



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

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
1. Maintaining Social distancing and reducing contact – entrance and exit routes		
Numbers on school transport impede social distancing.	<ul style="list-style-type: none"> Liaise with School Transport Team before changes to school times are made. 	N/A except for taxi for a Year 4 & 5 child.
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> Instructions for parents/carers on social distancing rules on site. Staggered start/finish times for different groups. Reduce number of people on site Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard 	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. Only 1 parent to accompany child – staff on duty at front of school

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	<ul style="list-style-type: none"> • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<p>Start times :- 8.30 - Yr. 5 & 6 8.40 - Year 3 & 4 8.50 - Reception & Year 1 & Year 2</p> <p>(siblings may be dropped off at same time to different entry points) 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</p> <p>Finish Times: 2.45 pm - Reception, Year 1 and Year 2 2.50 pm - Year 3 & 4 3.00 pm - Year 5 & 6</p> <p>Only one parent to accompany and pick up child / children Parents must adhere to the social distancing measures at all times and be encouraged not 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>
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • A Review of traffic management risk assessment where changes to start/end of day apply. • Minimise vehicles on site • Staff on duty to supervise. 	<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</p>
2. Maintaining Social distancing and reducing contact – internal areas and during breaks		
Pupil numbers and room sizes impede the means to reduce contact / social distancing	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. 	<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 & rubber etc.</p>

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	<ul style="list-style-type: none"> • Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. • Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. • All desks to face forward with pupils sat side by side. • Floor markings to illustrate 2m areas around teaching positions. • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • Floor markings to illustrate 2m areas (including an area for the teacher/TA). • Children to remain at their desks when in the room. • Children to use the same desk each day. • Lessons planned so that individuals complete work independently rather than in groups • Social distancing to be explained to children with regular reminders. • Signage/Posters in each classroom. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children. 	<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 & S considerations e.g sun /shade etc)</p> <p>Teacher and TA to work with same group of children where possible</p> <p>Supply teachers will be able to work across more than 1 bubble</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</p>

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	<ul style="list-style-type: none"> • Staff to supervise and enforce measures. • 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. • Ventilation improved where practicable by having windows open. 	
<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"> • Minimise movements of whole groups and individuals outside of the classroom. • Use of a one-way system around the school. • A 'walk on the left' policy if one-way not practicable. • Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). • Lane markings on floor and 2 metre markings in areas where queuing is likely. • Areas not in use to be closed off (not escape routes). • Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. • Signage. • Whole School assemblies - electronically • Acts of worship and other typically communal events to take place in groups (not whole school) 	<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 A one way system is considered not practicable – children encouraged to maintain safe distances in corridors Year group exits through identified doors consistently Year 5 & 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. Markings for 2 m distancing for lining up after playtimes 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. No collective worship will be held for all children together in the hall Class worship to be taken by teacher in class</p>
<p>Number of pupils and size of space impede social distancing when using toilets</p>	<ul style="list-style-type: none"> • Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. 	<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</p>

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	<ul style="list-style-type: none"> Where practicable avoid different groups using the same facilities at the same time. Close sinks to give 2m for handwashing – if only one child this isn't necessary Allocate toilets around the school for different groups of children. Distance markings on floor in queuing area 	<p>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"> Staggered BREAKTIMES. Allocated play areas for each group. Consider zoning of play areas using markings / cones to reinforce distancing. Games which encourage social distancing. Limit use of outdoor play equipment to designated groups at fixed periods Staff supervision to maintain standards. Serving Tuck on Tuesdays 	<p>BREAKTIMES Reception, Year 1 & 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 & 4 – 10.15 on one half each Year 5 & 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>
<p>Number of pupils and available space impede social distancing at LUNCHTIME</p>	<ul style="list-style-type: none"> Staggered LUNCHTIMES. Children to bring packed lunch and eat lunch in classroom or consider using school grounds for 'picnic lunches' whilst retaining 2m distancing If hot meals are provided, transport safely to classroom or if canteen is available, remove unused tables and apply 2 metre rule. Any crockery/cutlery used must be cleaned thoroughly. 	<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 4 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 & 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</p>

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	<ul style="list-style-type: none"> Catering contractors and other food provision has been subject to specific risk assessment. Salad trolley use 	Year 1 & 2 - 11.45pm Year 3 & 4 - 12.15pm - Normal lunch hour 12.00pm – 1.00pm Year 5 & 6 - 12.45 pm Lunch hour 12.15 – 1.15pm (Yr. 5 & 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 Lunchboxes will be allowed as only the child will handle this and handles will be sanitised on the trolley at the end of lunch
Number of staff and size of staff spaces (including office) impede social distancing.	<ul style="list-style-type: none"> Removal of furniture to create more space. Removal of communal equipment (mugs etc) Staggered break times for staff. Staff toilets to enforce 2m distancing. 	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
3. Hygiene and Cleaning Guidance on cleaning non-healthcare settings		
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> Confirm available cleaning staffing levels before re-opening. Use of contractors or other school staff for cleaning. Agree the new cleaning requirements and additional hours for this. PPE to be worn by cleaning staff as dictated by risk assessment. Leave resources to de-contaminate for 72 hours if possible. 	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 Summer Holidays and prior to school opening on Wed 2 nd September Deep clean of tables & chairs used each day PPE to be worn for First Aid – all First Aiders to have information and instruction
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> Hand gel dispenser outside of all classrooms and around school to complement handwashing facilities Re-fills kept safely in each classroom. 	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)

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	<ul style="list-style-type: none"> • Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. • Extra handwashing bowls in each classroom. • Extra signage to encourage washing hands. • Supplies of tissues and lidded bins in each teaching space and classroom. • Ensure help is available for children who cannot clean their hands independently. • Ensure supplies of suitable soap. • Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 	<p>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.</p> <p>Tissues to be place in lidded bin located in each class (this is to be double wrapped when emptied)</p> <p>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>
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • 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. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<p>Cleaning company responsibility</p> <ul style="list-style-type: none"> • School to complete our COSHH for new products in use e.g e.g hand gels, disinfectant, wipes • List /data sheets to be available to view for staff and outside agencies <p>Parents to be asked to supply any specialist soap for children with specific skin allergies.</p>

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4. Site and Buildings DfE Guidance on school premises management		
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • A record of some visitors must be kept for 21 days specific guidance • 2m exclusion zones/markings in Reception areas. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of school opening hours where possible. • Provision of hand gel at main school entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<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. Hand gel provided at main entrance MUST be used on entry & exit Deliveries left in main entrance and door wiped afterwards All visitors to sign in with own pen</p>
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> • Redeployed or displaced staff and children will be briefed on evacuation procedures. • Review of fire assembly point to accommodate social distancing. • Fire drill practice to review any adjustments made. • Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<p>All staff and children to be briefed on evacuation / fire drills Fire assembly point as normal but with social distancing indicators Contingency emergency plans were updated at start of lockdown.</p>
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • 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). 	<p>As normal</p>

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	<ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	
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
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Fixed play equipment to be put out of use. Soft toys and difficult to clean play equipment to be removed. Individual items of play equipment and other shared items used for teaching to be cleaned between each use by each group 	<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 Water tray in use with Milton and washing up liquid Sand tray cannot be used (Updated Sept. 2020)</p>
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Handwashing before and after each lesson. Remove unnecessary items from the classrooms and store elsewhere. Cleaning regime for door handles, press to exit buttons, communal surfaces. Children asked to bring in own stationery or have allocated, named, packs of stationery per child. Resources and surfaces to be cleaned each night. Lessons planned so sharing of resources is minimised. 	<p>See above “ “ “ Children to use own books and store in their own tray “ “ Reading books and reading record books can be taken home Homework books can also be taken home</p>

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	<ul style="list-style-type: none"> Limit the number of resources/books taken home. 	
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so. 	Normal H & S RA apply
6. Health and Wellbeing		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. 	<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"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<p>No volunteers for the foreseeable future to be allowed in school – to be reviewed at end of term 1</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"> Parents should follow current medical/government advice if their child is in this category. 	
Person becomes unwell with Covid 19 symptoms in school	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. 	<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>

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	<ul style="list-style-type: none"> • Cleaning regime after each usage of the space. • Consider purchase of non-contact thermometer. 	
Staff wellbeing affected by the working experience.	<ul style="list-style-type: none"> • Application of national guidance in respect of shielding and at-risk groups. • Include staff in risk assessment process. • Staff meetings and communication. • Defined wellbeing support measures for staff. • Designated staff rest areas. 	All staff to be informed and consulted on training day 2.9.20
Pupil wellbeing is impacted by the current situation causing physical and mental ill health. School Effectiveness guidance on Right Choice	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities. 	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 developmental activities (especially for those children who are returning to school for the first time since March) 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"> • Ensure all staff know First Aiders on site if less than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	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.
Pupils with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date 	Ensure required number of First Aiders and paediatric FA on site during school opening Training is up to date and 2 First Aiders already booked on training in September

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	<ul style="list-style-type: none"> Alternative arrangements in place if staff training/competence has lapsed. 	
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done at 2m distance. 	<p>Individualised according to need of the child all information to be found on child's individual RA Make children explicitly aware of the new expectations around social distancing and new routines</p>
<p>Holding SEND / EHCP Reviews (Where considered face to face is necessary)</p>	<ul style="list-style-type: none"> Ventilation Social distancing Designated Space 	<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>
<p>7. Risk assessments and Policies</p>		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced 	<p>Where appropriate all amended or updated actions to be communicated to all school staff and parents Any new resources used in other curriculum areas (e.g DT) to be subject to the same regime of cleaning as other resources All out of the classroom learning to be risk assessed as usual and HT notified No PTA functions / events will take place during the first term. This will be reviewed for Autumn 2 by Chair of PTA and HT. Lettings will resume when appropriate guidelines are in place for a gathering of more than 6 people. Breakfast Club will not be running for the first term – this will be reviewed with a view to start at the beginning of Term 2 (Oct/Nov) Behaviour Policy was updated at the start of lockdown in line with expectations etc. that resulted from the implications of Covid 19</p>

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	<ul style="list-style-type: none"> LoTC activities are restricted to non-residential activities and are subject to the usual process of risk assessment and authorisation. One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. 	
8. Monitoring		
<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"> 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 Non-compliance will be addressed immediately Regular communication with staff on the outcomes of the monitoring LA H&S Advisers are able to visit the school site to assess compliance 	<p>HT (with Governors) will review this risk assessment monthly.</p> <p>All documentation re H & S kept up to date</p> <p>Regular feedback encouraged from staff re control measures and agreed action taken and updated on RA.</p>
9. Other – specific to our school		
Breakfast Club	No breakfast club to be resumed in the foreseeable future	Breakfast Club has resumed for 3 year groups only as we can separate these 3 'bubbles' . Review of provision will be on going over the Autumn term

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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 Term 1
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 will resume from the Government (tbc) for all children in KS1 in September. If it is, then it will be treated in the normal way and we will allocate one member of staff to 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"> Contamination from lever Used cups not left on top 	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"> Contamination Limit the number of shared resources that are taken home by staff and children 	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

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Contingency Planning for outbreaks Spikes or localised community spread.	<ul style="list-style-type: none"> • PHE may notify schools to close temporarily • Schools to prepare a contingency plan • Remote education plans in place 	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 Temple Quay Bristol BS1 6EH Telephone: 0300 303 8162

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: 10.7.20 7.9.20
Name of Chair of Governors / Trustees	Pam Bassindale	
Signature of Chair of Governors / Trustees	<i>P Bassindale</i>	Date: 20.5.20
Date of review	Monthly starting with October 2020 – unless any statutory guidelines are issued	