Risk Assessment

Covid-19 Full Reopening

Autumn term 2020

Shared with by Governors	20.07.20	Approved on: 20.07.20

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
14.07.20 (reviewed in line with updated guidance 07.08.20)	
Updated 14.09.20	

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

"Now that the prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.

The system of controls stated provides a set of principles and if schools follow this advice and maximise use of control measures, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk."

"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 draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term."

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

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

"Schools must work through the suggested system of controls, adopting measures to the fullest extent possible in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This Risk Assessment has been updated to reflect the set of actions schools must take as set out in the 'Actions for schools during the coronavirus outbreak Guidance' and will address the systems of control for 'prevention' and 'response to any infection'

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) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

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;

- Limit the number of children in the classroom to enable social distancing (no more than 30) classroom average size (i.e. useable floor space) measures 7.2m x 7m and therefore any unnecessary furniture will be removed to create space
- Remove 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
- Desks will face the front of the classroom where possible with children sat side by side
- For 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 reinforcement
- Parents will be contacted where children refuse to adhere to the **agreement** when spoken to re the need for social distancing
- Lessons planned for individual work where possible (not pairings or group work)
- Resources and activities planned to reduce shared contact and increase individual learning wherever possible
  Use of outdoor space – same agreement for outdoors
- Feedback – using large whiteboard and interactive whiteboard to avoid unnecessary close interaction
- Interaction carried out where possible from a distance
- Children to use same desk each day where practical
- Teacher and other adults are assigned to set groups of children (bubbles) and stay with these children throughout the day
- Children will not mix with other bubble groups
- Bags, coats and lunchboxes – children supported to access cloakrooms strictly in small groups to hang up and place lunchbox on trolley with encouragement to maintain distance
- Children 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

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;

- Increase cleaning of Foundation toilets to 4x daily
- Allocated toilets for different groups of children.
- The facilities will be organised as follows; *YR – classroom toilets within Red Class, Y1 – corridor toilet next to Y1 cloakroom (and toilets behind hall where necessary), Y2 – toilets accessed via The Gallery (behind hall), Y3 & Y4 – toilets in corridor outside classroom, Y5 & Y6 toilets outside Violet Class.*
- Hand gel used after toilet use as well as washing hands
- Extra Signs in toilet re washing hands
- Wedges for the toilet external toilet doors if not fire doors
- Extra soap ordered to ensure we do not run out
- All 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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+ distance
- Markers on the pavement leading up to the school to support parents and children to adhere to the 2-metre social distancing rule
- Staggered drop off and pick up times for different 'bubble' groups
- School site parking facilities will be closed to all vehicles (excl. disabled badge holders) during drop off times due to increased pedestrian traffic
- School carpark will be set up to facilitate a drop off zone for parents wishing to drop their children off therefore avoiding parking offsite
- Instructions shared re social distancing between families with parents and Children
- Parents 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, telephone
- School reception limited to 'one in one out' rule. Parents advised that (outdoor) queues are possible.
- Parents 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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 distance
- Markers on the pavement leading up to the school to support parents and children to adhere to the 2-metre social distancing rule
- Staggered pick up times for different 'bubble' groups
- Parents will be asked to stand on the playground (socially distanced) using the cone markers provided. Children will be dismissed at a distance and asked to move to the parent rather than the adult moving forwards
- Only one parent to be allowed onsite per family to reduce number of adults
- School site closed to vehicles (entering & leaving) during drop off times due to increased pedestrian traffic
- Instructions shared re social distancing between families in the afternoon with parents and Children
- Parents 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- Staggered and set playtimes and rotated use of all outside areas;
- Bubble groups may utilise other outdoor areas; meadow, field, woodland but must not mix with other groups
- Reduced use of shared playground equipment –surfaces must be regularly cleaned
- Games discussed which encourage social distancing and avoid the need for close contact – football passing, catch, hoola hooping, tennis, bat and ball, target games etc
- Staff supervision throughout – actively encouraging and insisting on social distancing
- Children practice talking 1m+ apart – modelled by staff
- Fixed 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- Classroom tables to be cleaned prior to lunch being consumed
- Handwashing essential before and after lunch is consumed
- Special menu created to reduce unnecessary contact with the adults in the kitchen
- In-school food to be packed in covered, single use containers
- Children eat in their classrooms
- Children sit in socially distanced spaces to eat their lunch
- Meals collected from hall by staff from each bubble (labelled with child's name) and served in class
- Staff room facilities extended to include the annexe.
- Staff room capacity limited to max. 5 people at any one time
- 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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

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

Contact of shared resources resulting in 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 *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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. **(Please see the school office for stock)**
- Tubs of resources for individuals are recommended if needed – maths cubes etc
- Pupils within a class bubble can share resources but 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
- Lessons planned to reduce the need to share resources where possible but not to impede the delivery of the curriculum
- Resources on tables ready for lesson and not distributed within the lesson where possible
- Plastic packets (zippy) 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.
- List of indoor and outdoor equipment to be used to be given to cleaners each week so resources can be cleaned everyday using anti-viral spray
- 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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- Where possible, children will have consistent adults within their bubble
- Recovery 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.uk**
- The 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

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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
- Weekly staff meeting to discuss concerns and shared control measures – to be held in hall to ensure appropriate social distancing measures are maintained
- 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 after week one and fortnightly after that – this is flexible and the frequency will be increased if necessary
- Limits to capacity of staff room facilities
- Planned time for planning and preparation (PPA) to take place on Friday (pm) – school day to end at 1.30pm for pupils to facilitate this. Staff encouraged to utilise their own classroom space during this time.
- Risk assessment of all staff within clinically vulnerable group including request for letter from GP to advise any reasonable protective measures.

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- Seek 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 assessment
- Disposable masks available if needed by staff who need to be in closer contact due to first aid reasons or other.
- Extra disposable aprons ordered
- Extra gloves ordered
- Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk
- Please note the Government guidance states "Wearing face coverings or face masks is not recommended" additional guidance released – use of facemasks is no at HT discretion. Masks not used by staff but face shields available
- All visitors to school are to wear masks

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 poor hygiene resulting in 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 *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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 stations set up in each classroom in form of hand washing bowls with the water being replaced after each handwash.
- 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

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

Existing level of risk	Consider current level of risk		
<mark>HIGH</mark>	MEDIUM	LOW	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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
- 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
- Deep cleaning of all classrooms planned at least once weekly (Friday pm)
- 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

Remaining level of risk	Consider the level of risk following use of control measures		
HIGH	<mark>MEDIUM</mark>	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 illness of vulnerable staff and 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 *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20

- Those who are clinically extremely vulnerable (those who have received a letter from **Government or clinician)** can work in school providing all systems of control (as listed in government reopening schools' guidance) are implemented
- Clinically vulnerable staff can return to school in September. While in school they should follow the **measures within this RA** to minimise the risks of transmission; This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing
- Those who are **living with someone who is clinically extremely vulnerable** can work in school
- Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the control measures advice, which applies to all staff in schools. SLT will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).
- Sharing risk assessments with staff allowing them to comment and contribute
- Guidance for hygiene, cleaning of clothes after shifts in 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- The Annexe will be used as the isolation room – windows opened to ensure good ventilation – the collecting parent will be asked to access the room via the external door
- The second member of staff in the classroom to accompany with the child
- PPE 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 needed
- Parent to be called and child to be collected as soon as possible
- Site manager to be notified so the room can be deep cleaned
- Test ordered for child and staff member if necessary
- 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.
- 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.
- 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.*
- 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.
- A household where someone is displaying symptoms must isolate for 14 days minimum
- 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.

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

A confirmed case of Covid-19 amongst the school community

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 *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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 14 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:
  - ➤ *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 individual*
  - ➤ *travelling in a small vehicle, like a car, with an infected person*
- Use 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	NEGLIBLE

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	NEGLIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- There is at least one member of staff with paediatric first aid training within each bubble group
- Support 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 group
- If paediatric first aider is needed, staff to use the Walkie-talkie to call for assistance
- PPE 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 must be worm by staff administering first aid with handwashing before and after contact

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

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 *RED text show control measures from Government Guidance "Actions for schools during the corona-virus outbreak- Guidance for full reopening" updated 07.08.20*

- 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 other
- If 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	![signature]
Name of Assessor / Manager	(Mrs) Jodie Flynn
Assisting	Mrs L Osborne / Miss T Cocks (Assistant Heads)
Date	07.08.20

Manager's comments	*Insert comments relevant to assessment as appropriate*

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. If more children are to re-join the school, this risk assessment will need to change as we will not have the classroom spaces or the staff to allow for any more children than Foundation, Year on and our Key Worker children.

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.

Risk Assessment Review	*Set future review dates & sign/comment upon completion* This risk assessment will be reviewed on **11ᵗʰ September 2020** and then bi-weekly after that.
	Reviewed 14.09.20 – discussed with staff 15.09.20