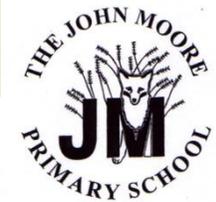


# Risk assessment for full opening of the school – Spring Term 2021



Location / Site	
The John Moore Primary School	
Activity / Procedure	
Full opening of the school for all year groups	
Assessment date	
Updated 4/3/2021	
PEOPLE IDENTIFIED AS AT RISK	
All School Staff	YES
Children	YES
Parents and Visitors	YES
Contractors	YES
<p><b>Red texts are control measures from Government Guidance – Schools coronavirus (COVID-19) operational guidance – Feb 2021 .</b></p> <p><b><i>This document has been cross-referenced with the COVID 19 Risk Assessment provided by the SHE (LA)</i></b></p>	

Government guidance for schools states:

“Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweighs the very low risk of coronavirus (COVID-19)”

Government guidance for parents concerning re-opening of schools states:

“The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools and colleges will be asked to put in place a range of protective measures.”

“It is vital that children and young people return to school and college for their educational progress, for their well-being, and for their wider development. School and college attendance will be mandatory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.”

### Hazard Identified

**Lack of social distancing when arriving at and departing from the school** resulting in direct transmission of the virus

**Existing level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

**1. Staggered drop off and pick up times as follows:**

Year group/ class	Drop off time	Pick up time
Finch	8:30 am	3:00 pm
Hummingbird	8:35 am	3:05 pm
Robin	8:40 am	3:10 pm
Nightingale	8:45am	3:15 pm
Woodpecker	8:50 am	3:20 pm
Kingfisher	8:53 am	3:23 pm
Kestrel	8:55 am	3:25 pm
Heron	9:00 am	3:30 pm
Owl	9:05 am	3:35 pm

2. 2m markings on the pavement along Columbine road to support social distancing and to support bubbles not to mix. Families asked to wait on markings.
3. RL, HP,SH to supervise the arrival of pupils at the gate from 8:30 am each day and exit from 3:00pm.
4. Teachers and TPs meet YR/KS1 children at the front entrance of the school and escort them round to their classrooms.
5. KS2 staff supervise the KS2 children walking around to their classrooms and through their individual external classroom doors.
6. All staff to monitor entry into classrooms directing the children to their allocated desks and ensuring that the children wash their hands.
7. **(PARENTS WILL ONLY BE ALLOWED ON THE SCHOOL SITE FOR SCHOOL PICK UP OR FOR SHORT SOCIALLY DISTANCED MEETINGS BY APPOINTMENT)**
8. Parents/ carers that are dropping off or picking up their children will be asked to wear a face covering.
9. Staff meeting or releasing the children will wear a face covering

**Remaining level of risk**

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

Hazard Identified			
Lack of knowledge of updated DFE guidance from parents/carers resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Comprehensive letter to parents/carers detailing measures and arrangements and a copy of this risk assessment made available for them on the website. <b><i>Schools should consider how to communicate this to parents and remind them about the agreed processes for drop off and collection, including that gathering at the school gate and coming onto the school site without an appointment is not allowed.</i></b></li> <li>2. Letter to parents/carers emphasises <b>that any pupil or member of their household who displays symptoms of coronavirus (COVID-19) MUST NOT ATTEND SCHOOL</b></li> <li>3. Parents/carers informed that pupils will be expected to attend school in uniform. <b><i>'We would encourage all schools to return to their usual uniform policies.'</i></b></li> <li>4. Parents/carers given guidance on how the school will engage with the NHS Track and Trace process if any of the school community become symptomatic.</li> <li>5. Parents/carers sent a message to inform them that the risk assessment is available on the website.</li> <li>6. Parents/ carers sent a letter to inform them that they may undertake lateral flow testing weekly if they would like to do so and the link provided to additional information and so that they can access these test kits.</li> </ol>			
Remaining level of risk		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## Hazard Identified

