

RISK ASSESSMENT FORM	Ref Number: CV	
Establishment: Holy Family RC Primary School	Assessment by: Alison Booth	Date: 12/07/20 Reviewed 26.10.20 Reviewed: 04.01.21
Task / Process Being Assessed: School opening to students and staff during coronavirus (COVID-19) pandemic September 2020	Approved by: COG – Anne Ostmeier H&S Gov – Christine Baldwin	Date: 16/07/20



Scope

This is a generic risk assessment example for schools opening to students and staff during coronavirus (COVID-19) pandemic. It can be used as a guide to think through some of the hazards in your school and the steps you need to take to control the risks. It is not intended to cover all scenarios and each Headteacher should consider their own unique circumstances. More specific assessments will be required for those who are clinically vulnerable staff or SEND students - please see the individual risk assessment form.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance 'Opening schools for more children and young people: initial planning framework for schools in England'. This guidance is available [here](#). In preparation for opening all schools must work through the Key Action List set out by the Government found in this guidance.

Other helpful guidance documents for schools:

- **Guidance for full opening: schools** – Available [here](#) and to be referenced throughout the risk assessment.
- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

Overarching Principals

The Government has set out five overarching principals to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you must not leave home and seek advice regarding self-isolation.

Risk Assessment

What are the hazards to health, safety and the environment? (e.g. heavy box, fuel delivery)	Who or what might be harmed and how? (e.g. staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Vulnerable school staff Staff / vulnerable staff interactions in close proximity	Vulnerable staff may become infected and suffer ill health from exposure COVID-19	3	5	15	School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents. Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace Individual discussions and risk assessments to be completed for vulnerable staff. Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test. Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance here .	HT to communicate risk assessment and guidance to staff. Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. HT to meet with staff who have been shielding due to being or living with someone classed as extremely clinically vulnerable, complete a risk assessment. Advice for those who are clinically-vulnerable, including pregnant women, is available Risk assessments to be completed. Guidance to be sought from midwife or GP.	Headteacher Headteacher Headteacher	14.07.20 02.09.20 02.09.20	 XX.XX.XX

					<p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>	<p>Regularly remind staff of procedures, each member of staff to given their own copy of risk assessment, changes to policies, guidance.</p> <p>Updates given on weekly briefing, however staff expected to raise concerns immediately to SLT.</p>	Headteacher	02.09.20	XX.XX.XX
<p>Vulnerable Pupils</p> <p>Pupils / vulnerable pupils interactions in close proximity</p>	Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19	3	5	15	<p>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils who will remain on the shielded patient list can also return to school, but will maintain social distancing as much as possible in the school.</p> <p>Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for</p>	<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>Find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</p> <p>Information sent out to parents prior to September return. Risk</p>	<p>Headteacher/SLT</p> <p>Headteacher</p>	<p>02.09.20</p> <p>02.09.20</p>	

					<p>the child and follow guidelines found here.</p> <p>If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>	<p>assessments will be completed for children at higher risk due to previous shielding.</p> <p>Home/School agreement in place to state what school will do and what parents must do, and include links to most current guidance.</p> <p>The quarantine room will be the old learning mentor room. Windows will be kept open and cleaning materials available. The room will also have tissues and a pedal bin/yellow bin for disposing of PPE should it be needed. Identify toilet arrangements – KS2 disabled toilet to be used. Notice to be placed on the door when occupied by a poorly child/adult.</p> <p>Admin to ensure that all contact details are upto date and we have at least 3 emergency contact numbers.</p> <p>Advice printed out and stored in the office ready to be given to a parent should their child become unwell.</p> <p>Ensure PPE stocks are adequate. These must be checked weekly. It is the staff within each bubble to ensure that their PPE in class is adequate.</p>	<p>Headteacher</p> <p>Site Manager</p> <p>School Business Manager</p> <p>School Business Manager</p> <p>PFA – check adequate</p>	<p>02.09.20</p> <p>12.07.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>15.07.20</p>	<p>XX.XX.XX</p>
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					<p>After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Where a child, young person or staff member tests positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 14 days.</p>	<p>It is the staffs' responsibility (within each bubble) to ensure that they have adequate cleaning products. If not, they must leave their disinfectant bottle in the caretakers office to be refilled at the end of the school day.</p>	<p>stocks. All staff – check class stock.</p> <p>All staff</p>		
<p>Hand Washing</p> <p>Inadequate hand washing facilities and regimes</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure to COVID-19</p>	3	5	15	<p>Sufficient handwashing facilities are available throughout school. Hand santiser available in all classrooms. Soap also available in the classroom by the sink.</p> <p>Hand sanitiser only used where sinks are not available.</p> <p>Hand sanitisers only be used under close supervision for younger children - under normal circumstances children should not be using alcohol-based hand cleansers due to the risk of ingestion. Small children and pupils with complex needs will continue to be helped to clean their</p>	<p>Ensure all sinks have necessary stock & restock as required. Adequate resources in stock for return to school in September.</p> <p>Sanitise sinks regularly with appropriate cleaning chemicals. Sinks to be cleaned after each break. Rota/ checklist to be signed by staff.</p> <p>All staff to be given their own santiser to clip on their Lanyard.</p> <p>Ensure all attending understand</p>	<p>Cleaners – monitored by Site Manager</p> <p>All staff (rota based)</p> <p>Teachers</p>	<p>Daily</p> <p>Daily</p> <p>03.09.20</p>	

