

RISK ASSESSMENT FORM

Assessors name: Mr. S. Proctor	Date of Assessment: August 2020	Activity/Task: Full reopening of school post COVID-19 pandemic lock-down
Directorate: Education	Service: Hadleigh Infants and Nursery School	Head Teacher: Mr. S. Proctor

Hazards	Who may be harmed & How	Existing controls	Risk L x S = R	Additional controls	Residual Risk L x S = R	Actions by whom & when	Implemented Y/N
Exposure to COVID-19	Anyone exposed to the virus or an infected person may contract Covid-19 – with associated range of health outcomes.	School leaders complete risk assessment using the latest Government guidance. https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	3 x 4 = 12	Children to be placed in Class or Year Group bubbles Additional changes made to daily routines as set out throughout this RA.	2 x 4 = 8	SLT to check guidance as and when it is published and make changes when needed to continue to reduce the level of risk. School governors to oversee the Risk assessment process and implementation.	
Preparing Buildings and Facilities	Staff, Students & Contractors and their families.	Health and Safety Checks will be carried out in normal manner. Checks to be completed/in date before reopening - Water treatments Fire alarm testing Repairs made to items in use if needed PAT testing Fridges and freezers Boiler servicing Any other statutory inspections Outside areas - Grass cutting/walkways cleared Internet services	2 x 4 = 8		2 x 4 = 8	AA to complete and record the checks that have been completed.	

		<p>Insurance covers reopening arrangements</p> <p>Office spaces re-designed to allow office-based staff to work safely.</p> <p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>		<p>Staff working within the business office will also be allowed to work at home for at least one day a week.</p> <p>TD will be given a laptop to work on instead of using JR computer. When both TD and JR are in the room both sliding windows should be open as should the front door and window in the corridor.</p>		<p>SP to ensure that space within the office areas provide safe working. Additional spaces will be made for office staff where distancing cannot be completed.</p> <p>SP to ensure that new set up for main office area is completed.</p> <p>SP and AA will communicate new entry and exit routes with all stakeholders before the school reopens.</p> <p>SP will create and place signage around the school to promote social distancing and provide clear guidance of movement of travel around the school.</p>	
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		<p>Using the school for lettings will be reviewed on a regular basis. Any letting that takes place will require an additional set of procedures determined by an individual risk assessment.</p> <p>Consideration given to the arrangements for any deliveries.</p>		<p>Lettings will not take place until at least September 2021.</p> <p>Majority of deliveries to be left in main office entrance area. IF deliveries are needed to come into school. Drivers to wear a mask whilst placing the delivery in the required area.</p> <p>Staff and delivery drivers to follow safe scheme of work linked to the arrival and handling of deliveries as of September 2020.</p>		<p>AC to liaise with all lettings.</p> <p>Risk group and SP to continually discuss the possibility of lettings returning to the school.</p> <p>SP to discuss with KHK, JR and AA the new arrangement for deliveries.</p> <p>KHK and AA will need to explain the arrangements with companies as they complete orders.</p> <p>Staff will need to follow the safe scheme of work linked to deliveries.</p>	
Cleaning	Staff, Students & Contractors	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.			1 x 4 = 4	AA to oversee enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected	