**Lack of social distancing in the classroom** resulting in direct transmission of the virus

**Existing level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Maintain a maximum number of children in the classroom to enable social distancing (**Children in 'bubble' groups – no more than 30 pupils in a class**)
2. **Remove excess furniture to increase space if space to do so** – to hall and library
3. Removal of soft furnishings/ items that cannot easily be cleaned
4. **Children keep to their desks when in their classrooms and chairs and tables to face forward where possible**
5. Safety charter created for and with the children in KS2 and an infant version discussed with the children in YR and KS1 – (Include instructions how to line up, use of toilet, moving around the classroom etc)
6. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance
7. Lessons planned for individual work where possible (not pairings or group work) and timetables reviewed with outdoor space used extensively
8. Feedback – in class marking using interactive whiteboard (padlet approach in KS2, verbal feedback and post it notes) - **keep any close interaction to a minimum.**
9. Tabled arranged to leave a key area for the teacher – 2m distancing at front of room (but staff understand that this may not be possible with our younger children)
10. **Children to use same desk each day.**
11. Gentle reminders on screen or posters – COVID message
12. **Teacher and TPs are assigned to a group (bubble) of children and stay with these children throughout the day.** If shortage of teachers, TPs to be allocated to lead a group, working under the direction of a teacher
13. **Teachers and TPs to stay at the front of the class and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other and from children however, if this is not possible, minimise any time spent within 1m. If social distancing is not possible between staff then face coverings should be worn.**
14. **All staff to avoid close face to face contact.** Staff to stand behind pupils wherever possible.
15. **Children stay in their allocated classroom and use the allocated outdoor spaces for majority of the day and do not mix with other groups**
16. Coats and lunchboxes and bags kept in individual lockers or class cloakrooms. No cross over between class bubbles.
17. Children and staff to wear clean clothes daily. Clean PE kit to be brought into school each Monday and sent home for washing each Friday.
18. Regular handwashing throughout the day or use of hand sanitizer.
19. EHCP and My Plans have been reviewed in light of lockdown and social distancing requirements.
20. Staff reminded of amendments to behaviour policy.

21. **Classroom based resources, such as books and games, can be used and shared within the bubbles; these are to be cleaned regularly, along with all frequently touched surfaces. Other resources, such as PE, art, science or computer equipment (with antibac wipes) must be cleaned thoroughly and always between bubbles, or rotated to allow them to be unused and out of reach for 48 hours (72 hours for plastics).**

22. Staff to plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate.

23. Staff to identify and plan lessons to occur outdoors wherever possible.

**Remaining level of risk**

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

Hazard Identified			
<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>1.</b> One-way system signs and only one child allowed to go into a toilet cubicle at a time – <b>No waiting outside the toilets. – Staff to support the children when visiting the toilets to monitor that handwashing has taken place and that the children are keeping the facilities clean and tidy.</b></li> <li><b>2. Hand washing after toilet use.</b></li> <li><b>3.</b> Extra Signs in toilet re washing hands and songs used to help remind the children to wash for 20 seconds</li> <li><b>4.</b> Wedges used to hold open the external toilet doors if they are not fire doors.</li> <li><b>5.</b> Extra soap ordered to ensure we do not run out.</li> <li><b>6. Toilets cleaned at lunchtimes and deep cleaned at the end of the day.</b></li> <li><b>7.</b> Staff to monitor and refill soap dispensers as needed.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

### Hazard Identified

**Lack of social distancing when eating lunch** resulting in direct transmission of the virus

**Existing level of risk**

Consider current level of risk

<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children eat outside, weather permitting (but spread apart). If unable to do so then in their classrooms. (EYFS, KS1 and Y3 children to eat in two sittings (socially distanced in the hall)</li> <li>2. <b>KS2 meals eaten in their classroom or hot dinner children sit in class bubbles at some distance in the school hall</b> and Caterlink aware of expectations. Caterlink to provide individual hot meals for any KS2 children that order them.</li> <li>3. <b>Caterlink follow COVID secure guidelines to ensure that all food is prepared safely. School have checked Caterlink's risk assessments and operating procedures.</b></li> <li>4. If children in YR and Y1 do not want a UIFSM, then the children asked to bring packed lunch – packed lunches kept on children's trolley and parents asked to disinfect lunchboxes daily.</li> <li>5. On PPA days, teaching Partners collect KS2 food boxes from the hall each day and take empty boxes back to the hall.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Hazard Identified</u></b>			
<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. <b>Staggered playtimes</b> and allocated play areas for each group/ bubble</li> <li>2. <b>Reduced playtime equipment – equipment with hard surfaces that can be easily cleaned</b></li> <li>3. Games discussed, encouraged and played which encourage social distancing – traditional playtime games etc</li> <li>4. Outdoor equipment not used unless cleaned between groups of children and each child keeps an individual piece of equipment.</li> <li>5. Staff supervision throughout by teacher and TP of the group and by (HT &amp; DHT) – actively encouraging social distancing where possible</li> <li>6. Children practise talking 2 meters apart – modelled by staff</li> <li>7. All children to wash hands immediately following play and lunch time before returning to classrooms/ desks</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

### Hazard Identified

**Lack of social distancing in the corridors and shared spaces** resulting in direct transmission of the virus

#### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Children staying in their classroom and accessing outside from external classroom door
2. One child going to toilet at one time and supervision in place
3. Messages to office via internal and mobile phones
4. Staff use break out areas to maximise the distance between each other
- 5. One - way system around the school using walkway and outside**
6. Agree instructions with children concerning going to and returning from the toilet
7. If moving around the school or outside spaces – Aim for at least 2m between children – one adult at back encouraging the distance is maintained – regular practice of this in the first few days
8. Children encouraged to walk with their hands by their sides (not brushing walls/ doors)
9. Pupils/ adults maintain 2m from each other where possible.
- 10. Adults to wear face masks when using communal areas (staff room, when visiting the school office or the toilets and when walking around the corridors)**
11. Pupils access the toilet throughout the day to avoid congestion.
12. Pupils will only use the corridors to access the toilet or to access their locker/coats. There will be no interaction between bubbles.
13. There will be no whole school assemblies. Assemblies led by SLT will be held via Zoom for the whole school. Other assemblies will be led in the class by the class teacher.

#### Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

<b>Hazard Identified</b>			
<b>Contact of shared resources</b> resulting in indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p><b><u>IN YEAR 2 -6</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Children to have individual learning packs. They must not bring in their own stationery or any other resources (jewellery etc)</b></li> <li>2. Tubs of resources for individuals if needed – maths cubes/ Numicon etc</li> <li>3. Resources washed in sterilisation solution each night and left to dry if not same person using them the next day</li> <li>4. Tables, door handles and other surfaces cleaned twice a day</li> <li>5. Lessons planned so resources are individual and not shared where possible – or on a white board</li> <li>6. Resources on tables ready for lesson and not distributed within the lesson</li> <li>7. Plastic packets (zippy) bags or trays used for individual resources</li> <li>8. Children encouraged to wash hands / use hand sanitiser before lessons and after each lesson</li> </ol> <p><b><u>IN YEAR R and Y1</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Each child to have individual resources where possible</b> (pencils, pens, whiteboards) – Each set of resources stored in individual zippy bags or cleaned immediately after use.</li> <li>2. Resources for independent learning activities, limited to those with hard surfaces that can be cleaned between groups and washed in sterilisation fluid at the end of each school day.</li> <li>3. Children to be encouraged to wash their hands before engaging in any independent learning and again after each session.</li> <li>4. If any shared resources (ie Numicon etc..) are used, children to be given their own sets where possible and again follow the process of handwashing before and after use. All shared resources to be washed in sterilisation fluid at the end of each school day.</li> <li>5. No resources shared between groups/ bubbles during the school day.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**Hazard Identified****Lack of social distancing during intervention groups** resulting in indirect transmission of the virus**Existing level of risk**

Consider current level of risk

**HIGH****MEDIUM****LOW****NEGLIGIBLE****Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Each class to carry out any intervention in allocated areas:

<b>Class/ Year group</b>	<b>Intervention to take place in:</b>
Robins	Use the Year 1 outdoor area and table space in KS1 corridor (Clean all spaces after use)
Nightingales	Use the new KS1 classroom (Clean all spaces after use)
Woodpeckers	Use the new Y3 classroom (Clean all spaces after use)
Kingfishers	Y4 break out space (Clean all spaces after use)
Kestrels	Y5 break out space (Clean all spaces after use)
Hérons	Sparkle hub (Clean all spaces after use)
Owls	Sparkle hub (Clean all spaces after use)

2. Tables/ chairs set up so that no pupils are facing each other.
3. Teachers and TPs have reviewed where pupils will sit and have a seating plan that will remain in place. Each pupil will bring their own set of resources.
4. Children will exit classrooms and move to intervention spaces under supervision of TP or teacher.
5. All adults and pupils involved in the intervention to wash their hands prior to and at the end of the session.
6. **Teachers and TPs to stay at the front of the class and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other and from children, however if this is not possible, minimise time spent within 1m.**
7. **All staff to avoid face to face contact.**
8. Feedback – Books to be marked by the adult during the session where possible (using verbal or short written feedback). Handwashing to take place at the start and end of the session.
9. Adult wipes clean surfaces and any shared resources at the end of the session and before the next group.

**Remaining level of risk**

Consider level of risk following use of control measures

**HIGH****MEDIUM****LOW****NEGLIGIBLE**

<b>Hazard Identified</b>			
<b>Emotional distress of the children</b>			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Children to have a known class teacher and TP where possible</li> <li>2. Additional time built into the curriculum to support the children’s emotional need with lots of opportunities for talk to each other and to adults.</li> <li>3. Staff will provide nurture and support if a child is in distress and needs emotional support. Staff will observe strict hygiene (hand washing) during the day and after any support is given.</li> <li>4. Talk time therapy and Therabuild sessions organised to support identified children where appropriate.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## Hazard Identified

### Emotional distress of the staff – including anxiety

#### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Inclusion in risk assessment process (whole school plan shared and staff have had input into weekly meetings)– input into hazard identification and control measures
2. Staff meeting to discuss concerns and share control measures
3. Sharing of support helplines – Ben Bishop to offer counselling support for any staff that would appreciate this time.
4. Risk assessments reviewed after day one, week one and weekly after that – this is a flexible document and amendments will be added as appropriate.
5. Office staff to be limited wherever possible to the office area
6. Designated “staff areas” for different groups of staff – rota for use of the staff room
7. Staffroom and office limited in number
8. Glass screen in office to remain closed
9. Only office staff and one member of staff from each bubble group allowed in office to collect photocopying. Staff to stay on left side of marked tape.
10. Deliveries supervised by member of office or SLT with controlled entry point if needed
11. Visitors do not sign in with the same pen – Disinfected after use
12. Hand sanitizer in the entrance for visitors, deliveries and staff
13. Regular communications that those who have coronavirus symptoms or who have someone in their household who does, are not to attend school
14. Information shared with staff about testing available for those who have symptoms provided by HT
15. Staff are to leave promptly at the end of the school day (by 6:00pm at the latest) for own mental wellbeing and in order to allow a thorough cleaning of the site
16. **Vulnerable staff – those subject to strict social distancing – work in school with strict 2 metre distancing measures (where possible) in place**
17. Staff understand how they are able to book a test if they display any symptoms
18. Staff are aware of how to inform the school immediately of the results of any test and how to self-isolate if necessary
19. Staff to undertake rapid flow testing twice weekly.
20. Governing body and SLT to have regard for work-life balance. Updates shared at Governing Body meetings.

<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

### Hazard Identified

**Risk of spreading virus due to teachers, teaching partners and other support staff working across two or more bubbles (of no more than 30 children)**

#### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Each year group in bubble groups of no more than 30 children
2. Class teacher and teaching partner to work solely with one bubble (so have no contact with other bubble groups)
3. Job share teacher and part time teaching partners deployed in their year groups so that they only teach one bubble group
4. Teachers and teaching partners maintain strict hygiene regimes (regular handwashing, social distancing where possible and working in their allocated bubble spaces with no cross over between spaces.)
5. PPA teachers, SLT and MDS may work across more than one bubble group but maintain strict hygiene regimes (regular handwashing and social distancing where possible)
6. If any staff member working across two or more bubble groups tests positive for COVID- 19, then we will consult with PHE and if required, all bubble groups will be required to self- isolate for 10 days.
7. If any child in a bubble group tests positive for COVID-19, then the teacher and teaching partner and any other support staff that have been working with this bubble group will be required to self-isolate for 10 days. Again we will consult with PHE to ensure that we follow the correct procedures in relation to any staff needing to self isolate.

#### Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

<b>Hazard Identified</b>			
<b>Risk of spreading virus due to close contact with children – 1:1 and intimate care</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>1. Masks, aprons, gloves purchased and to be worn for intimate care incidents or accompanying and supporting any pupil in isolation following display of symptoms</b></li> <li>2. Extra gloves, aprons, masks ordered</li> <li>3. Visors also ordered and available if needed</li> <li>4. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way in which staff are put at risk</li> <li><b>5. PPE to be worn by the supervising adult if a pupil becomes unwell with symptoms whilst in setting (School library identified as First aid/ isolation room)</b></li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

## Hazard Identified

**Risk of spreading virus due to poor hygiene** resulting in indirect transmission of the virus

### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Hand sanitiser available in all classrooms and in outdoor areas.
2. Hand sanitiser ordered in large quantities
3. Handwash checked and refilled regularly as needed
4. Tissues available in all classrooms and in outdoor areas
5. Children handwash or hand sanitise on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet, any time they cough or sneeze and before/ after using shared resources.
6. Washing hands posters replaced in all washing areas
- 7. Reminders how to wash hands properly – videos and posters**
- 8. Procedure agreed for children to wash hands so thorough hand washing**
9. Hand cream available to stop children getting dry hands
10. Children reminded to use elbows or tissue when coughing/sneezing and tissues put in bins (emptied regularly)
11. Staff will promote the '**catch it, bin it, kill it**' approach.
- 12. Spaces are well ventilated using natural ventilation (windows and doors open) wherever possible**
- 13. Doors are propped open wherever possible to limit use of door handles**
14. Adults and pupils reminded not to touch their mouth, eyes and nose.
15. All staff and visitors hand sanitise upon entry to the building (including re-entry after break and lunch)
16. If wet a dinnertime, MDS will need to clean surfaces when eating has finished
17. All shared resources such as art, science, PE equipment to be cleaned thoroughly after use and before rotated to another bubble, **allowing 48 hours between use, 72 for plastics.**
18. Anti bac wipes/ spray to be used on laptops and ipads after use and between different bubbles.
19. All used cloths and gloves to be disposed of in designated contamination (first aid bin) in each classroom.
20. Trim trail to be used by one class at a time and left overnight before next bubble use. (When this is up and running)

### Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

### **Hazard Identified**

**Contamination of PE equipment** resulting in direct transmission of the virus

#### **Existing level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### **Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. PE kit to be brought into school every Monday and sent home every Friday so that it can be washed over the weekend.
2. Access to PE kit and changing to be supervised with social distancing control measures.
3. Sports equipment thoroughly cleaned between each use by teacher/ TP after use.
4. More items purchased to ensure enough for individual use.
5. Outdoor PE sessions to be held wherever possible and to be prioritised in the Autumn term.
6. Non-contact sports to keep social distancing.