				<p>hands properly. Skin friendly skin cleaning wipes can be used as an alternative</p> <p>All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after:</p> <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p> <p>Help will be provided to children and young people who have trouble cleaning their hands independently.</p> <p>Hand washing guidance found here circulated amongst all staff / pupils.</p> <p>Disposable tissues available in each classroom for both staff and pupils. Hand sanitiser in every classroom.</p> <p>Posters displayed throughout school to remind everyone of public health advice - including not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Sinks and toilets regularly sanitised and pedal bins have been bought for all classrooms and toilets and are emptied daily.</p> <p>Normal personal hygiene and washing of clothes</p>	<p>how to wash hands correctly – refresh guidance found here Lesson to given on return to school. One member of staff will supervise hand washing.</p> <p>Discuss with staff the most effective way to include handwashing in the daily routine to avoid lost learning time.</p> <p>Poster around the school as appropriate.</p> <p>Modify the home school agreement.</p>	<p>All staff</p> <p>L 4 TA's</p> <p>Headteacher.</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
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					<p>following a day in school setting encouraged. Uniforms do not need any more washing than normal.</p> <p>Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'</p>	<p>Lesson to be given when children return to school – Catch it, bin it, kill it.</p>	All teachers	03.09.20	
<p>Cleaning</p> <p>Inadequate cleaning regime</p>	<p>All building users including staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19</p>	3	5	15	<p>Government cleaning advice found here. implemented throughout school premises. This includes a generally enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p> <p>Cleaning regimes and responsibilities are clarified in with relevant staff / organisations. (External organisations providing FM/cleaning services should be sure to define these responsibilities).</p> <p>Regular check of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. Request additional supplies as necessary.</p> <p>Hygiene stations at locations through the school with instructions on their use.</p> <p>Cleaning with usual cleaning products will continue, with regular daily cleaning of highly used areas including:</p> <ul style="list-style-type: none"> – door handles – door plates – bannisters – desks – chairs – taps and sinks 	<p>HT/SLT to revisit guidance/procedures at the start of term.</p> <p>HT/SLT will also monitor cleaning checklists. SLT and LM will do daily spot checks.</p> <p>If a child is unwell a member of staff will take the child to the isolation room and radio for their parent to be called.</p> <p>If it is a suspected case of coronavirus the room will be cleaned thoroughly after following guidance.</p> <p>SM to check stocks daily.</p> <p>Carry out inventory check of cleaning products and stock at regular intervals, restocking proportionately as necessary.</p> <p>Staff will continue to clean frequently, at break, lunch and afternoon.</p>	<p>HT/DHT</p> <p>All staff</p> <p>Site Manager</p> <p>All staff</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	