		<p>Additional cleaning to be organised to ensure that regular cleaning can take place throughout the day.</p> <p>Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.</p>			<p>regularly. Additional enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Use of disinfectants when completing cleaning.</p> <p>AA to check and replace Hand towels and hand wash when needed.</p> <p>SP to ensure that a cleaner is available to work adapted hours to cover lunch time clean.</p> <p>Staff to ensure that sides are clear of equipment to ensure that thorough clean can be completed.</p> <p>SP to ensure that the school has a wide range of suppliers that they can access if needed.</p> <p>AA and KHK to complete regular stock check of all essential items and order in plenty of time.</p>	
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		<p>Sufficient time is available for the enhanced cleaning regime to take place.</p> <p>Waste disposal process in place for potentially contaminated waste. Government guidance will be followed such as waste will be stored for 72 hours before being disposed of.</p> <p>Classes will be cleaned at Lunch time and at the end of the day ready for the next day's sessions.</p>		<p>Additional bin will be placed in Medical room for nappy usage only.</p> <p>Tables in the hall will be cleaned after each group have used them by the member of staff in charge of that group.</p>		<p>SP to complete timetable for cleaning and ensure all staff are off site by 5pm to ensure cleaning can continue without cross contamination.</p> <p>AA to ensure that all waste is disposed of following government guidance.</p> <p>AA to move bin into medical room and label the bin appropriately.</p> <p>Staff changing nappies will place dirty nappies into designated bin. This will be emptied daily.</p> <p>AA and SP to ensure that rooms are cleaned in line with details set out in this risk assessment to provide protective measures for the occupants of the rooms.</p> <p>A member of BC and ASC will need to clean down the table in their section at the end of their session.</p>	
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Staffing		<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider • Designated Safeguarding Lead (DSL) • SENCO • Office staff member <p>To reduce the chance of staff contracting the virus the children and staff will be kept in bubbles. Classes will form bubbles and ASC and BC will be completed in year group bubbles.</p>	2 x 4 = 8	<p>Ensure that training is completed to refresh pediatric first aiders.</p> <p>Consider additional members of staff to complete DSL training.</p> <p>A list of BC/ASC any activities where the children have been mixed should be kept for 21 days.</p> <p>Regular seating plans should be completed and stored on the school's server. These should represent current practice and should be updated/checked every 21 days. Seating plans should not be changed after the beginning of a half term.</p> <p>Limited interactions between staff should be observed. Social areas such as staffrooms will be</p>	3 x 4 = 12	<p>SP to complete staff audit to see which staff are available to work as of 7th September.</p> <p>SP to ensure that any staffing pattern meets the requirements set out.</p> <p>SP to arrange bubbles for restart in September.</p> <p>Teachers to keep logs of children interactions/table plans.</p> <p>A log of children attending clubs such as BC/ASC will be kept to help with Track and tracing.</p> <p>SP to arrange social areas to ensure that social distancing is possible.</p>	
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		<p>Staff to continue to report absence with or without symptoms in line with the school's current policy.</p> <p>Arrangements for staff who are working from home are in place (including those shielded,</p>		<p>designed to ensure 2m distancing.</p> <p>Each group of staff have been allocated a separate staff room space.</p> <p>Changes will be implemented to further protect staff from 5th November - details linked to these additional changes can be found in the Implemented Changes for Nation Lockdown Document.</p>		<p>Staff to ensure that they follow social distancing rules when mixing at break times.</p> <p>SP to write and distribute Implemented Changes for Nation Lockdown Document by 5th November.</p> <p>AC and SP to design and make staff absence reporting system for the last half term of the year and discuss this with staff.</p> <p>AC to make it clear to staff what must be recorded for all workers regardless of them working in school or at home.</p> <p>SP to complete regular contact with staff working from home if bubble</p>	
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		<p>clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <p>Plans to respond to increased sickness levels are in place - Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly basis. The school will open on 7th September with at least two members of staff who have the capacity to cover groups if needed.</p> <p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.</p> <p>Approaches for meetings and staff training in place.</p>		<p>Ensure that training is completed to refresh pediatric first aiders.</p> <p>Consider additional members of staff to complete DSL training.</p> <p>Vast majority of staff meetings and TAFs will be completed remotely</p>		<p>isolations are bought in during the year.</p> <p>SP to inform staff who will be used in a cover capacity for general sickness. All key roles such as DSL will have multiple sources of cover.</p> <p>SP to discuss the expectations and school guidance around clothes worn and their management of these with all staff.</p> <p>SP to ensure that all training is completed</p>	
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		<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision and the impact this could have on workload in the event of a bubble isolation.</p> <p>Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are</p>	<p>unless there is a strong reason for this not to be the case.</p> <p>Parents evening and curriculum meetings will also be completed online until at least January.</p> <p>Reception and Nursery Staff meeting parents will meet outside and will be distanced by 2 metres.</p>	<p>remotely including staff meetings.</p> <p>SP to communicate with parents around new arrangements linked to meeting with staff.</p> <p>SP to work with year group leaders to discuss the best support for staff to manage workload for both in school and remote learning.</p> <p>Year group leaders to take an active role in leading their year group's response if they are required to isolate.</p> <p>SP to remind staff of the support available to them as well as restate that if</p>	
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		<p>supported to follow this within their own situations and that of colleagues is clear. Staff will continue to have access to the school's assistance programme.</p> <p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Return to school procedures are clear for all staff.</p> <p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		<p>Visitors / contractors will need to complete form as they arrive. This will identify that they are not showing symptoms or living with someone who is. They will also be required to provide</p>	<p>they have any concerns or worries then they can speak to him, one of the Year Group Leaders or wellbeing champions.</p> <p>Year group leaders will complete regular checks with staff in their normal year groups and report any concerns to SP.</p> <p>SP and AC to make staff aware of how to access testing if they are showing symptoms.</p> <p>SP to produce guidance linked to returning to work and will provide all staff with a copy before 7th September.</p> <p>SP to devise procedures of visitors/contractors on site and share these with anyone entering the site.</p> <p>Wherever possible SP will ensure that visits and</p>	
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		<p>Contractors will only attend site if essential work is needed to be complete.</p>		<p>personal contact details for any further track or trace procedures. These details will only be kept for 21 days before they are destroyed in line with the school's retention policy.</p> <p>Visitors and contractors will be expected to wear a face mask whilst on site.</p> <p>Contractors and visitors should only enter the site if absolutely necessary.</p>		<p>contractual work are completed outside of school hours unless work is immediately required to meet the school's H+S requirements.</p>	
		<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>		<p>Individual risk assessment will be completed and shared for PE sessions delivered by Deanes.</p> <p>Sports sessions will be completed remotely as of 5th November 2020.</p>		<p>Any additional activities will require a separate risk assessment before they are completed.</p> <p>SP to contact sports partnership to gain information about how they intend to complete their role in a safe manner.</p> <p>Sports coaches to prerecord PE sessions that will be completed during the regular sessions.</p>	

Clothing	Staff, Students & Contractors and their families.	<p>Uniform policy (staff and students) to be reinstated as of September 7th.</p> <p>All clothing the children are sent to school in must be appropriate and keep them safe - including footwear / and items of clothing for protection from the sun.</p>		<p>Parents will be advised that although the need for daily cleaned clothes is no longer active they should try to accommodate this wherever physically possible.</p> <p>Children will be sent into school in PE kits during their PE sessions.</p>	2 x 3 = 6	<p>SP to notify parents of the expectation around washing of clothing.</p> <p>SP to notify parents that school uniform should be worn as of 7th September.</p> <p>PB to work with families who may find it difficult to regularly provide their children with clean clothes.</p> <p>Staff to monitor clothing worn by children and report any concerns to SP straight away.</p>	
Competence of any staff wearing PPE	Staff using PPE & anyone exposed following onward transmission	<p>Staff to complete:</p> <ul style="list-style-type: none"> • Infection Prevention & Control e-learning; • Putting on and taking off PPE e-learning; • Competence Quiz. <p>Staff to achieve 80% pass rate in the quiz to undertake work using PPE. 1 resit is allowed before all the training must be repeated.</p>		<p>Reminder of the training completed in June will be provided for all staff during September.</p> <p>All new staff will need to complete the online learning within their first week at the school.</p>		<p>SP to provide staff with e-learning</p> <p>Staff to complete e learning.</p> <p>SP to provide information linked to previous training.</p> <p>All staff responsible to report incorrect use of PPE to a senior leader.</p>	
Transfer of virus onto/off PPE	Staff and potential	All staff will be supplied with a bag of PPE. This bag should be carried with them at all times. It		Reminder of the training completed in June will be	2 x 4 = 8	SP to provide information linked to previous training.	

	onwards transfer	<p>will be the staff's responsibility to ensure that they have the correct PPE in their bag before starting their role for the day.</p> <p>Wash hands before handling PPE.</p> <p>Don & remove PPE in specified order. The correct order and instructions will be supplied to staff.</p> <p>After use double bag disposable PPE, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</p> <p>Re-usable PPE (e.g. rubber gloves used for general</p>		<p>provided for all staff during September.</p> <p>Refreshing understanding of procedures.</p> <p>Smaller bags will be provided for less items of PPE and small first aid remains. Still to be stored in same manner.</p> <p>After advice this also includes visors. These will</p>		<p>All staff.</p> <p>All staff.</p> <p>All staff who wear PPE will be expected to follow the order that they covered during training.</p> <p>All staff responsible to report incorrect use of PPE to a senior leader.</p> <p>AA to ensure staff have appropriate bags for PPE and will arrange storage and disposal of PP.</p> <p>Cleaning staff to complete after completing their shift.</p> <p>All staff.</p>	
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		<p>disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</p> <p>Wash hands at end of processes.</p> <p>Hand sanitizer will be supplied for staff to use before touching communal items such as the photocopier, fridge and water heater.</p>		need to be cleaned using disinfectant.		<p>AA to place hand sanitizer up on wall.</p> <p>All staff to ensure hands are clean before using the communal items.</p>	
Virus entering premises	Staff, Students & Contractors and their families.	<p>Parents & Staff issued with guidance on daily checks to undertake before entering the school site.</p> <p>Contractors asked health check questions on arrival.</p>		<p>Log is kept for track and trace procedures.</p>	1 x 3 = 3	<p>SP to complete guidance linked to daily checks and share these with staff and parents.</p> <p>SP will also make the expectations of these checks clear before people visit the site.</p> <p>AA to complete health check questions with contractors before they are allowed to enter the site.</p>	
Arrival & Departure	Staff/Students/parents/carers	Health check questions to be asked before child enters premises. Any children who are potentially exposed to the virus	2 x 4 = 8		2 x 4 = 8	Staff to briefly ask parents if the child or anyone at home is showing Covid-19 symptoms.	

		<p>or are showing symptoms of the virus will be refused entry.</p>				<p>Staff will be expected to call SP on radio if the parent answers yes to any of these questions.</p>	
		<p>Children and families will arrive and depart at designated gates at staggered set time.</p>		<p>Change to the staggered system to ensure that the staggered times are evenly weighted.</p>		<p>SP will inform the parent that the child will not be able to attend until they have either been tested or completed self-isolation for 14 days.</p>	
		<p>A member of the senior leadership team will be at the front gate to ensure that parents are arriving at the correct time and entering the site at a safe 2m distance.</p>		<p>As of 5th November, staggered times will be extended to reduce the level of traffic further.</p>		<p>SP to inform parents of the times that they can arrive at the school site in the morning and afternoon for pick up and drop off.</p>	
				<p>Staff will also be placed at Scrub Lane and The Avenue to ensure that parents are not entering the site via exit only areas.</p>		<p>SP to arrange a member of staff to be placed at the different gates around the school.</p>	

2m social distancing to be advised to parents and enforced wherever possible. Reminders will be placed around the school.

Parents will be asked to wear a face mask or visor if they are medically able to do so.

Adults on site will be limited to one per family.

An adult from each class will be at the door ready to accept the children into the class. The parents will be advised to drop and continue walking.

SP and AA to ensure that signage and floor marking support parents to keep 2m distance.

SP to communicate this message to staff and ensure signage makes this expectation clear.

SP to communicate this message to staff and ensure signage makes this expectation clear.

Teachers to identify children who may need additional support during the drop off times. This additional support may look at the time they arrive how they arrive and other interventions we can implement to improve the transition from outside into the classroom.

		<p>At the end of the day the children will have their things ready to go and will be called by the teacher to leave.</p>				<p>Parents will be asked to walk around again if needed.</p>	
		<p>Spaces will be marked on the floor (2 metres apart) if more than one person arrives at once.</p>		<p>These will be painted with more permanent paint - this will ensure that as the winter weather hits markings will still be visible.</p>		<p>Teachers/support staff to ensure children remain at desks until they are called to leave.</p>	
		<p>Staff to wear disposable gloves to open/close gate (if not automatic). Hands to be washed after glove disposal. Hand sanitiser to be used at entry and exit points.</p>		<p>Hand sanitiser stations will be placed in each classroom and in other key areas around the school before 7th September. These stations will be used when large numbers of children/staff need to clean hands at any one time.</p>		<p>SP and AA to make sure appropriate signage is available outside each of the classes.</p>	
						<p>AA to ensure staff have the stock of gloves, hand sanitiser required.</p>	

		As soon as the children enter the room they will be encouraged to wash their hands using soap or hand sanitiser before sitting at their table.				AA to ensure hand sanitiers stations are in place before the children start back at school. Teachers ensure that children complete a strict hand washing regime.	
Access/egress in building	Staff/Students/Contractors	<p>Access & Egress through common areas to be kept to minimum. External routes to be used whenever practicable. One way systems to be introduced where internal routes have to be used.</p> <p>Wherever possible class group members to walk at 2m distancing.</p> <p>Teacher desks will be turned around to create physical barrier in classes.</p> <p>Markings at 2m intervals will be displayed around the outside of the school.</p>	2 x 3 = 3		2 x 3 = 3	<p>Maps for parents and staff will be created and provided. One way in and out for parents to complete drop off times. (SP/AA)</p> <p>One-way system (with school) will be clearly marked with arrows on the floor.</p> <p>Staff to wherever possible ensure 2m distancing is upheld.</p> <p>SP and AA will move desks when preparing the classrooms.</p>	

				that as the winter weather hits markings will still be visible.		AA to display 2m intervals around the outside of the school.	
Emergency evacuation	Staff/students/contractors	<p>The school will continue to use evacuation routes as per before the closure. Staff to be reminded of exits available to them.</p> <p>Where practicable maintain social distancing on evacuation routes. If impracticable, priority is evacuation.</p> <p>PEEPS will be reviewed and amended accordingly. Support for staff and children who have reduced mobility will be provided.</p> <p>Fire drill will be completed during the first two weeks of returning to school.</p>	2 x 5 = 10		1 x 5 = 5	<p>SP to make all staff aware of the evacuation points before reopening.</p> <p>SP to make the evacuation of stakeholders the priority over social distancing but will encourage social distancing to be re-implemented when it is safe to do so.</p> <p>SP and AA to consider PEEPs to ensure everyone is kept safe.</p> <p>SP to ensure that high need children have the support they require to exit the building if required.</p> <p>SP and AA to arrange a drill. This will need to incorporate highest need children.</p>	

				building. Whilst waiting in lines, the children will be separated and will need to face the houses on Bilton Road resulting in them standing side by side. Each class should be at least 4 meters apart.		SP to create call points for each class at the top of the field.	
Classroom (Reception - Year 2)	Staff/students	<p>Full classes to return in September. The children will be allocated spaces in a seating plan created by the class teacher.</p> <p>The desks will all be forward facing to avoid children sitting face to face for any periods of time.</p> <p>The desks will be separated from front to back by over a metre.</p> <p>Each child will be supplied with their own equipment which will be kept in a plastic wallet. When not in use, these will remain in their own tray which will be placed in a draw unit. Children will also be supplied with additional individual resources such as word mats. These will be laminated and cleaned when necessary.</p>	3 x 4 = 12	<p>Provision has been amended/changed depending on the level of risk locally and nationally. The changes to provision that have been made can be found in separate documents such as: Implemented Changes for Nation Lockdown Document.</p> <p>As of 5th November, children will be keeping these wallets on their chairs to reduce the number of times that children will be required to move to the tray unit.</p>	3 x 4 = 12	<p>SP to measure room sizes to ensure that all tables are correctly distanced.</p> <p>SP to ensure that classes and staff are kept as consistent as possible.</p> <p>SP to order individual equipment for the children.</p> <p>Staff will support SP to distribute this equipment for the children.</p>	

