

School Covid 19 Risk Assessment – September 2020

UPDATE

This risk assessment tool can be used as a template for your own school Covid risk assessment in readiness for the new school term in September. All Community and Voluntary Controlled schools must submit its completed risk assessment for verification by the local authority's H&S Service. Please send your risk assessment to schoolhealthandsafety@wiltshire.gov.uk and await confirmation that it has met the required standard.

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact publichealth@wiltshire.gov.uk

All risk assessments must meet the required standard prior to schools opening in September. Please add appropriate contact details if you anticipate that correspondence will be necessary outside of term-time in order to achieve this.

Name of School	Fynamore Primary School
Name of Headteacher	Ms Sarah Weber
Assessment completed by	SLT
Original Assessment date	02.09.2020
Review and Update Date	08.01.2021

UPDATES

November and December 2020 updates shown in **green** in the risk assessment table below

04.01.2021 updates shown in **blue** in the risk assessment table below

08.01.2021 updates shown in new column to the right (Additional changes for Lockdown 2)

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; and to new staff and pupils who may be unfamiliar with the site.

Use the template to prepare a specific risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from CLEAPSS [here](#)

Design Technology Coronavirus advice is available from CLEAPSS [here](#)

Physical Education Coronavirus advice is available from AfPE [here](#)

Where separate risk assessments are required for specialist situations as set out in the template below, these do not need to be submitted to the local authority but should be available for scrutiny from LA or HSE enforcement officers. All community and voluntary controlled schools must submit a completed risk assessment.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Additional changes for Lockdown 2
1. Maintaining distancing and reducing contact – entrance and exit routes			
<p>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</p>	<ul style="list-style-type: none"> ● Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) ● Encourage parents to make other arrangements for travel to/from school other than school transport. ● Staff on duty to supervise ● Signage at school transport pick up/drop off point 	<p>Fynamore children do not use school transport</p>	
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> ● Instructions for parents/carers on distancing rules on site. ● Staggered start/finish times for different groups. ● Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard 	<ul style="list-style-type: none"> - Use of a one way system and additional one way system for reception in a loop through the main playground - One way system has been adapted to take a wider path around the outside of the playground to avoid close contact with Cherry/Pine and Acer parents and children waiting to drop off. - parents and carers wearing masks on school site (unless exceptional reasons) - encouragement for older children to leave parents/meet parents at the gate - All staff to wear a face mask during drop off and pick up times and whilst talking to parents (even in the playground). Continue to consider distance and time. 	<p>- SLT to also wear a mask on the gates during drop off/ pick up</p>

	<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. 	<ul style="list-style-type: none"> - individual plans for disabled parents (to help with the navigation of the long one way system) - SLT members on both school gates initially – now on main entrance gate as this is enough - One parent/adult to accompany children to ensure social distancing - Staggered start and finish times according to first letter of surname - Home school agreement to be signed by parents showing the understanding all of the measures in place - Information letter/video on Seesaw distributed to each year group showing parents what the school day will look like so parents can discuss this with children 	<p>-Staggered start and finish times not in place during partial opening as significantly less children are onsite. The majority of the children will arrive at 9am and leave at 3pm</p>
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> ● Encourage parents to walk/cycle to school with children. ● Stagger drop off / pick up times. ● Minimise vehicles on site ● Review traffic management risk assessment where changes to start/end of day apply. ● Staff on duty to supervise. 	<ul style="list-style-type: none"> -Staggered start and finish times (3 separate times – children to arrive and leave by surname initial so that families don't wait to drop/pick up different year group children. A-G, H-O and P-Z - Teachers to be flexible in the arrival of children in their class to avoid children waiting outside unnecessarily - Encouraging parents and children to walk to school due to scientific suggestion that the virus is less likely to be transmitted outside - Pupils with individual fire evacuation plans to be updated and kept in bubble room - Teachers to enter through main office and sign in by Cherry Class to avoid a busy entrance area. - First staff member to enter will leave the second entrance door propped open to avoid everyone having to touch the keypads. - Member of staff to un-prop the second entrance door at 8.45am. Teaching Assistants either come through the carpark/playground gate or side playground gate to enter school and come into the building via external door at the end of the Key Stage 1 corridor next to Willow class. They can then sign in outside Cherry Class too. 	<p>-Staggered start and finish times not in place during partial opening as significantly less children are onsite.</p> <p>-Some children are on a part timetable so not all children are in all day.</p> <p>- Children leaving at different times will come through the office as gates will be locked during the hours of 9am-3pm</p>