					<ul style="list-style-type: none"> – telephones – keyboards – light switches – electronic entry systems – vending machines – toys <p>Bins for tissues are lined and emptied throughout the day. Liner is sealed/knotted and placed in the main waste container.</p> <p>If lights are not on automatic sensor staff instructed to leave them on throughout the day.</p> <p>All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible.</p> <p>Doors will be propped open, where safe to do so (taking into consideration fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Pedal bins in the toilets to emptied at dinnertime by JD.</p> <p>Large pedal bins are now in each classroom, so should only need emptying once a day at the end of the day by the cleaners.</p> <p>SM to open all windows when opening up in the morning</p> <p>All windows must be opened at the start of the day.</p> <p>Windows opened in communal areas and isolation room.</p> <p>Windows to be opened in the classrooms.</p> <p>To reduce cleaning, LKS2 toilets on the left, UKS2 toilets on the right. This has been changed each class bubble has been allocated 2 toilets with the exception of Year 6 who have 1 toilet.</p> <p>Regularly review any doors being propped open to ensure they do not pose significant fire spread risk / safe guarding issue.</p>	<p>Cleaners</p> <p>Site Manager .</p> <p>Staff</p> <p>Staff</p> <p>Site Manager/Fire Wardens</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
Social Distancing	All building users including	3	5	15	<p>Traffic and Circulation Routes</p> <p>Classrooms accessed directly from outside where</p>	<p>KS2 children will enter through KS2 door to access toilets for</p>	<p>HT/SLT</p> <p>All staff</p>	<p>02.09.20</p>	

Inappropriate pupil / staff mixing and movement around school premises	staff, pupils, visitors, cleaners, contractors, shielded and vulnerable groups may become infected and suffer ill health from exposure COVID-19				<p>this is workable.</p>	<p>hand washing before they enter the classroom. Staff ensure that they keep 2m distant form each other at all times. Be mindful when passing on the corridor that at least 1m distant is kept. Staff have the option of wearing masks in communal areas when moving around school. Staff to have their lunch with only staff from their bubble. KS1 will enter through KS1 door and make way to the toilets for handwashing. EYFS children will enter through the nursery door and make their way to the toilets for handwashing. New signage outside school gates and new markings on the floor.</p>	HT/DHT	02.09.20	
			<p><u>Classrooms</u> Classes will be cohorting (bubbles) where possible (maintaining the same groups together in classrooms).</p>	<p>Teachers and other staff are assigned to a group as far as possible. However, movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups.</p>	<p>There will be four class bubbles in KS2 following January lockdown. With staggered start and end times. There will be 1 bubble in EYFS and 1 bubble in KS1. Where possible staff will remain in their bubble. Where this is not possible groups SLT will try to keep groups small to reduce risk. Hand washing will be essential between groups and staff will, where possible position themselves 1meter plus away from the child, avoiding face to face and standing either behind, to the side or above the child.</p>				
			<p>School will make small adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p>						
							DHT	02.09.20	
							Class teachers	02.09.20	
						Keep a record /timetable to show			

