



Risk Assessment Covid-19

Spring term 2021: School Closure / Critical Worker Provision update

Shared with by Governors	05.01.21	Approved on: 08.01.21
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Location / Site	Insert location and site where activity is taking place
Heamoor CP School	
Activity / Procedure	Insert name of activity or procedure being assessed
Reopening to include all year groups	
Assessment Date	Insert date when assessment is being carried out
05.01.21 (reviewed in line with updated guidance 30.12.20 & then with guidance 14.01.21)	

Identify People at risk	YES/NO
CHILDREN	YES
EMPLOYEES	YES
PARENTS	YES
VISITORS	YES
CONTRACTORS	YES

Government guidance (updated 14th Jan 2021) states for schools states:

“During the period of national lockdown, schools, alternative provision (AP), special schools, colleges and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). All other pupils and students should not attend and should learn remotely until February half term.

We know that receiving face-to-face education is best for children’s mental health and for their educational achievement. We will continue to review the restrictions on schools, colleges and universities and will ensure that children and young people return to face-to face education as soon as possible. Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead limiting attendance is about supporting the reduction of the overall number of social contacts in our communities. We have resisted restrictions on attendance at schools since the first lockdown but, in the face of the rapidly rising numbers of cases across the country and intense pressure on the NHS, we now need to use every lever at our disposal to reduce all our social contacts wherever possible.

For vulnerable children and young people and the children of critical workers, who should still attend school or college, as they did in March to July, and their teachers, the system of protective measures means that any risks are well managed and controlled.”

The system of controls: protective measures

The system of controls set out in this section provides a set of principles for infection control and if schools follow this advice and maximise the use of these control measures, they will effectively minimise risks of viral transmission. All elements of the system of controls are essential. All schools must cover all key elements, but the way different schools implement some of the requirements will differ based on their individual circumstances. Where something is essential for public health reasons in this section, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. These measures remain just as important during the period where attendance is limited to only vulnerable children and young people, and the children of critical workers. Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and plans that address the risks identified using the system of controls, with which schools will now be familiar.

Essential measures include:

A requirement that people stay at home if they:

- are ill with virus symptoms
- have tested positive, even if asymptomatic
- have been advised by NHS Test and Trace to do so
- are household members of a positive case, even if that case is asymptomatic
- are required to self-isolate for travel-related reasons
- robust hand and respiratory hygiene
- enhanced cleaning and ventilation arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible
- minimise the potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances, including how many children need to attend during this period, and will (as much as possible) include:

- keeping children in consistent groups
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

***1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

***2) Where recommended, the use of face coverings in schools.**

***3) Clean hands thoroughly more often than usual.**

***4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

***5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.**

6) Minimise contact between individuals and maintain social distancing wherever possible.

7) Where necessary, wear appropriate personal protective equipment (PPE).