		<p>Windows/ doors to be opened to maximise ventilation.</p>		<p>Doors and windows should be opened as much as possible. If the room is becoming too cold, please close them. During the coldest days, we could use short bursts of ventilation throughout the day and longer burst when the classroom is vacant (Daily K sessions and break times).</p>		<p>AA will ensure that windows are open at the beginning of the day and DK will ensure all windows are closed by the end of the day. Between the hours of 9:30 and 2:15, the adult may open the door to provide additional ventilation in a safe way. As soon as gates are open doors must be closed to ensure safeguarding can be guaranteed.</p>	
		<p>Additional resources have been returned to the classrooms. These have been sorted and reduced. All surfaces of these units will be kept clear and will require regular cleaning.</p>				<p>All equipment and furniture returned to class.</p>	
		<p>Classrooms will be cleaned at least twice a day to ensure all surfaces and key touch points are kept clean.</p>				<p>Staff to ensure that equipment is reduced to appropriate levels.</p> <p>Staff to ensure that tops of units and tables are clear for cleaning to take place.</p> <p>Cleaning staff and site staff will ensure that classrooms are kept clean throughout the day.</p>	

		<p>Regular checks will be completed to ensure the correct levels of soap and paper towels are in place.</p> <p>Bins with lids will continue to be used in classrooms.</p> <p>A minimum of 2m space between adult desks and children desks will be established. Desks for adults will be turned around to provide a physical barrier between them and the children.</p> <p>Intervention space has been created in each class. This consists of two tables facing the forwards. The max number of children in an intervention group will be 4.</p>		<p>A record of which children completed interventions and who they worked closely with must be kept in a daily log.</p>	<p>AA to ensure that soap and paper towels are regularly checked and replenished when needed.</p> <p>Staff to encourage the children to use the correct bins.</p> <p>SP will ensure that desks are separated during room prep which will take place before 7th September.</p> <p>Staff to create these areas in the class.</p> <p>Staff to keep record of which children completed interventions, when and who else was in the intervention.</p> <p>AA to check rooms after SP has set them up to approve</p>	
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		Evacuation points will be clear within the classrooms.				the evacuation points are clear.	
Classroom (Nursery)	Staff/students	<p>Follow the guidance that has been set out for Early Years settings.</p> <p>Children to return to completing their normal sessions. Numbers are limited at 35.</p> <p>Children will still be placed in groups and will work with a consistent member of staff whilst they complete their time in the nursery.</p> <p>Small groups of up to 16 children will be allocated an adult throughout the week. The adult will work with their group</p>	3 x 4 = 12	Provision has been amended/changed depending on the level of risk locally and nationally. The changes to provision that have been made can be found in separate documents such as: Implemented Changes for Nation Lockdown Document.	3 x 4 = 12	<p>SP and WB to continually review and implement the guidance that has been provided by the government.</p> <p>SP and WB to send out survey to gain the interest for parents returning. Once results are in WB will sort groups and allocate the children specific times and days to attend the Nursery. SP and WB will also allocate staff to the groups of 4. No member of staff will have direct contact with more than 16 children during the week.</p> <p>SP and WB to divide the Nursery children into groups and design sections both inside and outside for</p>	

		<p>of children in areas both inside and outside the classroom during their session. All equipment available must be capable of being quickly disinfected. These will be cleaned at the end of each day.</p> <p>Children to be encouraged to wash hands regularly.</p> <p>Staff to carry disinfectant wipes to clean handles on discarded equipment (e.g. trikes etc.).</p> <p>Water play equipment – chlorinated water to be used. Water to be discarded after each session.</p>		<p>Water activities in Reception and Nursery will continue but children should not complete these facing each other.</p>		<p>the children to complete activities in. WB will work on a Rota for the children to complete activities in each of the areas.</p> <p>Staff working with the children will encourage regular hand washing throughout the day. This may be more than children in Key Stage 1 due to the types of activities the children will be completing.</p> <p>Staff will be asked to wipe down surfaces quickly after some equipment has been used.</p> <p>Nursery Staff will ensure that the water equipment is correctly prepared at the beginning and end of the day.</p>	
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Disinfection of all surfaces & equipment (including sand and water play equipment) must be undertaken between sessions.

All items that are not essential and easily washable have been removed. Play equipment where hand contact is required should be cleaned between groups using it.

Outdoor play to be encouraged.

Staff hands must be washed immediately after contact with a child. Apply moisturiser to hands.

Nursery staff will ensure equipment is clean before the next day's use.

SP, WB and AA to choose and remove furniture/resources before the children are allowed to return.

WB will consider the best use of the different areas in the EYFS space during planning for sessions.

All staff will have wash facilities available as well as personal hand sanitizer.

		<p>PPE will be available for the staff to wear.</p> <p>Staff will be encouraged to change their clothing before leaving school. Clothes to be bagged for transport and washed at 40°C immediately once at home (can be washed with other clothes).</p>				<p>All staff will have a selection of PPE with them at all times. Staff can choose to wear the PPE if they feel that they need to.</p> <p>Guidance will be provided for staff and it will be down to them to choose to follow this guidance.</p>	
Singing	Staff/Students	<p>Social distancing is observed at all times whilst playing wind or brass instruments or singing (2 metres, wherever possible, or 1 metre with robust risk mitigation where 2 metres is not viable)</p> <p>Children to complete activities either back-to-back or side-to-side.</p> <p>Avoid activities which can create aerosol discourage, such as shouting or singing loudly -</p>	4 x 4 = 16	As of 5th November all singing activities will be stopped. This will be reviewed on Friday 4th December.	Risk eliminated	<p>All staff completing singing sessions must remind children of the expectations linked to their behavior to keep everyone safe.</p> <p>All staff leading sessions must ensure children are either sitting back-to-back or side-to-side during the session.</p>	

		<p>encourage children to sing quietly.</p> <p>Singing or playing wind or brass instruments outdoors, wherever possible.</p> <p>Take steps to improve ventilation as far as possible and whenever possible by opening windows and doors.</p>				<p>All staff leading sessions must ensure that windows and doors are opened before the session begins.</p>	
Toilets	Staff/Students/Contractors	<p>Each group of children will be allocated a set of toilets for their sole use these will be in their class.</p> <p>Liquid soap and paper towels to be provided. Everyone to wash hands and apply moisturiser (students' parents to supply for allergy reasons) upon return to classroom.</p> <p>Staff will continue to use the toilets within the school. All toilets can be used by staff including the disabled toilets.</p>	$1 \times 4 = 4$		$2 \times 4 = 4$	<p>Teachers ensure that children in new classes know where the toilets are.</p> <p>Teachers to ensure that children wash their hand after going to the toilet.</p> <p>AA to ensure that all classes have a full complement of soap and paper towels. These will be checked several times during the day.</p> <p>Staff to observe 2m distancing when using the toilet facilities.</p>	

If a child has an accident, the member of staff should radio for assistance. The child will be taken out and will be changed in the disabled toilet near main office. Wherever possible the child should complete as much of the changing themselves.

Staff completing intimate care should be in full PPE.

Soiled clothes should be placed in a double bag and placed outside the main office on a table. Parents will be called and asked to collect when picking their child up.

SP to ensure staff are aware of procedures linked to this.

SP to provide staff with PPE and ensure that staff know how to don and doff correctly.

Staff completing intimate care should be in full PPE.

Member of staff should place clothes into a bag which will then be placed into another bag. These should be placed on table outside of main office. JR or KHK to call parents and inform them about collection of soiled clothes.

		Toilets at lunchtime - Children will use one set of toilets throughout lunchtime. To ensure that the toilets are still safe to use they will be cleaned using disinfectant wipes after each child uses them.				PB to ensure that the toilet, walls, sink and handles will be wiped after each child uses the toilet block.	
Staff & Student Competence	Anyone in building	<p>Staff to receive briefing and complete hand washing e-learning.</p> <p>Children to receive briefing and watch handwashing e-learning during first sessions back</p>	1 x 4 = 4	<p>Reminder of the training completed in June will be provided for all staff during September.</p> <p>All new staff will need to complete the online learning within their first week at the school.</p> <p>Staff to remind children of importance of hand washing regularly throughout the year.</p>	1 x 4 = 4	<p>SP to provide information to remind staff of previous learning linked to hand washing.</p> <p>SP to provide new staff with hand washing e learning.</p> <p>New staff to complete e learning.</p> <p>Teachers provide children with sessions both at school linked to hand hygiene.</p>	
Hand to muscous membrane transfer (eyes, nose, mouth)	Staff, Students & Contractors	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE;	1 x 4 = 4		1 x 4 = 4	Teacher to regularly remind children of the importance of hand washing and at times where they feel the children would benefit	

