surfaces to be cleaned each night.</li> <li>• Lessons planned so sharing of resources is minimised.</li> <li>• Limit the number of resources/books taken home.</li> </ul>	<p><b>See above</b></p> <p>“</p> <p>“</p> <p>“</p> <p>Children to use own books and store in their own tray</p> <p>“</p> <p>“</p> <p>Reading books and reading record books can be taken home <b>and returned to a decontamination box for 72 hours</b></p> <p>Homework books can also be taken home</p>
<p>Increased manual handling tasks increase the risk of musculoskeletal injuries.</p>	<ul style="list-style-type: none"> <li>• Staff must not attempt to move large or heavy items unless they are fit to do so.</li> </ul>	<p>Normal H &amp; S RA apply</p>
<p><b>6. Health and Wellbeing</b></p>		
<p><b>Inadequate staffing levels create supervision or safeguarding issues.</b></p>	<ul style="list-style-type: none"> <li>• Carry out an audit of all staff availability and review it regularly.</li> <li>• Introduce a process for staff to inform you if their health situation changes.</li> <li>• If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</li> </ul>	<p>Audit of staff before opening completed</p> <p>Any staff whose situation changes to telephone HT to discuss</p> <p>Management of staffing to be actioned by HT</p>

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Volunteer wellbeing (if applicable)	<ul style="list-style-type: none"> <li>Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	<p>No volunteers for the foreseeable future to be allowed in school – to be reviewed at end of term 3</p> <p>Contact will be made with our volunteers to explain why this is necessary</p>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> <li>Parents should follow current medical/government advice if their child is in this category.</li> </ul>	
Person becomes unwell with Covid 19 symptoms in school	<ul style="list-style-type: none"> <li>Move to a pre-designated room where person can be isolated, with adult supervision if a child.</li> <li>Ventilate the room if possible.</li> <li>PPE should be worn if contact is required.</li> <li>Inform parent/carer to arrange collection.</li> <li>Cleaning regime after each usage of the space.</li> <li>Follow the advice from health protection team</li> <li>Consider purchase of non-contact thermometer.</li> </ul>	<p>The TA Room will be used for children who are unwell</p> <p>Emphasise to parents that CHILDREN WHO ARE UNWELL WITH ANY ILLNESS (to include coughing/ sneezing/ vomiting and diarrhoea NOT TO BE SENT INTO SCHOOL</p> <p>PPE will be used by the member of staff dealing with the child</p> <p>The room will be cleaned and sanitised after the child has left</p> <p>If thermometer is used it will be placed under the child’s arm and disinfected after use</p>
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> <li>Senior leaders have awareness of the PHE “local outbreak management plan”</li> <li>Local school management plan is in place and relevant staff have been made aware</li> <li>Remote education plans in place</li> </ul>	<p>Engage full with NHS and trace</p> <p>Contact PH tracing</p>
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> <li>Application of national guidance in respect of shielding and at-risk groups</li> <li>Staff risk assessment tool being used to assess those in higher risk groups.</li> </ul>	<p>All staff to agree with respect to meetings re distancing</p> <p>All staff to have been involved in the initial process of RA measures</p> <p>All staff to be sent a copy of the RA each time it is updated.</p>