***8) Always keeping occupied spaces well ventilated.**

***Numbers 1 to 5, and number 8, must be in place in all schools, all the time.**

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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 <i>*RED text show control measures from Government Guidance</i>	
<p>We appreciate that social distancing will not be stringently adhered with Primary aged children but it will be actively and consistently promoted therefore these control measures will encourage space between children where possible;</p> <ul style="list-style-type: none">Limit the number of children in the classroom to enable social distancing (no more than 15) classroom average size (i.e. useable floor space) measures 7.2m x 7m and therefore any unnecessary furniture will be removed to create spaceRemove excess furniture to increase space if space to do so- excess furniture will be stored in the storage container or the school hall as this will not be regular use.Children keep to their desks / allocated spaces when in the room – staff to keep records of seating (dated) to facilitate contact tracing in the situation of a positive caseDesks will face the front of the classroom where possible with children sat side by sideFor Foundation/Y1 children help to create instructions to include how many children play with a particular resource at any one time (either end of the water tray, for example)Social distancing agreement created for and with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc)Agreement re-visited and modelled many times a day and linked to school behaviour system –Lots of praise for positive reinforcementParents will be contacted where children refuse to adhere to the agreement when spoken to re the need for social distancingLessons suspended, independent work assigned in line with remote learning activities (pairings or group work limited)Resources and activities planned to reduce shared contact and increase individual learning wherever possible – basic pack of resources created for each child in named wallet/packUse of outdoor space – same agreement for outdoorsOutdoor learning facilitated where possibleInteraction carried out where possible from a distanceChildren to use same desk each day where practicalTeacher and other adults are assigned to set groups of children (bubbles) and stay with these children throughout the dayChildren will not mix with other bubble groupsBags, coats and lunchboxes – children supported to access cloakrooms strictly in small groups to hang up and place lunchbox on trolley with encouragement to maintain distanceChildren will spend time outside where possible without crossing paths with other 'bubbles'			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and 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 <i>*RED text show control measures from Government Guidance</i>	
<p>We appreciate that social distancing will not be stringently adhered with Primary aged children but it will be actively and consistently promoted therefore these control measures will encourage space between children where possible;</p> <ul style="list-style-type: none">Allocated toilets for different groups of children.The facilities will be organised as follows;<ul style="list-style-type: none">YR /Y3- classroom toilets within Red Class + disabled toilet (for Y3 children)Y1 - corridor toilet next to Y1 cloakroom (and toilets behind hall where necessary),Y2 - toilets accessed via The Gallery (behind hall),Y4 - toilets in corridor outside Green class,Y5 & Y6 toilets outside Violet Class.Hand gel used after toilet use as well as washing handsExtra Signs in toilet re washing handsWedges for the toilet external toilet doors if not fire doorsExtra soap ordered to ensure we do not run outAll door handles cleaned with anti-viral spray at lunchtime			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing whilst dropping off children to the entrance in morning 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Parents will follow a one-way system on the school paths due to the width of the paths not adequate to accommodate the advised 1m+ distanceMarkers on the pavement leading up to the school to support parents and children to adhere to the 2-metre social distancing ruleStaggered drop off and pick up times Parents have been asked to drop off/pick up within 30 minutes of starting/finishing workSchool reception limited to 'one in one out' rule. Parents advised that (outdoor) queues are possible.Main entrance in use for all children (supervised by office team) & queuing in socially distanced manner if waitingInstructions shared re social distancing between families with parents and ChildrenParents made aware that staff are unavailable to speak in person to avoid adults lingering by entrance. Alternative arrangements for communication in place; Class Dojo, email, telephoneParents encouraged to utilise other forms of communication; email, telephone where possible			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing whilst picking up children from the playground in afternoon 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Parents will follow a one-way system on the school paths due to