					<p>Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.</p> <p><u>Breaks and Lunch Breaks</u></p> <p>Consideration to breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables cleaned between each group.</p> <p>Pupils directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. 'Where practicable 2m social distancing to be maintained especially between adults.</p> <p>Pupils who require additional support will be provided as necessary.</p> <p><u>Halls and Shared Rooms/Areas</u></p> <p>Class groups will take staggered breaks between lessons, if possible.</p> <p>Adequate cleaning between groups is in place, following the cleaning guidance found here.</p> <p>Use of staff rooms and offices will be staggered to limit occupancy. Large gatherings such as assemblies and worship with more than one group will not be allowed.</p>	<p>deployment of staff across the week.</p> <p>Classrooms to be arranged so that children are sitting side by side and facing the front from year 2 upwards. Where possible children should be encouraged to socially distance. 1 child per desk where possible.</p> <p>Daily sanitising as appropriate Site Manager/ HT to monitor. Remind about hand hygiene.</p> <p>Lunches will run as follows: EYFS: 11.30- 11.50 (left side of the room) KS1: 11.50-12.10 (Right side of the room) LKS2: 12.15 – 12.35 (Left side of the room) UKS2: 12.40- 1.00 (right side of the room) Children will eat in their classroom at the same time as previously and follow the same hand hygiene. Children will wash their hands before they eat and when they come back in. UKS2 will use hand gel to sanitise hands before playing out then wash their hands before going into the hall. There will be a one way system to the hall.</p> <p>DHT to organise break times</p>	<p>All staff</p> <p>All staff</p> <p>All staff HT/DHT All staff</p> <p>DHT All staff</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20 02.09.20</p> <p>02.09.20 02.09.20</p>	
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					<p><u>Outside Space / Playgrounds</u> School outside space will be used for exercise, breaks and for outdoor education, where possible as being outside can limit transmission. Use of outdoor areas will be staggered where possible as per the shared area controls above to prevent significant mixing.</p> <p>Outdoor playground equipment will be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p><u>Shared Resources</u> For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p><u>Pupil Equipment</u> Pupils must 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. Pupils and teachers can take books and other shared resources home, although unnecessary sharing</p>	<p>Cleaning of desks and high touch areas to be cleaned during break. No assemblies. Playtimes – The playground will be split into 2 areas in KS2 classes to take turns in each area – to be decided by the class teachers. Staff to clean handles of the outdoor gym after use. EYFS will remain as 1 bubble. KS1 will remain as a bubble</p> <p>Pencil cases purchased for each child to have their own resources. Class texts to be allocated to a child, as is an ipad. Reading books that go home are to put on rotation and returned books stored for 48 hours before being used again.</p> <p>Each phase or class will have their own playtime resources. General resources eg paint brushes must be cleaned thoroughly after use. Carry out inventory check of resources (stationary, books etc) and stock at regular intervals, restocking as necessary. Children to bring in: coat, lunch box, PE kit (which is to stay in school) and their book bag. Stationary will be provided. Marking will be kept to a minimum as in-line with our marking policy and feedback will be given throughout the lesson but also at the start of every lesson to recap over prior</p>	<p>Teachers within bubble to arrange</p> <p>All staff MG at Lunchtime</p> <p>Class Teachers</p> <p>BS</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
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				<p>will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p> <p>Particular subjects/activities</p> <p>Music Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside positioning pupils side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Sports / physical activity Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. School will consider carefully how such arrangements can operate within their wider protective measures.</p>	<p>learning.</p> <p>Year 4 music lesson will take place in the hall. Children will sit side by side facing the teacher who will ensure that she socially distances. Disposable gloves Year 5 and 6 ongoing opps 1 and 2 will take place in hall.</p> <p>Where possible sports lessons will take place outdoors If the hall is to be used eg for dance all windows and doors will be open and the teacher will ensure that she is 2 ms away.</p> <p>Swimming will continue, the minibus will be used as transport. However due to being unable to use staff transport the groups will have to be smaller and therefore children will only be able to go swimming 2 out of three weeks on a 3 weekly rota. The children staying at school will have appropriate interventions. January Swimming cancelled. Consider what aspects of the P.E. curriculum can be taught. Clean equipment regularly.</p> <p>School to refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and 	<p>HT</p> <p>BS/ JM</p> <p>Class teachers</p> <p>AN</p> <p>Class teacher and HT</p>	<p>17.7.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
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					<p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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				<p>and pupils will also be encouraged to walk or cycle to school where possible</p> <p>Government travel guidance found here will also be circulated amongst parents and pupils.</p> <p>Entrance will be supervised by staff to prevent parents entering premises and discourage loitering around school. Communication to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p>Educational Visits No domestic overnight and overseas educational visits, - further information can be found here.</p> <p>Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely. Further information can be found here.</p> <p>Breakfast Club During before and after school clubs & breakfast clubs schools will keep children within their year</p>	<p>the right of the door and Year 2 the left. Year 3 and 5 will line up on the right of the gate Yr 4 & 6 the left. CLEAR SIGNAGE – SLT ON GATES TO DIRECT UNTIL ROUTINE EMBEDDED.</p> <p>Each bubble will have a window of time in which to arrive upto 15 mins.</p> <p>Letter to explain to parents. Write to all parents advising of one parent policy and restrictions on school grounds during pandemic. Send out letter to parents not to gather at school gates and not to come onto site without prior appointment'</p> <p>Guidance circulated to parents.</p> <p>SLT will be on the school gates. In the morning In KS2 parents will drop off at the gate. At home time they may enter the school grounds to pick up from an allocated area. Parents will be asked to wear a mask when coming onto the school grounds unless exempt.</p> <p>Day trips only All trips cancelled during January lockdown.</p> <p>Breakfast club cancelled during January Lockdown. Children will sanitise their hands</p>	<p>HT</p> <p>HT</p> <p>HT/DHT</p> <p>Class teachers</p> <p>HT, MG RW GI and CB</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>7.9.20</p>	
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					<p>when required – PPE usually only needed:-</p> <ul style="list-style-type: none"> • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. <p>Rubber gloves will be washed and dried properly before reuse.</p> <p>Waste to be disposed of in line with government guidelines found here 'how will PPE and face coverings be disposed of'. This includes ensuring that waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE is:-</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours. <p>Such waste will be stored safely and securely kept away from children. Waste will not be put in communal waste area until after 72 hours.</p>	<p>Clear posters need to be displayed instructing how to put on and take off the PPE. Staff to revisit training at the start of the year.</p> <p>A bin at the gates for children to dispose of masks they may have worn to school.</p> <p>Additional Black bin bags need to be stored in the medical room.</p>	<p>DHT</p> <p>All staff</p> <p>Site Manager</p> <p>Site Manager</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
<p>Stress</p> <p>Stress and anxiety about Coronavirus COVID-19</p>	<p>Staff may suffer ill health from stress due to COVID-19 related anxiety, stress,</p>	3	3	9	<p>Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc.</p> <p>Guidance available from Public Health England here - shared with all staff.</p>	<p>Remind staff stress and anxiety may increase susceptibility to infection e.g. lack of sleep, becoming run down, etc.</p> <p>Provide information on EAP</p>	HT	02.09.20	

