

Risk Assessment

Date: January 2021

Event: Partial closure due to high levels of COVID-19 in the local area (Government decision)

Date of last review: January 2021

Activity	Identify the hazards	Who/what may be harmed	Risk			Existing control measures	Recommendations/ further action required
			Likelihood of occurrence	Severity of harm	Overall risk		
Arrival at school	Bringing COVID-19 on to the site Staying more than 1m apart	Staff or pupils	Low	Low	Low	-Staggered arrival times -Staff member on gate to wear mask and gloves -One parent only with pupil(s) wearing a mask -One way entry system -Signs on the entry points -Temperature check on arrival -2m Distance markers on fence	Record that temperatures have been taken and do not exceed the 37.8°C limit
Collection	Bringing Covid-19 on site Staying 2m apart	Staff or pupils	Low	Low	Low	-Parents encouraged to socially distance wearing masks -Parents to arrive by 3:15pm -Children to be taken home immediately; no playing on the playground (possible one way system for leaving)	Monitor social distancing in operation and families leave immediately upon collection
Entering the building	Staying more than 2m apart	Staff or pupils	Low	Low	Low	-Signs on the entry points -Staff and pupils encouraged to use sanitiser as soon as possible upon entering the building - children to go straight to their classroom	Ensure sanitiser gets used and is refilled regularly.
Bubbles	Minimise contact	Staff and pupils	Low	Low	Low	-Oak and Willow form a key stage 2 bubble -Buds and Saplings form a key stage 1 bubble -Staff moving between bubbles need to socially distance -Close contact form for unexpected close contact outside of bubble or intervention timetable	Staff to complete close contact form
Movement around the school	Possible trips or falls resulting in cuts/scrapes Staying more than 1m apart	Staff or pupils	Low	Low	Low	-Children -no taking messages. -Staff to remain in bubble or socially distance -First Aid Kits (inc. IR thermometer) and associated paperwork in each bubble -Separate staffroom for key stage 2 -Library out of bounds to pupils. -No whole school assemblies in the hall -Walkie talkies to ensure contact with the office maintained without leaving the bubble -Registers left outside of the classrooms for collection.	-Monitor that children stay within the permitted areas. Staff to complete close contact form

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Toilets	Transference of COVID-19	pupils	Low	Low	Low	<ul style="list-style-type: none"> -Maximum 3 children at a time to the toilets -Buds and Saplings have unisex toilets -Buds and Saplings have directional arrows to follow to allocated toilets -Oak and Willow have allocated boys and girls toilets -Children to use allocated toilets where possible 	Regular cleaning
Doors and windows	Transference of COVID-19	Staff and pupils	Low	Low	Low	<ul style="list-style-type: none"> -Doors and windows to be kept open where possible to increase ventilation and circulation of fresh air and reduce contact with handles. Regular cleaning of handles 	Regular cleaning of handles
General health rules	Spreading of germs and potentially COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Regular hand washing and sanitising throughout the day (toilet and classroom) -Door handles and work surfaces to be wiped down regularly -Windows and doors open for ventilation -Equipment to be wiped down at the end of the day or sterilised -Desks, forward facing -Staff have allocated chairs in the respective staffrooms -All other chairs to taped off -Catch it, kill it, bin it approach 	<p>Regular checks that hands have been washed recently and door handles wiped</p> <p>Catch it, kill it, bin it signs to be displayed around the school</p>
Becoming unwell	Sickness Spreading of germs and potentially COVID-19	Staff or pupils	Medium	Medium	Medium	<ul style="list-style-type: none"> -Any symptoms should be reported to leadership and the child or staff member taken to the medical station in the Music Room (IR thermometers in class) -Accompanying adult should don PPE provided in the medical station and maintain ventilation. -The parent of a child should be called to take the child home -Local health protection team called for advice on next steps -Parent or member of staff to arrange for a COVID test 	<p>Staff or pupil to isolate at home as per the current Government guidance</p> <p>Decontaminate any areas used following the cleaning guidance provided by Government</p>
Confirmed case	Transference of COVID-19	Staff or pupils	Medium	Medium	Medium	<ul style="list-style-type: none"> -Follow advice from the local health protection team -Engage with NHS Test and Trace system -Updated personal contact information -Visitors to leave contact information on signing in -Close contact form for unexpected close contact outside of bubble or intervention timetable -Class registers will be used to trace daily contact 	Monitor completion of forms

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Contact within the classroom	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Limited movement of the children within the classroom -Forward facing desks in rows -Children seated side by side -Own frequently used resources in a tray -Wash hands regularly -Enhanced cleaning of shared resources -No soft furnishings 	Monitor that activity is within the rules.
PPE (close contact work)	Transference of COVID-19	Staff and pupils	Medium	Low	Medium	<ul style="list-style-type: none"> -Advice given that when working in close proximity (eg 1:1 work) a mask and/or face shield could be worn. -Agreed that this was to be at the discretion of the staff member given current guidance for schools -Supply of masks and face shields to be kept in the office for the KS1 bubble and the KS2 staffroom for their bubble. 	Monitor stocks of PPE
Hand washing	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Whole school culture of handwashing -Wash hands more frequently for 20 seconds -Hand washing signs throughout the school -Hand washing facilities in Willow, Saplings and Buds classrooms -Hand sanitisers for each class and other points around the school -Clean hands on entering school, before and after break, before and after PE, and before and after outdoor activities, before and after lunch as well as other opportunities throughout the day 	Build in regular opportunities for handwashing throughout the day
Coughs and sneezes	Transference of COVID-19	Staff or pupils	Medium (from colds)	Low	Low	<ul style="list-style-type: none"> -Catch it, bin it, kill it culture -Posters around the school 	Ask parents to supply tissues for their child
Communal areas	Minimise contact	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Library out of use -ICT suite for KS2 only with cleaning between use by the classes -Microsoft surfaces for KS1 use only -Limit numbers of children in the cloakroom areas (3 children at a time) -Limit number of children in the toilets (Maximum 3 children at a time) 	Monitor number of pupils in communal areas

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Music room	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Music room to be prebooked -Walkie Talkie should be taken to the music room -Only children from one bubble in the music room at a time -Surfaces to be wiped/cleaned between cross over of bubbles -If a child/adult becomes ill the music room is to be evacuated immediately 	
Playground duty (inc. lunch break)	Proximity to others Trips/falls – cuts and scrapes	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Pupils to maintain 1m distance as much as possible -Staff to maintain 2m social distancing -Encourage safe play -Hand washing before and after playtimes -Use field where possible. -Stay within marked class zones on the field; no moving between zones -Stay within marked key stage zones on the playground -Sets of play equipment provided to each class bubble; no sharing of resources. -Trim trail out of bounds and will be taped off with barrier tape to reinforce this. -No contact games -One adult from each bubble to supervise where possible or social distancing to be maintained -Water fountains out of use -First Aid to be conducted on the spot if possible to prevent children from going to the office. 	<p>Ensure distance rules applied as well as playground rules.</p> <p>Equipment to be wiped at the end of each day. Football should not be handled if possible – feet only.</p>
Breakfast Club (Suspended until 18 th January 2021)	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Temperature checks -Hand sanitiser -Key stage tables facing forwards (Clean after use ready for lunch time) -Key stage equipment/resources -No team games -Limit movement in the hall -One child at a time to collect food -Staff to follow food hygiene guidance such as wear gloves -One member of staff from each bubble to supervise where possible or social distancing to be maintained 	Tables and equipment to be cleaned after use

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Lunch	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Forward facing lunch tables in the Hall -Lunch tables placed in class lines -KS2 children to line up for food in class groups; KS1 and Buds to have their lunches brought to them from the Hall -One adult from each bubble to supervise in each of the lunch areas -Dismiss from the lunch areas at 12:45 so that whole school on playground allocated areas 	Tables and chairs to be cleaned after use
After school clubs (Suspended until 18 th January 2021)	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Key stage or bubble focus -Maintain Social distancing -Maintain risk assessment provided by external providers or follow PE guidance 	Equipment to be cleaned after use
Resources	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Shared IT equipment to be cleaned after use -PE equipment to be cleaned after use or left for 48/72 hours -Class resources can be shared but not personal items -Resources shared between bubbles to be cleaned or left for 48/72 hours such as science equipment -Staff and pupil to have own frequently used resources such as pens and pencils 	Equipment to be cleaned after use
Cleaning resources in classrooms	Cleaning products	Staff	Low	Low	Low	<ul style="list-style-type: none"> -Gloves provided as well as cloths, antibacterial spray, paper towels and wipes. -Windows and doors open for ventilation 	Ensure protective measures are followed.
Curriculum	Missed education	pupils	Low	Medium	Low	<ul style="list-style-type: none"> -Assessment of children on returning to school -Identify gaps -Plan for missed content -Focus on phonics, reading, vocab, writing, maths -Deliver a broad curriculum -Curriculum back to normal Summer 2021 	Assessments
Interventions (limited individual interventions only)	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -To be delivered by staff within the bubble where possible -Staff to maintain social distancing -Interventions to take place in a room/area within the bubble -See PPE section for further advice 	

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Books	Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Books can be used within the classroom -Library books not in use -Reading books from the classrooms can be sent home -Returned books to be placed in class quarantine box for 3 days 	
Physical Education	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -KS1 to use the Music Room for PE <u>NOT</u> the Hall -Changing at desks in the classrooms -Toilets will not be used as changing rooms -Outdoor where possible -Bubbles to remain in allocated areas where possible -Wash hands before and after PE -No sharing of equipment during the lesson -No contact sports -Clean equipment after use or leave for 48/72 hours 	Equipment to be cleaned after use
Assemblies	Proximity to others	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Limit whole school assemblies and assess the risk if a whole school assembly is considered -Pupils to remain in their classes where possible -Assemblies via Zoom where possible -Singing in class bubbles with increased ventilation and facing forward - No blown instruments 	
Trips/visits (All trips/visits suspended until 18 th January 2021)	Contact with the general public Transference of COVID-19	Staff or pupils	Low	Low	Low	<ul style="list-style-type: none"> -Avoid day trips -Follow transport guidance -No overnight stays to be organised - Workshop visitors to provide a risk assessment, maintain social distancing and wear PPE 	
Maintaining education	Missed education	pupils	Low	Medium	Low	<ul style="list-style-type: none"> -Home learning to commence immediately a child cannot attend school due to Coronavirus -Class emails to be maintained -Home learning for all; to be delivered in school for vulnerable and critical worker children 	Review DfE curriculum maps, list remote education resources and Oak National Academy
Office	Taking in deliveries Bringing COVID-19 on to the site	Office staff Leadership	Low	Low	Low	<ul style="list-style-type: none"> -Maintain a distance from the delivery person -Have parcels left on the steps or in the corridors to minimise potential contact. -SLT separated; LH in office and SS working from Buds area 	Ensure distances are maintained

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Cash	Transference of COVID-19	staff	Low	Low	Low	-School has introduced a cashless system from September. -Any money given collected at the gate -Money to be placed in the collection box	Promote online payments
Speaking to parents	Bringing COVID-19 on to the site Staying 2m apart	Staff or parent	Low	Low	Low	-Telephone appointments where possible, arranged through the office. -General notifications given to adult on the gate in the morning - Avoid parents entering the site unnecessarily. No entering the buildings.	Reinforce the need for protection of all members of the school community.
Visitors	Bringing COVID-19 on to the site Staying 2m apart	Staff Children Visitors	Low	Low	Low	-Avoid visitors coming on to site where possible Telephone appointments or virtual meetings where possible - Onsite visitors to go straight to the office and leave contact information on the signing in form -Temperature check and hand sanitiser on arrival -Maintain social distancing -If entering a bubble, remain within the designated bubble -Sanitise hands on entering and leaving a classroom -Minimise face to face discussions where possible -Use personal stationery and resources where possible -Sanitise frequently touched surfaces -Sign out at the office and sanitise hands before leaving the site -Warn pupils that some visitors may wear PPE to protect everyone and keep them safe.	Reinforce the need for protection of all members of the school community.
Safeguarding	Child protection both in school and in homes	Pupils	Low	Low	Low	-E-safety info for parents -Keep in touch with children not attending school -Follow updated policy	DSLs to keep up to date with developments in this area.
Workload	Stress	Staff	Medium	Low	Low	-Staff with get release time for break, lunch within their bubble -PPA cover mostly within the bubble -Recognise support for staff wellbeing and concerns regarding the changes -Counselling support available	PPA to be taken on site where possible as a precaution against the second adult becoming unwell or needing to leave with a child exhibiting symptoms.

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Wellbeing	Anxiety	Staff or pupils	Medium (to begin with)	Low	Low	-Social story for returning to school in September -Use Mind Fitness resources -Use information from YMHFA course -Be aware that some children may struggle to reengage with school	Monitor well being
Meetings	Transference of COVID-19	Staff	Low	Low	Low	-Staff briefings in the hall or music room socially distanced -Staff meetings in hall, socially distanced or via zoom -Meetings via Zoom where possible -Small groups can meet in large areas, socially distanced -Refrain from external meetings, courses and conferences	School Zoom account
Maple	Possible contamination of COVID-19	Staff and pupils	Low	Low	Low	-Due to the unknown risk of transference of the virus from human to dog or dog to human, Maple will not yet be returning to school.	Monitor the situation but keep Maple off for the time being.

From September:

1. Update to Behaviour Policy
2. Update to Child Protection Policy