the width of the paths not adequate to accommodate the advised 2m distanceMarkers on the pavement leading up to the school to support parents and children to adhere to the 2-metre social distancing ruleStaggered pick up times Parents have been asked to drop off/pick up within 30 minutes of starting/finishing workSchool reception limited to 'one in one out' rule. Parents advised that (outdoor) queues are possible.Main entrance in use for all children (supervised by office team) & queuing in socially distanced manner if waitingOnly one parent to be allowed onsite per family to reduce number of adultsInstructions shared re social distancing between families in the afternoon with parents and ChildrenParents made aware that staff are unavailable to speak in person to avoid adults lingering by entrances. Alternative arrangements for communication in place; Class Dojo, email, telephone			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Staggered playtimes and separate use of all outside areas, coned areas where playgrounds are being shared;Bubble groups may utilise other outdoor areas; meadow, field, woodland but must not mix with other groupsReduced use of shared playground equipment -surfaces must be regularly cleanedGames discussed which encourage social distancing and avoid the need for close contact - football passing, catch, hoola hooping, tennis, bat and ball, target games etcStaff supervision throughout - actively encouraging and insisting on social distancingChildren practice talking 1m+ apart - modelled by staffFixed equipment to be closed unless cleaning can be facilitated before and after use			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLECTIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating lunch 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 <i>*RED text show control measures from Government Guidance</i>	
<p>Pupils;</p> <ul style="list-style-type: none">Classroom tables to be cleaned prior to lunch being consumedHandwashing essential before and after lunch is consumedMenu created to reduce unnecessary contact with the adults in the kitchenIn-school food to be packed in covered, single use containersChildren eat in their classroomsMeals collected from outside the office by staff from each bubble (labelled with child's name) and served in class <p>Staff;</p> <ul style="list-style-type: none">Staff room facilities extended to include the annexe.Staff room capacity limited to max. 5 people at any one time and seated in a socially distanced manner. This can also allow for 1 person to walk through to access the facilities <i>e.g to make a drink / refill water / collect equipment but they must exit immediately</i>Rooms to be well ventilated at all times – staff room to have min. 3 windows open / annexe: 2 windows openTable spaces should be cleaned (using clean cloth and anti-viral spray provided) before <u>and</u> after use by staff.Staff breaks staggered to facilitate reduced capacity of break out spaces			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLECTIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none"> Children will stay in their classroom and access outside areas from their external classroom door wherever possible One child going to toilet at one time Allocated toilets per maximum of two bubble groups Walkie-talkies for each classroom to check movement of other groups around the school / grounds Consider one-way system around the school; corridors would not facilitate this however walkie talkies can be used to advise on groups moving. Children to be instructed to walk closely to the left Agree instructions with children concerning going and returning to toilet When moving class around the school – 1+ metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days – posters in corridors on the floor to support this <p>Coronavirus (COVID-19) usually spreads by droplets from coughs, sneezes and speaking. These droplets can also be picked up from surfaces, if you touch a surface and then your face without washing your hands first. This is why social distancing, regular hand hygiene, and covering coughs and sneezes is so important in controlling the spread of the virus. The best available scientific evidence is that, when used correctly, wearing a face covering may reduce the spread of coronavirus droplets in certain circumstances, helping to protect others:</p> <ul style="list-style-type: none"> When staff/adults are moving around the school (outside their bubble classroom) they will be required to wear a face mask (unless exempt) this may only be removed when eating or drinking Face masks can be worn by adults in class for additional protection but can be removed to facilitate 'live teaching' sessions if distancing is in place. In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose <u>and</u> mouth. You can use a reusable or single-use face covering. Staff may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face. Face coverings are instead largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). Reusable face coverings should be washed daily or changed on a daily basis to reduce contamination (and stored in a plastic bag) see final of this document for info. 			

Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Transmission of the virus through food preparation & handling

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 <i>*RED text show control measures from Government Guidance</i>
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Also see guidance "Guidance for food businesses on coronavirus (COVID-19)" Updated 14 December 2020

Government guidance states that although it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice staff should wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including:

- before and after handling food
- before handling clean cutlery, dishes, glasses, or other items to be used by the customer
- after handling dirty or used items, such as collecting used dishes from customer tables
- after handling money
- after touching high-contact surfaces, such as door handles
- when moving between different areas of the workplace
- after being in a public place
- after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow
- Staff involved in the preparation and serving of food will be required to wear a face mask (a visor would not replace this as it does not sufficiently cover the nose and mouth) this is because by law, staff in venues that provide food and drink are required to wear a face covering, unless they have an exemption.
- Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">• Children to have their own stationery pencil case to access within school time which will include all necessary items e.g. pencil, eraser, sharpener etc.• Tubs of resources for individuals are recommended if needed – maths cubes etc• Pupils within a class bubble can share resources but this should be avoided where practical and these will not be shared with other bubbles without stringent cleaning• Resources washed in disinfectant and left to dry daily if being used by several people within the bubble• Tables, door handles and other surfaces cleaned with anti-viral spray twice daily including lunchtime and after school as a minimum• Plastic packets (zipper) bags used for individual resources• Children encouraged to wash hands / use hand gel before lessons and after each lesson• Outdoor resources restricted each day and outdoor area used by one 'bubble' at a time – where not possible, areas will be coned off.• Unnecessary soft toys and soft furnishings including bean bags & cushions to be removed from the classroom• Pupils advised to limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.• Water bottles to be provided by parents for use throughout the day			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Emotional distress of the 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Where possible, children will have consistent, familiar adults within their bubbleRecovery curriculum (use of Jigsaw materials as a minimum) will be implemented to facilitate support of pupils' emotional needs.Other resources suggested; MindEd have produced a Coronavirus Resilience Hub to support staff to manage their mental health and wellbeing.Mind Ed for professionals see; www.minded.org.ukThe Anna Freud Centre have produced advice for professionals working with children and young people during the coronavirus (COVID-19) outbreak; https://www.annafreud.org/coronavirus/Staff to be guided by our in-house learning mentor & use of TiS activities to support mental wellbeing issues as requiredPupils to be referred to our in-house counselling service where appropriate - pupils experiencing adverse emotional reactions in response to the outbreak will be prioritised - these sessions are currently onlineUse of the recently launched 'Wellbeing for Education Return programme', which provides training and resources for teachers and staff to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a school. https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeingUse of the DFE's "Relationships, sex and health education" training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on teaching about mental wellbeing, which has been developed with clinical experts and schools, will improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. https://www.gov.uk/guidance/teaching-about-mental-wellbeing			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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 <i>*RED text show control measures from Government Guidance</i>	
<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. All employers have a duty of care to their employees, and this extends to their mental health;</p> <ul style="list-style-type: none">• Inclusion in risk assessment process – opportunity to input into hazard identification and control measures• Online coaching for any staff who requests it – SilverCloud as offered through the LA• Regular staff meeting opportunities to discuss concerns and shared control measures – to be held online• Sharing of support helplines – via email to all staff• Minimum of one SLT member of staff available every day for staff to share concerns with• Risk assessments reviewed regularly – all risk assessments are dynamic and the frequency will be increased as necessary• Limits to capacity of staff room/shared facilities• Teaching staff given increased flexibility on contact with Critical Worker groups to ensure time to manage remote learning and support families• Support staff to lead small groups of Critical workers (at least 2 staff per group with up to a 1:10 ratio) with support of class teacher daily• Risk assessment of all staff within clinically vulnerable group including request for letter from GP to advise any reasonable protective measures.• Information about the extra mental health support for pupils and teachers and Wellbeing for Education return programme is available; https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers• The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing; https://www.educationsupport.org.uk/ or telephone 08000 562 561			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Appendix to Behaviour policy in place to cover issues arising during this period to include specific actions/sanctions relative to covid safety measuresSeek expert guidance from special schools re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to need for individual risk assessmentDisposable masks available if needed by staff who need to be in closer contact due to first aid reasons or other.Extra disposable aprons orderedExtra gloves orderedReduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at riskPlease note the Government guidance states “<i>Wearing face coverings or face masks is not recommended</i>” additional guidance released – use of facemasks is now at HT discretion.All visitors to school are to wear masksAll staff to wear face masks when moving around the building (outside their bubble) & whilst in shared facilities (unless sat down to eat/drink)			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">• Hand gel dispenser in every classroom• Fixed hand sanitiser stations throughout school, an additional 14 stations installed to ensure access in each classroom and additional stations in the corridors & staff room• Hand gel order in large quantities• Hand washing facilities available in all classrooms• Sinks are located inside or close by outside each room and hands are washed under running water• Children and staff hand wash on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze• Washing hands posters in all washing areas• Reminders how to wash hands properly - videos and posters• Procedure agreed for children to wash hands to ensure thorough hand washing• Handwashing PSHE lessons, songs and rhymes• Stock of tissues to be available in every classroom to promote good respiratory hygiene at all times			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">• All surfaces, handles, toilets and shared equipment will be cleaned minimum of twice daily (lunchtime and after school) using anti-viral spray or similar strength product as directed by PHS• PPE will be worn by all cleaning staff including apron / gloves & masks• Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission• Unnecessary soft furnishings and soft / cloth toys to will be removed from use in classrooms and corridor areas• Soft toys/ furnishings where they remain in use will not be shared with other bubble groups• Fabric backings on displays will be removed and replaced by paper alternatives• Daily use of 'fogging' machine to sterilise classroom surfaces.• Doors to be wedged open safely (in-line with fire-warden training) to avoid unnecessary contact with surfaces such as door handle - fire doors must be shut by staff member if no one is in the room• Tables cleaned before and after when being used to consume food/drink incl. staffroom areas			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and their family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, it is recommended that school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in placeClinically Extremely vulnerable staff; Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier.In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.All staff can continue to attend school in local restriction tiers 1, 2 and 3.Sharing risk assessments with staff allowing them to comment and contribute and also ensuring all staff are aware of the expectations and provision in placeGuidance for hygiene, cleaning of clothes after school remains unchanged for all staff who are working in school and have been since 20 March 2020			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE


Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of staff who are pregnant and their family members through direct and 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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the advice for clinically vulnerable staff, which applies to all staff in schools.All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of the guidance to minimise the risks of transmissionEmployers should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19).This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).It is recommended that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.In each case, school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.Further information: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
A child (or adult) falls ill during the school day with Covid-19 symptoms			
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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">The Annexe will be used as the isolation room (<i>warning sign to place on the door is located behind the door</i>) – windows & door to be opened to ensure good ventilation – the collecting parent will be asked to access the room via the external doorThe second member of staff in the classroom to accompany with the childPPE to be used by staff member to include face mask, gloves and apron (and child if deemed necessary)Walkie talkie to be in the room so staff member can contact other staff if neededParent to be called and child to be collected as soon as possibleSite manager to be notified so the room can be deep cleanedTest ordered for child (and staff member if symptoms present)<i>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</i>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.There is a high risk that if there is not enough staffing within the bubble the office must be informed immediately.<i>if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.</i><i>The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</i><i>A household where someone is displaying symptoms must isolate for 10 days minimum</i><i>School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</i>			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
A confirmed case of Covid-19 amongst the school community			
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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Where someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms.Return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.The 10-day period starts from the day when they first became ill.If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.Other members of their household should continue self-isolating for the full 10 days.Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team.The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.The school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none">direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individualtravelling in a small vehicle, like a car, with an infected personUse of the template letter provided by the health protection team will be sent to parents and staff.School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may be an outbreak, we will continue to work with our local health protection team who will be able to advise if additional action is required.			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
A child requires first aid during the day			
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 <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">There is at least one member of staff with first aid training within each bubble groupSupport staff are first aid trained and can triage any grazes and minor first aid that the children may have using individual first aid boxes provided for each bubble groupIf paediatric first aider is needed, staff to use the Walkie-talkie to call for assistancePPE supplied within individual first aid box for each bubble including; disposable mask, plastic apron, gloves which should be worn by staff when administering first aid due to the close proximity to the child.PPE packs supplied to all 1:1 TAs (see 'rainbow' waist bags) to ensure this provision is immediately available to them			
HSE Guidance (recommended by the DFE) states that:			
<ul style="list-style-type: none">PPE must be worn by staff administering first aid with handwashing before and after contactTry to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model - preserve life, prevent worsening, promote recovery.			
Preserve life: CPR			
<ul style="list-style-type: none">Call 999 immediately - tell the call handler if the patient has any COVID-19 symptomsAsk for help. If a portable defibrillator is available, ask for itBefore starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation			
If available, use:			
<ul style="list-style-type: none">a fluid-repellent surgical maskdisposable gloveseye protectionapron or other suitable covering			
<ul style="list-style-type: none">Only deliver CPR by chest compressions and use a defibrillator (if available) - don't do rescue breaths (for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)			
Prevent worsening, promote recovery: all other injuries or illnesses			
<ul style="list-style-type: none">If you suspect a serious illness or injury, call 999 immediately - tell the call handler if the patient has any COVID-19 symptomsIf giving first aid to someone, you should use the recommended equipment listed above if it is availableYou should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible			
After delivering any first aid			
<ul style="list-style-type: none">Ensure you safely discard disposable items and clean reusable ones thoroughlyWash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify Hazard		Record the hazard that could cause harm or injury - add appropriate detail about the type and location of hazards	
There is a fire alarm			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIBLE
Control measures		List your control measures required to reduce risk - add appropriate detail about the type and location of controls <i>*RED text show control measures from Government Guidance</i>	
<ul style="list-style-type: none">Children are signed in (noting time) by the office staff on entry & exit to maintain an accurate record of those onsite. These records will be removed by office staff in case of a fire alarm sounding and distributed to staff in charge of each group.Our usual fire evacuation procedure remains in place, but the bubbles must line up observing two metre distance between each bubble and, where possible, within their own lines.Fire evacuation point remains the lower playground - lines will be spaced 2m apart from each otherIf staff / bubbles are outside, all staff to be informed via Walkie-talkie that the fire alarm has sounded			
Remaining level of risk		Consider the level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIBLE

Signature of Assessor / Manager	
Name of Assessor / Manager	(Mrs) Jodie Flynn
Assisting	Mrs L Osborne / Miss T Cocks (Assistant Heads)
Date	05.01.21

Manager's comments	<i>Insert comments relevant to assessment as appropriate</i>
<p>This risk assessment is a dynamic risk assessment and is subject to change as we learn more about the virus as well as what is manageable within the school setting.</p> <p>This risk assessment has been written with the knowledge that although the staffing in school is back to full capacity there is an added complication that staff will be organised into separate bubbles and not following their regular timetable in some cases.</p>	

Risk Assessment Review	<p><i>Set future review dates & sign/comment upon completion</i></p> <p>This risk assessment will be reviewed on a regular basis or as the guidance from Government is updated.</p>
	<i>Reviewed 05.01.21 - shared with staff 08.01.21</i>

Use of Face Coverings

Also see: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least 2 layers of fabric (the World Health Organization recommends 3, depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed