



## Schools Covid 19 Risk Assessment – September 2020



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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 5.3.21 17.5.21 25.6.21

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.

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<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. All parents to wear face coverings on entry onto to school site Only 1 parent to accompany child – staff on duty at front of school wearing face coverings 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 <b>one</b> 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 Parents are not to come into school without an appointment</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> </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>

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	<ul style="list-style-type: none"> <li>• Minimise vehicles on site</li> <li>• Staff on duty to supervise</li> </ul>	
<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> </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</p> <p>All children to have set desk and a plastic zip wallet containing resources e.g ruler pen, pencils &amp; rubber etc.</p> <p>Children’s trays to be placed under their desk to reduce movement around the classroom</p> <p>Marked out area around teaching space for children to be aware of and respect</p> <p>Planned work to require individual completion rather than group tasks to reduce face to face contact</p> <p>Remind children re social distancing - display posters</p> <p>Lessons to be taken outside where appropriate (H &amp; S considerations e.g sun /shade etc)</p> <p>Teacher and TA to work with same group of children where possible to minimise contacts whilst still delivering a broad &amp; balanced curriculum</p> <p>Supply teachers will be able to work across more than 1 bubble</p> <p>All non-regular supply teachers to wear visor in classrooms (school to limit this to 2 supply teachers already known to school) and only to cover unavailability of teachers</p> <p>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.</p> <p>Record kept of other staff teaching in each class and ensure reduced contact between children in other classes</p> <p>PE lessons to be taken outside where possible</p> <p>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</p> <p>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</p>

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	<ul style="list-style-type: none"> <li>• Social distancing to be explained to children with regular reminders.</li> <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>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.</p> <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> </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>Automatic spray dispensers fitted for each class on entry and exit to classrooms to reduce hand washing times.</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>• Signage.</li> <li>• Whole School assemblies - electronically</li> <li>• Acts of worship and other typically communal events to take place in groups (not whole school)</li> <li>• Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom.</li> </ul>	<p>All teachers and other staff can operate across different classes and year groups in order to ensure the delivery of the timetable and specialist provision</p> <p>It is recommended but not compulsory that staff wear face coverings in staff areas</p> <p>Face visors only to be used outside not as a replacement for face covering in confined spaces.</p>
<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</p> <p>Class visits to toilet monitored so only 1 class at a time</p> <p>Close off 2 sinks in each toilet area</p> <p>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><b>BREAKTIMES</b></p> <p>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)</p> <p>Year 3 &amp; 4 – 10.15 on one half each</p> <p>Year 5 &amp; 6 – 10.30 on one half each</p> <p>Groups to be swapped over weekly</p> <p>Each Class will have use of our Hobbit House for one week at a time</p> <p>Tuck will be sent to each classroom instead of queuing in hall</p> <p>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.</p> <p>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  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  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  Social distancing observed in communal areas  Staff toilets – only 1 toilet to be used at once  No children to be sent to collect photocopying from office</p>

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Other	<ul style="list-style-type: none"> <li>All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible.</li> <li>Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff where possible.</li> <li>Schools should work closely with any external wraparound providers which pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same group they are in during the school day.</li> <li>Schools should not host any performances with an audience and follow latest guidance for music, dance and drama (within the main <a href="#">guidance for schools</a> Feb 2021).</li> </ul>	<p>All staff where necessity demands will be considered to work across more than 1 bubble (max 2).</p> <p>Volunteers will not be asked into school until after Easter.</p> <p>Parents informed about ensuring child does not mix I to many bubbles for any outside provider/activities.</p> <p>No performances with audiences will be hosted.</p>
<b>3. Hygiene and Cleaning</b> <a href="#">Guidance on cleaning non-healthcare settings</a>		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<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:</p> <p>Extra hours of cleaning will be conducted during the middle of the day e.g. toilets / tables etc.</p> <p>Class TA responsible for wiping door handles, door plates and exit buttons regularly throughout the day with disinfectant.</p> <p>Reception building / construction play equipment to be sanitised at end of each day with disinfectant</p> <p>All soft furnishing removed from classroom e.g cushions and soft toys</p> <p>Deep clean of Classes during Holidays and prior to school openings</p> <p>Deep clean of tables &amp; chairs used each day</p> <p>PPE to be worn for First Aid – all First Aiders to have information and instruction</p>

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<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<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> <li>• Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups.</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 Sanitizers 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>
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> <li>• COSHH assessment to be carried out for any new cleaning/sanitising products in use</li> <li>• 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. 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>



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<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.  Any person entering reception area of the school must do so wearing a face covering  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>
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> <li>• All fire doors are operational at all times</li> <li>• Fire alarm system and emergency lights have been tested and are fully operational.</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  Fire safety management plans to be reviewed in line with operational changes  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>

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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
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> <li>• Make use of existing mechanical ventilation systems preferably drawing on fresh air.</li> <li>• Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space).</li> <li>• Opening internal doors can also assist with creating a throughput of air (but not Fire Doors)</li> <li>• Opening external doors may also be used provided security is not unduly compromised</li> <li>• Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</li> </ul>	<p>N/A</p> <p>All windows to occupied classrooms are opened consistently unless temperature is too low, when windows will only be opened during break and lunchtimes.</p> <p>All occupied classroom doors will remain open.</p>