#### **Remaining level of risk**

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Hazard Identified**

**Visits to other locations** resulting in direct transmission of the virus

**Existing level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. No out of school or overnight visits until govt guidance changes.
2. Risk assessments of visits and journeys to be undertaken by visit leaders. These must consider the venues COVID secure guidelines.
3. Pupils only to go on visits in bubble groups.
4. Hand sanitiser to be used on boarding/ disembarking coaches
5. School to contact coach company and venue prior to use, for confirmation that cleaning procedures meet Government guidelines.

**Remaining level of risk**

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

### Hazard Identified

**Risk of virus transmission whilst administering first aid or intimate care** resulting in indirect transmission of the virus

#### Existing level of risk

Consider current level of risk **IT IS IMPORTANT TO NOTE HERE THAT THIS COULD BE MORE IMPORTANT THAN THE RISK OF CATCHING COVID-19 AND STAFF WILL ALWAYS ADHERE TO EMERGENCY FIRST AID PROCEDURES IN THE FIRST INSTANCE**

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Teachers and TPs to administer (under supervision if needed) first aid wherever possible in first aid stations (ie wipes & plasters) for minor ailments – eg graze
- 2. Apron, gloves and face masks/ visors to be worn if 2m social distancing is unable to be followed.**
3. Staff to wash hands before and after administering first aid.
4. If CPR is required on an adult, attempt compression only CPR until ambulance arrives
5. If CPR is required on a child, use a resuscitation face shield (if available) to perform mouth to mouth ventilation in asphyxia arrest
6. Dispose of all waste safely using appropriate bin in first aid room (library) or in first aid bins in each classroom. If outside, dispose of first aid waste in allocated outside bins in courtyard area.

#### Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

<b>Hazard Identified</b>			
<b>Lack of social distancing at break and lunchtime play</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Pupils remain in class bubbles during break and lunchtimes.</li> <li>2. Zones are clearly marked for each class. Staff to ensure that there is no 'cross – over' of bubbles when going to or leaving zones.</li> <li>3. MDS/ staff to have a play box for each class/ zone and a cleaning pack.</li> <li>4. If the field becomes too wet for playtime, further zones will be marked out on the playground and teaching and MDS staff will be informed of further staggered timings.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Hazard Identified</b>			
<b>Risk posed by pupils removing face masks in school</b> resulting in direct transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Some pupils have and may continue to wear face coverings to school. We will support this if this gives our pupils and their families some reassurance. However the risk of transmission should these be removed is heightened. Therefore a clear procedure about how to do this is required:</li> <li>2. Before removing a face covering, the wearer will need to wash their hands thoroughly.</li> <li>3. They must remove their own covering.</li> <li>4. They must place their face covering in a sealed plastic bag which should then be placed in their school bag.</li> <li>5. The wearer will then need to repeat the handwashing process.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

**Hazard Identified**

**Risk of infection due to lack of cleaning** resulting in indirect transmission of the virus

**Existing level of risk**

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

**Control measures**

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All surfaces, handles, toilets and shared equipment will be cleaned twice each day using sterilisation solution
2. Some resources (such as home school reading books) will be rotated and left to de-contaminate for 72 hours after cleaning to reduce the risk of indirect transmission
3. Soft furnishings and soft / cloth toys will be removed from use in classrooms
- 4. Additional cleaning of surfaces prior to opening (deep clean has already occurred prior to school opening) This is being repeated daily.**
- 5. All H&S compliance checks to be undertaken according to the school H&S schedule – fire alarm, emergency lighting, fridge/freezer temps, water hygiene and the systems flushed (These continue to be completed as is our normal procedure and further checks are carried out weekly)**
- 6. Legionella 'little used outlets' are flushed once per week.**
- 7. Thorough deep cleaning of rooms, toilets and any shared spaces used at the end of the day**
8. Senior leaders conduct daily review of cleaning and check that correct products are being used and procedures have taken place.