		-Exit will continue to be through the main front door for all staff with the sign out sheet outside Cherry Class and sanitise hands as they exit.	
2. Maintaining distancing and reducing contact – internal areas and play areas			
Pupil numbers and room sizes impede the means to reduce contact	<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. ● Pupils will reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in up to year sized groups. ● Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. ● Remove excess furniture to safe storage areas to increase space. 	<ul style="list-style-type: none"> - Children will be back in full classes from September. - Children will be encouraged to remain as distant as possible within the bubble - No touch policy will be introduced - Where appropriate, tables will face the front (horseshoe and row patterns) - Records of seating plans to be kept - Excess furniture (specifically in EY and Y1) to be stored in storage in a sectioned off part of Deputy Head’s office. - Desks to be spaced out where possible - Teacher chair to only be sat on by the teacher in each classroom as it is a soft furnishing. - 2 metre markings for the teacher area will not be in place as teachers want to be able to move around the room but children will be reminded to keep a distance from adults and each other where possible. - Where appropriate, children will remain at desks in the room unless involved in an activity that requires them to move. - Children will use the same desk each day where appropriate. This will not be relevant in EY and Y1 as they have a lot of free-flow activities. - Group work will still take place where it is the most beneficial option for the children (e.g. problem solving and discussion activities). Children will be reminded of the no touch policy and groups and table arrangements will remain the same where possible. 	<ul style="list-style-type: none"> - Classes kept to a maximum of 12 in each class bubble to allow for greater distancing. - All group work to take place within the classroom to keep all bubbles separate.

	<ul style="list-style-type: none"> ● Desks to be spaced out as far as possible but do not impede fire escape routes and exits. ● All desks to face forward with pupils sat side by side. ● Floor markings to illustrate 2m areas around teaching positions. ● Children to remain at their desks when in the room. ● Children to use the same desk each day. ● Lessons planned for individual work as opposed to close group work. ● Distancing and reducing contact 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 ● Staff to supervise and enforce measures. 	<ul style="list-style-type: none"> - Adults working with small groups in less well-ventilated areas have the option to wear a face mask if they wish to. - Handwashing and distancing posters displayed in each classroom to remind children. - Lessons will be outside where possible to provide space. - No free-flow between shared rooms such as Rainbow Room and ELSA Room – rooms locked and key hung out of reach of children above the doors. (See Appendices One and Two for Play Therapy and ELSA Risk Assessments) - The behaviour policy and the home school agreement will reflect the safety measures and consequences will be put in place if children do not follow the rules. - Full PPE will only be worn by staff in the event of a suspected case or when administering close care. - Windows and doors will be open where possible. Windows and doors to be opened wide during break times/after school to refresh the air. Children to be encouraged to wear layers/gilets etc. plus warmer PE kit - Fire doors will remain closed and sanitiser placed at ‘pull’ side of the corridor doors and hall doors. Staffroom doors can be propped open as not fire doors. Hall doors to be opened when a whole class/bubble having lunch/PE. Must be closed when exiting the hall. This refers to the 2 internal door and not the fire escape door which leads onto the staff car park. Door alarmed. - All children and adults to push open corridor doors with their backs/shoulders/clothed elbow rather than hands. Push plates wiped with alcohol based sanitiser during the day - For children attending more than one setting (e.g. childminder or afterschool club) we will advise parents to, as far as possible, limit the number of wrap-around providers they access. 	<ul style="list-style-type: none"> - Play therapy and ELSA risk assessments not currently included as they are not in use at the moment
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	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> - Known settings (e.g. Sunny Days and local childminders submitting assurance that they have carefully considered their own protective measures. 	
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact 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 distancing markings in areas where queuing is likely. 	<ul style="list-style-type: none"> - Adults to model correct social distancing from other adults at all times and avoid physical contact unless in an emergency. - Individual risk assessments to be completed by all staff again upon returning in September and any concerns to be discussed with SLT. - ELSA and Play Therapy to work on a 1:1 basis in a ventilated room – see ELSA and Play Therapy risk assessments for details. Staff leading this to wear a face mask. - N.B In the event of a bubble closing, we will need to review whether or not ELSA and Play Therapy can still run. - Corridors will only be used when children require first aid, to do small group interventions or to walk to the hall for lunch or PE (if it is not possible to go outside). - One Year Two class to use the area outside the school entrance for group interventions to reduce the number of pupils in the KS1 corridor at any one time. - Toilet facilities in cloakrooms will be allocated to one toilet per class. - Yellow and black striped tape to be used to mark the divide down the middle of each cloakroom to keep the two classes separate. - At the start and end of day and when leaving and re-entering at playtimes and lunchtimes, there will be adult supervision in the cloakrooms to keep separate classes apart. The cloakroom door can then also be open for ventilation but not the corridor door. 	<ul style="list-style-type: none"> - Staff scoring above a 5 on the individual risk assessments have been asked to work from home marking the home learning unless discussed with SLT and provisions put in place for them to be in school if they wish to be. - CEV staff have been instructed to work from home with no option to attend the school setting. - All group work to take place within the classroom to keep all bubbles separate.