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<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</p> <p>Parents are encouraged not to let their children use the playpark at the end of the day.</p> <p>All soft furnishings removed from classroom</p> <p>All play items to be cleaned regularly e.g trikes, outdoor EYFS equipment</p> <p>Individual resources to be used where possible e.g glue sticks, individual pots of playdough</p> <p>All resources that are shared between groups (PE/science and musical percussion for example) are to be cleaned meticulously 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>
Shared equipment, fittings and resources increase the risk of transmission.	<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 and returned to a decontamination box for 72 hours</p> <p>Homework books can also be taken home</p>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<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>	Normal H & S RA apply

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<b>6. Health and Wellbeing</b>		
Inadequate staffing levels create supervision or safeguarding issues.	<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>All school staff to self- testing twice a week and report result (LFD) to enable swift notification and to ensure staffing levels are maintained.</p> <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>
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 <b>ANY</b> 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>

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<p>Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)</p>	<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> <li>• Engage fully with NHS Test &amp; Trace.</li> </ul>	<p>Engage full with NHS and trace Contact PH tracing</p>
<p>Staff wellbeing affected by the working experience.</p>	<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> <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>	<p>All staff to agree with respect to meetings re distancing All staff to have been involved in the initial process of RA measures All staff to be sent a copy of the RA each time it is updated.</p>
<p>Volunteer wellbeing affected by the working experience</p>	<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 in school to minimise contact risk.</p>
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <a href="#">School Effectiveness guidance on Right Choice</a></p>	<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> </ul>	<p>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</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
First aid provision	<ul style="list-style-type: none"> <li>• Pastoral activities.</li> <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> <li>• Paediatric First Aid provision is available for under 5's.</li> </ul>	<p>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</p> <p>For clarity: If any child displays symptoms of Covid they will be sent home to isolate for 14 day. ONLY if the child test positive would we need to send the whole class home.</p>
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  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  Make children explicitly aware of the continued 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  Staff to wear visors or masks  Library to be used – windows and roof lights to be opened  Seating set up to allow for social distancing  Opportunities for visitors to join meeting remotely on zoom if necessary  Meeting to be allotted into a timed slot to reduce amount of time in contact with others.</p>

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<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 time since school restrictions were introduced</li> <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> <li>• Off-site learning outside of the classroom activities and events are suspended.</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> <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> <p>Breakfast club – resumed all year groups to be situated on different tables to avoid mixing of bubbles.</p> <p>Parents to be reminded that if they are using out of school extra-curricular activities that they should limit their use of multiple settings to only one in addition to school as far as possible to avoid mixing across multiple bubbles.</p>





RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
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> <li>• Limit the number of shared resources that are taken home by staff and children</li> </ul>	Teachers will wash their hands and surfaces, before and after handling pupil's books for marking 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) Returned reading books will be placed in a box and will be put back onto the reading shelves after 72 hours
Safe Storage and Handling of Test Kits Lateral Flow Testing procedures	<ul style="list-style-type: none"> <li>• Contamination</li> <li>• Instruction</li> <li>• Reporting procedures and protocols</li> </ul>	All test kits to be stored safely and at appropriate temperature Kits to be signed for and register kept All staff to test twice weekly Mon / Thurs All staff to report result on line and the headteacher – log kept All results to be logged on line by staff and headteacher to record on log in school. All guidance in booklet version 1.3.2 to be followed and booklet inside test to be destroyed.
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>	Contingency plan in place for remote learning 1.9.20 Test and Trace system in place – book in Office Details for PHE (Public Health England – South West) PHE protection team Professor Debra Laphorne, Centre Director 2 Rivergate

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		Temple Quay Bristol BS1 6EH Telephone: 0300 303 8162
Residential Trip	<ul style="list-style-type: none"> <li>RA from PGL</li> <li>School RA separate document</li> </ul>	LA approval for trip given May 2021.
Transition Visit for new Reception intake 2021	<ul style="list-style-type: none"> <li>Control of existing Bubbles</li> <li>Mixing of current nursery bubbles</li> <li>Use of resources</li> </ul>	<p>Groups of 15 visit for an hour x 2</p> <p>All activities to take place outside</p> <p>Tour of the classroom in Nursery bubbles</p> <p>Social distancing for outside activities</p> <p>All adults to wear facemasks inside school gates for dropping off and picking up</p> <p>Current reception class to be taken by teacher to be taught in hall / library and outside for the hour and not return to classroom that day.</p> <p>Resources to be cleaned/sanitised before and after use</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.

<b>Name of Headteacher</b>	<b>Karen Walker</b>	
<b>Signature of Headteacher</b>	<i>KJ Walker</i>	<b>Date: <del>10.7.20</del> <del>7.9.20</del> <del>2.1.21</del> <del>26.1.21</del> <del>5.3.21</del> <del>17.5.21</del> 25.6.21</b>
<b>Name of Chair of Governors / Trustees</b>	Pam Bassindale	
<b>Signature of Chair of Governors / Trustees</b>	<i>P Bassindale</i>	<b>Date: <del>20.5.20</del> <del>5.9.20</del> <del>2.1.21</del> <del>26.1.21</del> <del>5.3.21</del> <del>17.5.21</del> 25.6.21</b>
<b>Date of review</b>	Termly – unless any statutory guidelines are issued	