**Remaining level of risk**

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

<u>Hazard Identified</u>			
<b>Risk of illness of vulnerable staff and family members</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li><b>1. During any periods of National or local Lockdown, those who are identified as clinically extremely vulnerable (and have been sent a letter from the government stating this) to work at home where possible. Where it is not possible to carry out their work remotely, to remain at home and shield until these periods end. Then to follow government guidance on returning to work following strict handwashing and social distancing regimes.</b></li> <li><b>2. Those who are clinically vulnerable (including pregnant members of staff) – work in school adhering to strict handwashing regimes and 2 metre social distancing (where possible) from colleagues and children.</b></li> <li><b>3. Those living with those that are clinically extremely vulnerable and those that are clinically vulnerable can attend school and work with children or adults adhering to this risk assessment.</b></li> <li>4. For those children and staff that are themselves or are living with someone that is classed as clinically vulnerable, we suggest that they wear a face covering (mask or visor) in communal areas or in areas where 2m social distancing is more difficult to maintain.</li> <li>5. For those children and staff that are themselves or are living with someone that is classed as clinically vulnerable, we suggest that they follow strict hygiene procedures when arriving home. Handwashing, showering and changing/ washing clothes immediately after arriving home before contact with other members of the household.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

### Hazard Identified

**Risk of illness of other pupils, staff and families if any person in the school displays symptoms or tests positive for COVID-19**

Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- 1. If a child or staff member develops symptoms compatible with coronavirus, they will be sent or asked to stay at home and to book a test as soon as possible. If they test positive, they must self-isolate for 10 days. Their fellow household members must self-isolate for 10 days.**
- 2. All staff and pupils who are attending the school will have access to a test if they display symptoms of coronavirus.**
- 3. Where the child or staff member tests positive, the rest of their class/bubble group will be sent home and must self-isolate for 10 days. The other household members of that bubble group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms and tests positive for COVID-19.**
- 4. As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole key stage or the whole school.**

**Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.**

Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

### Hazard Identified

**Managing the risk of pupils or adults displaying symptoms** resulting in direct transmission of the virus

#### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Staff to know how to contact Public Health England for advice and in order to contain any outbreak.
2. Staff to be vigilant for possible symptoms of themselves, family members and pupils
3. All staff and pupils tested daily with head thermometer (non contact) – Any staff member or pupil displaying a temperature advised to book a test.
4. Isolation room to be used immediately if a case of COVID-19 suspected.
5. Pupil/ staff member to exit the building via the courtyard and the back entrance to the school.
6. Staff member/ pupil to follow current isolation guidance from the govt- **pupils, staff and other adults must not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).**
7. **If a child is awaiting collection, they should be moved, to the isolation room where they can be isolated behind a closed door, depending on the age and the needs of the child, with appropriate adult supervision. The window should be open for ventilation.**
8. **If they need to go to the bathroom while waiting to be collected, they should use a separate toilet. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.**
9. **PPE must be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained.**

#### Remaining level of risk

Consider level of risk following use of control measures

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

## Hazard Identified

### Managing the risk of adults performing regular lateral flow tests (see also appendix 1)

#### Existing level of risk

Consider current level of risk

**HIGH**

**MEDIUM**

**LOW**

**NEGLIGIBLE**

#### Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. All staff have received appropriate training in self administering an LFD test
2. The Registration Assistant will record all staff test results onto a local database as well as updating the Test Kit Log.
3. Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30° C.
4. Tests are collected by staff and stored in an environment between 2 and 30° C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures.
5. At time of use the tests temperature should be 15-30° C. If it's below this then leave it at room temperature for 30 minutes before beginning the test.
6. Unused tests are stored in maintained outer packaging to prevent contamination.
7. System in place for stock control and units used, monitored by COVID Co-ordinator
8. Supply staff should be tested before they commence teaching if consent is received.
9. Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test.
10. Hands should be washed after blowing nose
11. Use the waste bag available to dispose of tissue and other waste (including test, swab, etc. after use).
12. All surfaces should be wiped clean before and after every test, to avoid contamination.
13. Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms.
14. Tests are only for the use of the person assigned the kits - they should not be taken by anyone else
15. The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating.
16. Do the test alone, to avoid the risk of contamination.
17. Staff who have suffered a recent nose bleed should swab the other nostril
18. If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing

<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Hazard Identified</b>			
<b>Risk of transmission from/ to contractors/ builders on the school site</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>		Consider current level of risk	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> <li>1. Builders/ contractors adhere to their COVID-19 protocols and observe 2m social distancing</li> <li>2. Senior leaders review contractors risk assessments before they enter the school site and weekly with the building contractors working on site</li> <li>3. Building contractors working on the school site have no interaction with the pupils and work in areas that are a considerable distance away from any pupils. (Over 3m)</li> <li>4. Builders and all other contractors are asked to sanitize their hands when entering the school site and before entering or exiting through the school gate. Sign by the school gate reminds any visitors of the need to wash or sanitise their hands immediately after using.</li> <li>5. Gate key pad is cleaned each morning, at lunchtime and every evening.</li> <li>6. For any internal school works, building contractors erect a complete floor to ceiling screen to isolate the areas that they are working in and reduce any possible transmission. They maintain at least 5m from any areas that the pupils may need to access</li> <li>7. All external contractors (apart from the building company) work outside of the hours that pupils are in school and thorough cleaning is carried out if they have needed to enter the school site.</li> <li>8. If any contractor or building contractor displays any symptoms of COVID-19, they are asked to stay away from the school site and to adhere to the government guidelines for testing and self-isolation. All colleagues that have been working with them self isolate for 10 days.</li> </ol>			
<b>Remaining level of risk</b>		Consider level of risk following use of control measures	
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Hazard Identified</b>			
<b>Risk of transmission from/ to supply staff/ music teachers or visiting consultants or other visitors on the school site</b> through direct and indirect transmission of the virus			
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> <li>1. Any visitors adhere to their COVID-19 protocols and observe 2m social distancing</li> <li>2. Clear signage displaying expectations whilst on site – visitors protocol</li> <li>3. All visitors are asked to sanitize their hands when entering the school site and before entering or exiting through the school gate. Sign by the school gate reminds any visitors of the need to wash or sanitise their hands immediately after using.</li> <li>4. Gate key pad is cleaned each morning, at lunchtime and every evening.</li> <li>5. Any visitor working with the children is asked to socially distance and maintain a 2m distance where possible and to wear a face mask whilst on the school site. Strict hygiene regimes must be followed (Regular handwashing)</li> <li>6. Meetings kept to a virtual platform wherever possible</li> <li>7. Parents/ carers enter the school only by appointment. Visits where possible to be arranged outside of school hours and any visitors to be asked to wear a face covering whilst on the school site.</li> <li>8. Temperature to be taken upon arrival</li> <li>9. A record of visitors kept to assist with NHS Test and Trace</li> <li>10. Consistent use of same supply teacher wherever possible (if needed) – In house cover used where possible</li> <li>11. If any external visitor displays any symptoms of COVID-19, they are asked to stay away from the school site and to adhere to the government guidelines for testing and self-isolation. All colleagues and any pupils that have been working with them self- isolate for 10 days.</li> </ol>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>OVERALL level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
Ruth Laing		4/3/21

<b>Risk assessment reviews</b>	Set future review dates & sign/comment upon completion <i>Reviewed with staff on 6/3//21</i> <i>Reviewed with Governors on 8/3//21</i>
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**The effectiveness of these protective measures will be monitored by the SLT and evaluated by the Governing Body.**

**The risk assessment will be reviewed if the risk level changes following local/ national lockdown or cases/outbreak and updated guidance Schools coronavirus (COVID-19) operational guidance February 2021**