	<ul style="list-style-type: none"> ● 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. ● School assemblies to be completed electronically ● Acts of worship and other typically communal events to take place in groups (not whole school) 	<ul style="list-style-type: none"> -During lunchtimes and playtimes, staff will position themselves near the cloakrooms to monitor the use of the toilets. - frequently touched surfaces will be cleaned with alcohol based sanitiser/wipes midway through the day i.e. flushes, handles, taps - Each class' toilet will be used at lunchtimes and playtimes by the same class, not the communal ones by the music room. - Pine class to use the boys' and girls' toilets by the music room both during class times and play times. - The office area will continue to operate a 1 family at a time policy - Fixed play equipment such as the adventure playground to be used by year group bubbles on a weekly rota Monday to Thursday. Children must wash hands before and after. Not to be used on Fridays so that there is a 72 hour gap before the next year group use the playground. - Staff in each room to be responsible for closing windows and doors in their room - Staff toilets will include the disabled toilets next to Rowan class and off the main playground and the main female and male staff toilets. -The toilets will be used on a cone system that has worked effectively so far. (When the cone is in front of the door, you need to wait outside). Someone will slide the cone in front of the door using their foot when they enter the toilet and slide it back to one side when they leave to show it is available again. - A one way system in the hall for lunches will remain in place. -Lunch slots in the hall will be per year group bubble. -Limits to what the children can bring in from home will minimise the amount stored in cloakrooms. Children will come to school in PE kit on their PE days to avoid PE kits being stored in cloakrooms. This will only be different in specific circumstances such as dress up days and themed days when children may need to still bring in a change of clothes. In this scenario, changing will be done as boys then girls to avoid cramped changing conditions. - children will bring packed lunches in in a plastic box/lunch box that can be easily cleaned compared to fabric lunch bags 	
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Number of pupils and size of space impede the means to distance and reduce contact when using toilets	<ul style="list-style-type: none"> ● Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. ● Where practicable avoid different groups using the same facilities at the same time. ● Distance markings on floor in queuing area 	<ul style="list-style-type: none"> - Regular cleaning of frequently touched surfaces, eg handles and taps - Only one child allowed at a time - Individual toilets assigned to bubbles rather than gender, this was a system that was in place previously anyway so the children are used to it. Pine class to use boys' and girls' toilets 	
Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime	<ul style="list-style-type: none"> ● Staggered break and lunch times. ● Allocated play areas for each group. ● Consider zoning of play areas using markings / cones to reinforce distancing. ● Limit use of outdoor play equipment to designated groups at fixed periods ● Games which encourage distancing and reduce contact. ● Staff supervision to maintain standards. ● Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> - Staggered break and lunchtimes - Areas to be marked out for year group bubbles (whole year group) in the playground. Although in the hall together as one year group, classes should be in separate halves of the hall - Adaptations to the behaviour policy and a home school agreement to ensure clarity with all parties about no tagging games or ball sports - Staff who work in the bubbles to manage break duties between them for their bubbles. - lunchtime timetabling will limit the number of children MDSAs will interact with (indoors) 	

	<ul style="list-style-type: none"> ● Catering contractors and other food provision has been subject to specific risk assessment. 		
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> ● Removal of furniture to create more space. ● Removal of communal equipment (mugs etc.) ● Staggered break times for staff. ● Repurpose unused spaces for additional staff rooms. ● Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> - Staffroom one way system to be removed but staff to be reminded about being conscientious and maintaining distance when entering and exiting - Staffroom doors to be kept open for ventilation and only hard chairs to continue to be used. -Staffroom central table has been separated and placed in a different layout to avoid face-to-face seating when staff are eating. One table has also been removed. -Staff to only use the staffroom to collect food, make drinks or check notices and pigeonholes – lunch and breaks to be taken within bubble areas. - Adults wash hands upon entry to the staffroom. - Staggered lunchtimes and break times will reduce the numbers of adults at each point. - Overflow staffroom to be PPA room and Wellbeing Room when available - Doors to PPA/Wellbeing Room to never be kept open (only rooms with the one Fire Exit) -Teachers to use room with ventilation where possible and avoid working in a room with teachers from other bubbles. Spread out for PPA -When using the PPA room, teachers to use the hand gel by the door before entering and then spray and wipe down table before leaving. - Staff and governor meetings to be held in the hall with chairs spaced out and doors open. – returning to Zoom meetings in light of latest guidance. - Governor visits that have been arranged will now be held on Zoom with the relevant staff member. 	

		<ul style="list-style-type: none"> - Reduce reasons for staff to enter the school office. Use email when possible. Knock on door to alert office staff. First Aid in bubbles rather than office. Play and Lunch time spaces to have own First Aid 'station' and (at least one) first aider named for each play zone and the hall at lunchtime - In the event of a head bump, the adult should take the child with them to get an ice pack to avoid them waiting longer to get treatment. - TAs to take their break before their bubble's and then supervise break time for their bubble whilst the teacher has their break. - BAME staff to be placed in lower risk bubbles (children more able to socially distance) and move between no more than two bubbles. - Other staff may be asked to work across more than two bubbles but they are working with consistent groupings. - Nurture provision is closed for drop ins but play therapy and ELSA will be timetabled from week 3. Additional risk assessment will be completed for the space and the staff. - Nurture provision will be regularly reviewed and adapted where needed (e.g. Rainbow Room will be shut if there is a confirmed case anywhere in the school). - All staff to receive Covid 19 policy addenda and changes 	<ul style="list-style-type: none"> - BAME staff included in the staff asked to work from home marking Seesaw. - No ELSA and Play Therapy at the moment.
3. Hygiene and Cleaning	<u>Guidance on cleaning non-healthcare settings</u>		
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> ● Confirm available cleaning staffing levels before wider opening. ● Use of contractors or other school staff for additional cleaning. ● Agree the new cleaning requirements and additional hours for this. 	<ul style="list-style-type: none"> - Zones to be marked out for retained cleaners on a daily basis - New cleaning regime agreed to include disinfectant fogging in KS1 classrooms and Rainbow Room. All staff to help with cleaning of frequently touched surfaces throughout the day - Hall to also be fogged after all indoor PE sessions and mopped on Friday afternoons. - TA time will be deployed throughout the day for cleaning surfaces and toilets. All staff to support with this 	

	<ul style="list-style-type: none"> ● PPE to be worn by cleaning staff as dictated by risk assessment. 		
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> ● Children to hand wash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. ● Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative ● Extra signage to encourage washing hands. ● Ensure help is available for children who cannot clean their hands independently. ● Hand gel dispensers at strategic locations around the site to complement handwashing facilities. ● Supplies of tissues and lidded bins in each teaching space and classroom. ● Promotion of the 'Catch it, Bin it, Kill it' 	<ul style="list-style-type: none"> - Handwashing signage in each room - Regular, regimented handwashing at various points through the day including at the start of the day as children come into the building - Staff use hand sanitiser available in main reception as they enter the building (doors are automatic) - Supplies of sanitiser have been sourced from a local brewery - Supplies of soap are suitable for the extra demands of the hygiene regime - Promote "catch it, bin it, kill it" in signage and through curriculum - Early years and year 1 continuous provision is either sprayed with disinfectant after use or put on a rotation system so there is 72 hours before reuse. Fogging machine used daily in KS1 to sanitise soft furnishings and rug. Milton available for washing/spraying shared resources, eg Lego. 	

	<p>campaign to pupils and staff.</p> <ul style="list-style-type: none"> Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 		
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. 	<ul style="list-style-type: none"> New product (disinfectant for fogging) to be included in COSHH assessment with new data sheet staff using new fogging disinfectant to share directions for use provided by the manufacturer Data sheets for all products are available No additional cleaning staff COSHH cupboard is locked within the caretaker's locked room 	
4. Site and Buildings	<u>DfE Guidance on school premises management</u>		
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 <u>specific guidance</u> 2m exclusion zones/markings in Reception areas. 	<ul style="list-style-type: none"> No unauthorised personnel to be allowed into the building Parents will not be allowed in the building (past the reception area) without an appointment and they must wear a face mask during their visit -Parents/carers to be asked to wear masks when dropping off and picking up children as of Thursday 5th November - The majority of parent/visitor meetings to be by phone or online. If on site, in a ventilated room and all to wear masks Hand gel available at main entrance 	<ul style="list-style-type: none"> No parents allowed on site during the lockdown – all meetings to be carried out over the phone/online Sports Mentor working within school 4 mornings a week. Only working with children outside and one year group a week. Permission sought from parents

	<ul style="list-style-type: none"> ● Information/signage for visitors informing them of the infection control procedures. ● Deliveries and visits outside of school opening hours where possible. ● Provision of hand sanitiser at main school entrance. ● Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<ul style="list-style-type: none"> - Tours for prospective parents to be adapted to outside and corridors/empty rooms only – now allowed inside and through corridors – still not inside classrooms and they must wear a face mask during their visit - All external partner organisations have their own Risk Assessment (Claire’s Kitchen and Up and Under) - NB: PSA P Mitchard working from home - Governor meetings and discussions will return to Zoom as Wiltshire is now back in Tier 3. 	
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> ● Review of fire assembly points to accommodate reduced contact and distancing where practicable. ● Fire drill practice to train new arrangements. ● Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> - Adaptations made to policies will be disseminated to all staff and visitors (lockdown, fire) - Other policies adapted and disseminated to staff 	
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> ● Normal security standards will apply, doors which may be 	<ul style="list-style-type: none"> - Normal site security standards will apply - SLT monitor the entrances and exits and these will be closed during the school day 	

	<p>used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</p> <ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<p>- Ventilation in classrooms and office spaces to be used during the school's operational hours</p>	
Building checks not taken place	<p>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.</p>	<p>As LA guidance</p>	
5. Equipment and furniture			
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. 	<ul style="list-style-type: none"> - Disinfectant fogging machine purchased to efficiently clean soft furnishings and dress up clothes etc. - Individual items of play equipment not to be shared, where possible - Play equipment to be cleaned at the end of each day, named if to be reused, eg playdoh or put away and left for 72 hours 	
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 	<ul style="list-style-type: none"> - Deep clean over summer including carpets. - All unnecessary items stored in spaces that are not being used. - Increased handwashing in classrooms to reduce the risk of transmission - Where necessary, children are limited to allocated outdoor and classroom space to avoid walking through corridors and touching other surfaces. 	

	<p>exit buttons, communal surfaces.</p> <ul style="list-style-type: none"> ● 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 in minimised. 	<ul style="list-style-type: none"> - Cleaning staff to clean all surfaces and at the end of each day when all other staff and pupils have left to ensure it is untouched until the next day. - Children to work with individual resources where possible. - Any iPads and laptops used will be wiped with alcohol based products after use before putting them away using classroom anti-bac spray. - Teachers wash hands before handing out sheets etc. and wash hands before and after marking a set of books. 	
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. 	<ul style="list-style-type: none"> - Staff must not attempt to move large or heavy objects unless they are fit to do so or trained 	
6. Health and Wellbeing			
Inadequate staffing levels create supervision or 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. 	<ul style="list-style-type: none"> - Audit of available staff - Staff risk assessed as provided by the LA and reissued at end of the summer holiday in case information has changed. - Processes firmly established for changes in staff health both physically and mentally - TAs identified who would be suitable for taking classes under the direction of a teacher - Home school agreement to include the school's need to close bubbles as advised by PHE - In the event of a significantly high staff shortage, we would follow the guidance of the Government and PHE about next steps including remote learning. 	<ul style="list-style-type: none"> - Staff are currently running on a more skeleton structure due to many staff being advised to work from home. If staff go off sick with COVID or other illnesses we may have to close bubbles quicker than when we were open fully.

	<ul style="list-style-type: none"> ● Use of staff from other schools (by agreement). 		
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. 	<ul style="list-style-type: none"> - Children not attending school will have work provided via Seesaw or paper copies. 	
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. ● Cleaning regime after each use of the space. ● Follow the advice from health protection team 	<ul style="list-style-type: none"> - In line with LA advice, all children with a new/persistent cough, a temperature or loss of smell or taste must get a COVID test before returning to school. Encourage parents to book test via website rather than calling 119. <p>Move to a pre-designated room where person can be isolate with adult supervision (gazebo- outside)</p> <ul style="list-style-type: none"> - Packs of PPE readily available on the route out to the gazebo - Gazebo to be cleaned after each case - SOS email system established so that the office can be quickly informed and phone home - Current flow diagram to be used with refresher training during September INSET day before the children return 	<ul style="list-style-type: none"> -
Outbreak of Covid-19 within the school (defined as more than two confirmed cases within a fortnight)	<ul style="list-style-type: none"> ● Senior leaders have awareness of the PHE “local outbreak management plan” ● Local school management plan is in place and relevant staff have been made aware ● Remote education plans in place 	<p>As LA guidance</p> <ul style="list-style-type: none"> - Seesaw subscription in place in case of renewed need for remote learning - Parents have been asked to keep Seesaw app and informed of plan to use Seesaw if closed/as a communication tool - Seesaw up and running for the children that are well but isolating 	<ul style="list-style-type: none"> - Children completing home learning will be given three pieces of work a day and have the option of joining a class zoom call for 15 minutes each day to share how they are feeling, ask questions about their work and have a chance to interact with their class. - Whole school assemblies to be provided by members of SLT

<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> ● Staff risk assessment tool being used to assess those in higher risk groups. ● Staff aware of risk assessment process and able to contribute. ● Staff meetings and communication. ● Defined wellbeing support measures for staff. ● Designated staff rest areas. 	<ul style="list-style-type: none"> - Application of national guidance in respect of shielding at-risk groups - Staff included in risk assessment process - Staff updated regularly with the current processes and plans being put in place - TD day booked to train staff on adaptations to policies - staff to complete a new self-assessment at the start of Term 3 - Weekly reviews to the provision - development of the adult 'wellbeing room' for a quiet and serene space for staff - Staff signposted to LEA wellbeing support - A Staff Wellbeing Associate Governor has been recruited to Governing Body. – Governor led staff well-being survey planned for term 3 -Term 3, staff meetings planned to minimise contact (e.g. Zoom or working in bubbles) 	<ul style="list-style-type: none"> - All staff issued a new self-assessment document on 4th January to assess their individual risk level. - regular TA zoom staff meetings - reminders to share good ideas and concerns - governor working party updates/meetings to support with well-being and workload balance -All staff meetings to be held on zoom for this term. - Clinically Extremely Vulnerable staff members to work at home unless advised by Occupational Health/doctor - Pregnant women over 28 weeks to work from home in line with latest guidance.
<p>Volunteer wellbeing affected by the working experience</p>	<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>As LA guidance</p>	

<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p> <p>School Effectiveness guidance on Right Choice</p>	<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. 	<ul style="list-style-type: none"> - Seesaw learning week with the children's new teacher/s completed 17.7.20. Photos and videos to be uploaded before return, including virtual tours. A present, eg key rings, waiting for the children in their new classroom (sent a message this term to say it is there) - Children identified as likely to need extra transition support invited in by 21.7.20 to meet new teacher and see the classroom etc. Short visit, parents waiting and socially distanced - Parent/teacher end of year phone calls (parent evening) completed by end of term - Individual risk assessments for children who we feel will need extra support to settle back into school - Weekly reviews of our provision - Blended learning policy will be in place centred on the learning platform Seesaw. Seesaw used for communication and support for children at home if a bubble is locked down or a child is at home but well - Home school agreement to be signed by parents showing they understand all of the measures in place - Information letter distributed at the start of September showing parents what the school day will look like so parents can discuss this with children - a brief overview with timings etc. went out at the end of Summer term 2020. - with increased numbers of children at home self-isolating, teachers checking in with families 	<ul style="list-style-type: none"> - Children identified as extremely vulnerable or those that have social worker status have been invited into school alongside the children of keyworkers to enable teachers to keep up the contact with those children. - Laptops loaned from school (with signed agreement) to families who need one. Teacher phone calls to home will help identify who needs a laptop
<p>First aid provision</p>	<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. 	<ul style="list-style-type: none"> - First aid audit to take place again - bubble staff to check with list in box - Stock to be replenished in each room - First aider allocated to each bubble - In case of head injury: Allocated bubble adult collect ice pack; inform office staff who will phone home and at the end of the school day, adults to be told - Accident book page in each class - SOS email procedure set up and staff trained - Paediatric first aid training updates will take place w/b 14th Sep 	

	<ul style="list-style-type: none"> ● Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<p>- first aid at lunchtime organised to limit the number of children each first aider interacts with (First Aid 'stations' in each playground and First Aiders allocated) – kit for each playground to be taken out at each playtime</p>	
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 ● Alternative arrangements in place if staff training/competence has lapsed. 	<p>As LA guidance</p> <p>-Staff training (on line) booked for start of the Autumn Term</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"> ● 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 with reduced contact. 	<p>- Individual risk assessment to be carried out involving staff who know the child best (parents, teacher, SENCO, TA)</p> <p>- All parties to be aware of behaviour policy changes</p> <p>- In discussion with the SENCO, part time timetable arrangements will be made where appropriate.</p>	

7. Risk assessments and Policies			
<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 ● 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 	<ul style="list-style-type: none"> - Each classroom applying this risk assessment in a way that suits the age group and need of children in their class. - Residential trips have been cancelled and for Year 6 and Year 5. - Day trips will resume when it is assessed that it is safe to do so. - Any events run by FOOSA will be risk assessed. These will not take place until it is assessed as safe - We will not be allowing lettings of the school until it is assessed as safe. - Breakfast club will not be running in Term 3 - No plans to introduce after school clubs in Term 3 - We will continue to use the COVID-19 Policy with amendments to our behaviour policy included and attach the LA 5 stage behaviour ladder. This will all also be supported by the home-school agreement. 	<ul style="list-style-type: none"> - No trips will take place during the lockdown.

	<p>separate risk assessment.</p> <ul style="list-style-type: none"> • 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>- SLT will monitor and review the risk assessment weekly and then share updates with all staff and governors and make sure the most up to date version is on the school website. Governor/SLT working party to be continued.</p>	<p>-</p>

9. Other risks – specific to your school			
<p>Please add details of any other relevant covid-19 risks presented by circumstances that are relevant to your school site and activities but are not covered by Items 1-8.</p> <p>Also add activities such as swimming and indoor gyms as and when restrictions are lifted.</p>		<p>Consultation with EY and Y1 teams to complete a specific RA to support free flow learning and social skills. Advice sought and included from Emma Cooke</p> <p>Lunchtime timetable has been created so that there is a mixture of lunches being delivered to KS2 classrooms and there is only 1 KS1 or EY bubble in the hall at any one time</p> <p>Separate updated Risk Assessment to be submitted and discussed with Kitchen team</p> <p>Swimming cancelled to at least the Summer Term</p> <p>Library and Reading Book Risk Assessments/systems to be agreed at the beginning of the Autumn Term</p> <p>Singing now allowed within classes (not full year groups) in line with updated Government guidance (3rd December)</p>	<ul style="list-style-type: none"> - MDSAs deployed to supervise outside play only to reduce the number of close contacts - Kitchen team have updated their risk assessment and school staff have been instructed to follow new updates – See kitchen risk assessment - All children offered a school lunch and all children eating lunch in their own classroom - Library not in use again during lockdown. ‘Mobile’ library to continue

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 significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Sarah Weber	
Signature of Headteacher	<i>Sarah Weber</i>	Date: 08.01.2021
Name of Chair of Governors / Trustees	Stella Fowler	
Signature of Chair of Governors / Trustees	<i>Stella Fowler</i>	Date: 08.01.2021
Date of review	08.01.2021	