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	<ul style="list-style-type: none"> <li>• Staff aware of risk assessment process and able to contribute.</li> <li>• Staff meetings and communication.</li> <li>• Defined wellbeing support measures for staff.</li> <li>• Designated staff rest areas.</li> </ul>	
Volunteer wellbeing affected by the working experience	<ul style="list-style-type: none"> <li>• Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</li> <li>• Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</li> </ul>	No Volunteers in school to minimise contact risk.
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a>	<ul style="list-style-type: none"> <li>• Children to have allocated teacher and TA where possible.</li> <li>• Reduced time in school to ensure transition from home to school is successful.</li> <li>• Curriculum to support children's well-being.</li> <li>• Provide opportunities to talk about their experiences/concerns.</li> <li>• Pastoral activities.</li> </ul>	School TA's / ELSA to be used for specific children and on an individual basis Actions taken to support their needs on an individual basis All teachers to be encouraged to support children's wellbeing with enriching and some developmental activities where still appropriate that will provide more opportunities for children to express their feelings/experiences in order for them to renew and develop their friendships
First aid provision	<ul style="list-style-type: none"> <li>• Ensure all staff know First Aiders on site if less than normal.</li> <li>• If provision is less than usual, minimise hazardous activities which may result in injury.</li> <li>• Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly.</li> </ul>	PPE available for use for First Aiders (instruction to be given) First Aid individual First Aid Bag to be made up for each bubble PPE disposal in the red lidded bin in First aid room  For clarity : If any child displays symptoms of Covid they will be sent home to isolate for 14 days . ONLY if the child test positive would we need to send the whole class home.

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Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> <li>Required number of competent staff on site</li> <li>Staff training up to date</li> <li>Alternative arrangements in place if staff training/competence has lapsed.</li> </ul>	<p>Ensure required number of First Aiders and paediatric FA on site during school opening</p> <p>Training is up to date for all First Aid staff</p>
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> <li>Individual <a href="#">risk assessments</a> of children with behavioural difficulties.</li> <li>Ensure a supply of PPE is available based on need.</li> <li>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</li> <li>1:1 teaching to be done at 2m distance.</li> </ul>	<p>Individualised according to need of the child all information to be found on child's individual RA</p> <p>Make children explicitly aware of the <b>continued</b> expectations around social distancing and new routines</p>
Holding SEND / EHCP Reviews (Where considered face to face is necessary)	<ul style="list-style-type: none"> <li>Ventilation</li> <li>Social distancing</li> <li>Designated Space</li> </ul>	<p>Ensure all visitors wear visors or masks</p> <p>Staff to wear visors or masks</p> <p>Library to be used – windows and roof lights to be opened</p> <p>Seating set up to allow for social distancing</p> <p>Opportunities for visitors to join meeting remotely on zoom if necessary</p> <p>Meeting to be allotted into a timed slot to reduce amount of time in contact with others.</p>
<b>7. Risk assessments and Policies</b>		
Standard risk assessments do not take account of additional covid-19 risks	<ul style="list-style-type: none"> <li>Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&amp;S requirements.</li> <li>Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk</li> <li>Pay particular attention to curriculum areas and activities being resumed for the first</li> </ul>	<p>Where appropriate all amended or updated actions to be communicated to all school staff and parents</p> <p>Any new resources used in other curriculum areas (e.g DT) to be subject to the same regime of cleaning as other resources</p> <p>All out of the classroom learning to be risk assessed as usual and HT notified</p> <p>No PTA functions / events will take place for the Spring Term. This will be reviewed for Summer terms by Chair of PTA and HT.</p> <p>Lettings will resume when appropriate guidelines are in place for a gathering of more than 6 people.</p> <p>Breakfast Club will be running as last term</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<p>time since school restrictions were introduced</p> <ul style="list-style-type: none"> <li>• LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation.</li> <li>• One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment.</li> <li>• Lettings of facilities will be subject to separate risk assessment.</li> <li>• School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment.</li> <li>• Behaviour policy amended to reflect covid-19 protocols.</li> </ul>	<p>Behaviour Policy was updated at the start of lockdown in line with expectations etc. that resulted from the implications of Covid 19</p> <p>All educational visits are to be avoided during lockdown.</p> <p>Community Farm visits for 3 children – Risk Assessed for weekly visits.</p> <p>NO school performances with an audience will take place.</p>
<b>8. Monitoring</b>		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ul style="list-style-type: none"> <li>• Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils</li> <li>• Non-compliance will be addressed immediately</li> <li>• Regular communication with staff on the outcomes of the monitoring</li> <li>• LA H&amp;S Advisers are able to visit the school site to assess compliance</li> </ul>	<p>HT (with Governors) will review this risk assessment termly.</p> <p>All documentation re H &amp; S kept up to date</p> <p>Regular feedback encouraged from staff re control measures and agreed action taken and updated on RA.</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<b>9. Other – specific to our school</b>		
Breakfast Club	No breakfast club to be resumed in the foreseeable future	Breakfast Club has resumed for all year groups only as we can separate these ‘bubbles’ onto separate tables . Review of provision will be on going over the Spring Term
Swimming	No Swimming lessons	
Lunch time & After School Clubs	No after school clubs to be running in the near future	This will be reviewed at the end of <b>Term 3</b>
Music Lessons	To be resumed for some children who are in school	See separate Risk Assessment (Music mark) All social distancing measures to be adhered to by children All children have own instruments For ensemble playing – teacher is to stand 3m from front row (recorders / band) Teaching space to be hall if possible and windows open No singing in groups of 15 or more and not for more than 15 Minutes if less than 15. One to one - 2m distancing observed, No sharing of instruments
Milk and Free fruit	Contamination	Free fruit resumed from the Government (tbc) for all children in KS1 in September. One member of staff will distribute this wearing gloves. Milk will be distributed in the same way.
PE	Use of practical resources bats / balls / posts etc	Children bringing out resources/equipment will also carry them in and then wash hands All children to wash hands before going out for PE Bats / balls posts to be wiped down after use before storing back in cupboard Children will need to bring a PE kit in a small bag to keep at school. This must be taken home at the end of each week to be washed.
Water Cooler	<ul style="list-style-type: none"> <li>Contamination from lever</li> <li>Used cups not left on top</li> </ul>	Individual (named) water bottles can still be brought into school The water cooler will be put out of use. Each class will have a cooled jug of water to replenish water bottles administered by the same adult from each class Cups available in each classroom and used cups put in bowl All cups to go in dishwasher at end of day
Reading Books	<ul style="list-style-type: none"> <li>Contamination</li> </ul>	Teachers will wash their hands and surfaces, before and after handling pupil’s books for marking