	bereavement				<p>Bereavement policy in place and followed where applicable.</p> <p>Access to Employee Assistance Programme and counselling on self-referral basis.</p> <p>Staff reassure children and young people on regular basis.</p>	<p>details – posters around school as appropriate.</p> <p>Hold regular online/ socially distanced wellbeing meetings where possible.</p> <p>Member of staff to take responsibility for health and wellbeing team.</p>	<p>HT/SBM</p> <p>HT/DHT/SENCO</p> <p>CB</p>	<p>02.09.20</p> <p>02.09.20</p> <p>02.09.20</p>	
<p>Contractors / Visitors (including governors)</p> <p>Visitors and spread of Coronavirus</p>	All building users may become infected and suffer ill health from exposure to visitors / contractors who may have or been exposed to COVID-19	3	5	15	<p>Consideration given to contractors on site and assessment made by headteacher if their visit is essential.</p> <p>Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. Where form suggest risk of infection, restrict access to building. A record of all visitors and contractors to the building will be kept</p> <p>Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible.</p> <p>Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils.</p> <p>Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc).</p> <p>One parent policy - Parents will be asked to drop off at the school boundary and not enter the school premises.</p>	<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form. All contractors to wear a mask when moving around the school.</p> <p>Volunteers for the Magic Breakfast to wear masks.</p> <p>Inventory</p> <p>Ensure parents are informed ahead of opening re one parent policy including drop off and pick up routines.</p>	<p>LO</p> <p>LO</p> <p>HT/DHT</p>	<p>02.09.20</p> <p>02.09.20</p> <p>28.08.20</p>	

					Staff stationed at entrance points to restrict access and prevent overcrowding where possible.	Provide signage where appropriate.	SLT		
Medication and First Aid Inadequate procedures for managing medical needs	Staff and pupils risk illness / increased risk if unable to get adequate medical assistance quickly enough.	3	3	9	<p>Ensure staff are aware of any medical issues affecting individual attendees including staff.</p> <p>Healthcare Plans and Individual Risk assessments will be carried out and readily accessible for relevant staff.</p> <p>School follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Staff instructed to ring 999 and inform parents/carers/family.</p> <p>First Aid to be provided as required with medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>School follow normal procedures on administration of medication in line with school policy.</p>	<p>Undertake individual risk assessment where required.</p> <p>Ensure adequate First Aid equipment is available.</p> <p>Revisit the First aid policy and medication policy.</p>	<p>HT</p> <p>PFA</p> <p>HT/ All staff</p>	<p>02.09.20</p> <p>15.7.20</p> <p>02.09.20</p>	
Lone working	Staff unable to summon help in event of emergency	4	2	8	<p>Member of staff keeps in contact with office. line manager whether working from home/ travelling or visiting school site.</p> <p>Line manager has emergency contact numbers and staff keeps phone charged and available.</p> <p>Follow school procedures for lone working.</p>	Make sure staff contact information is up to date.	SBM/Admin	15.09.20	

Emergency Procedures Fire and intruder alarms and emergencies- inability to operate emergency systems or procedures	All building users may become trapped in event of fire or be unable to socially distance in emergency evacuation.	2	5	10	<u>General Procedures</u> Fire risk assessment and fire evacuation procedures reviewed to ensure safe evacuation can be carried out. Sufficient number of staff on site to effect safe evacuation. All staff and young people to undergo review / induction in the reviewed fire and emergency routines alongside COVID-19, accident and first aid procedures. NOTE: This may not be the usual routes. Repeat as necessary with new starters (staff/pupils). Emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff. Details of emergency contacts for utilities are readily available. 24-hour monitoring system in place for alarms (fire and/or security). Monitoring centre made aware of any new emergency out of hours contact details. <u>Social Distancing</u> All occupants of school instructed to leave premises and go to the pre-determined Assembly Point in event of fire to ensure their safety. Whilst social distancing may be impacted during evacuation, this can be managed and by following government guidelines on maintaining hygiene at the Assembly Point.	Review Fire Evacuation Plan- with a view to keeping Phase Bubbles socially distanced. Hold a fire and 'invacuation' (lockdown) drill at earliest convenience. Brief staff and children on First Aid procedures of the school. First aid equipment to be kept in all classrooms. Staff responsible for maintaining it. PFA responsible for stocks. Brief rota staff on operation of fire and intruder alarms. Re assess the fire wardens – possibly train a fire warden in each phase bubble. Inform First Response of DHT details in case of emergency. Make available the codes on and off site and ensure all know how to access will it be required.	HT HT/Site Manager HT/Class teachers HT/Site Manager HT Site Manager	30.8.20 15.07.20 5.9.20 02.09.20 15.07.20 15.07.20	
Building Maintenance Lack of building/ property maintenance	All building users including staff, pupils, visitors, cleaners,	3	5	15	All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.). Where possible checks take place before or after school or away from other staff / pupils.	All necessary checks will be completed during the last week of the six week holidays due to KS2 heating being replaced. (Bradbury's)	Site Manager	02.09.20	

Faulty equipment services leading to injury or death	contractors may be injured from defective equipment / property due to lack of maintenance.				<p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'.</p>	<p>Daily checks to be reviewed and improved to ensure more efficient running of the school.</p> <p>Site Manager to ensure that all checks are completed by the end of the six week holidays – liase with Bradbury's</p>	<p>Site Manager / HT</p> <p>Site Manager</p>	<p>02.09.20</p> <p>02.09.20</p>	
<p>Accidents / Incidents</p> <p>Child, Young person or member of staff becomes seriously ill/had a serious accident at school (unrelated to current pandemic)</p>		2	5	10	<p>Follow normal procedures following a serious ill health (unrelated to Coronavirus), serious injury accident e.g. choking, eye injury, fracture, seizure etc. Don't hesitate to ring 999 and inform parents/carers/family. First Aid to be provided as required.</p> <p>Maintain medical hygiene procedures throughout – wear gloves if needed and wash hands thoroughly and frequently and after the patient has left in the care of the paramedics.</p> <p>Consider some of the activities planned so as to reduce pressure on the NHS. e.g. staff working at height or CYP playing at heights and used of different types of play equipment. Additional supervision may be require to control boisterous play in unsuitable areas.</p>	<p>Revisit/ review First Aid Policy During inset days.</p>	All staff	02.09.20	

REVIEWS:

DATE OF REVIEW: 8.1.2021	REVIEWED BY: Alison Booth	COMMENTS: Changes made are highlighted in Pink following new guidance Restricting attendance during the national lockdown. It is not a requirement for staff to wear masks in communal areas, however given that the new variant of the virus is more transmissible I feel this is necessary.
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM			
	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT
When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account
Risks that calculate as high MUST have further control measures put into place that reduce the risk BEFORE the activity is carried out
Medium risk factors will have more control measures introduced where possible to reduce the risk to the lowest possible risk
Staff MUST be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned

OFFICE USE ONLY

Record of document review and amendments

Risk Assessment Form			
Version	Date	Amended By	Comments
1	13/05/2020	M Hill	Created
2	20/5/2020	L Smith	Slight amends following feedback from trade unions and public health
3	07/07/2020	L Smith	Updated following September Opening Guidance