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> <li>Limit the number of shared resources that are taken home by staff and children</li> </ul>	<p>Reading books will only be handled by the child and no recording in reading diaries will be completed by school (but please keep recording at home)</p> <p>Returned reading books will be placed in a box and will be put back onto the reading shelves after 72 hours</p>
Safe Storage and Handling of Test Kits	<ul style="list-style-type: none"> <li>Contamination</li> <li>Instruction</li> <li>Reporting procedures and protocols</li> </ul>	<p>All test kits to be stored safely and at appropriate temperature</p> <p>Kits to be signed for and register kept</p> <p>All staff to report result on line and the headteacher – log kept</p> <p>All results to be logged on line by staff and headteacher to record on log in school.</p> <p>All guidance in booklet version 1.3.2 to be followed and booklet inside test to be destroyed.</p>
Contingency Planning for outbreaks Spikes or localised community spread.	<ul style="list-style-type: none"> <li>PHE may notify schools to close temporarily</li> <li>Schools to prepare a contingency plan</li> <li>Remote education plans in place</li> </ul>	<p>Contingency plan in place for remote learning 1.9.20</p> <p>Test and Trace system in place – book in Office</p> <p>Details for PHE (Public Health England – South West)</p> <p>PHE protection team</p> <p>Professor Debra Laphorne, Centre Director</p> <p>2 Rivergate</p> <p>Temple Quay</p> <p>Bristol</p> <p>BS1 6EH Telephone: 0300 303 8162</p>

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Karen Walker	
Signature of Headteacher	<i>KJ Walker</i>	Date: <del>10.7.20</del> <del>7.9.20</del> <del>2.1.21</del> 26.1.21
Name of Chair of Governors / Trustees	Pam Bassindale	
Signature of Chair of Governors / Trustees	<i>P Bassindale</i>	Date: <del>20.5.20</del> <del>5.9.20</del> <del>2.1.21</del> 26.1.21
Date of review	Termly – unless any statutory guidelines are issued	