		<p>Coughing or touching their face; After using the toilets.</p> <p>Cold/warm running water available for hand washing, with liquid soap and paper towels at easily accessed areas.</p>		<p>Additional hand sanitiser will be placed around the school for stakeholders to use.</p>		<p>from washing their hands again.</p> <p>Staff are expected to also follow good hand hygiene procedures as highlighted in section above.</p> <p>All staff will have wash facilities available as well as personal hand sanitizer.</p> <p>AA to place hand sanitiser stations around the school.</p> <p>AA to maintain levels of hand sanitiser and other hand washing materials.</p> <p>Staff to inform AA if they identify any shortages in cleaning products.</p>	
Transmission between groups	Everyone	Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use.	$2 \times 3 = 6$	<p>Children attending ASC and BC will be placed in consistent year group bubbles. The details of children who have attended will be kept to support track and trace activities if needed.</p> <p>Staff who need to access multiple bubbles should keep a log of the rooms they have been in and the</p>	$3 \times 3 = 9$	<p>SP to ensure that children and staff stay in consistent rooms and bubble wherever possible.</p> <p>Staff to keep logs of groups and children they have mixed with if in multiple groups.</p> <p>Logs of children attend BC and ASC must be kept.</p>	

		<p>Consistent staff will continue to supervise the same groups throughout the time covered by this assessment.</p> <p>Some rooms within the school will be used by different groups of children. These rooms will be cleaned regularly to minimise the risk of virus spreading through joint use.</p> <p>Cover staff will maintain minimum of 2m social distancing.</p>		<p>children they have worked closely with. Wherever possible this movement will be restricted to year groups.</p> <p>Children to wash their hands as they enter and exit these rooms.</p>		<p>SP to ensure wherever possible staff will not change groups until the end of the Summer Term.</p> <p>Rooms / spaces to be cleaned before different group completes their activity within the room.</p> <p>Staff to ensure all children using these rooms clean their hands as they enter and exit the room.</p> <p>SP to ensure staff are aware of the 2m social distancing procedures within classes where possible.</p>	
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		Any staff that enter the rooms such as cleaners, office, site or senior leaders will only pass through rooms and must spend less than 10 minutes in any of the classrooms. All unessential trips into classes should be avoided at all times.		Any members of staff that have spent longer than 10 minutes in a room will need to log the details to support track and trace if needed.		SP to ensure staff that visit rooms keep social distance and spend less than 10 minutes within each of the rooms. Where this is not possible staff must record this and keep a log of it for at least 21 day after the event.	
Lunch	Staff/students/ Catering staff	<p>Children to wash hands before eating.</p> <p>Children will be able to bring in a packed lunch from home or a school dinner. If a school meal has been ordered the meals will be delivered to classroom.</p> <p>Lunch to be eaten in classroom/ or outside if weather suitable. If eating outside an additional area such as the playground or field may be used but children must be kept apart at all time.</p>	2 x 4 = 8		2 x 4 = 8	<p>Staff to ensure children wash their hands before eating.</p> <p>Staff to make sure the correct children receive the correct meals they have asked for ensuring all advice linked to allergies has been followed. (children receive the correct meal). The Kitchen will label each of the meals.</p> <p>If staff decide to eat outside a safe area should be created and marked out before the beginning of the morning sessions. Staff should ensure the children are sitting either side-to-side or back-to-back.</p>	

Nursery - The children will either eat in the EYFS garden or at their tables within their sections in the room. If children eat in the garden, spots should be used to indicate where they can sit.

Children will play outside in class bubbles. Each class will be provided with a section on the playground. Each section will be supervised by a member of staff from the class bubble.

PB will be available throughout lunch/play time to take children from their area to the toilet. Children will use one set of toilets throughout lunchtime/play time. To ensure that the toilets are still safe to use they will be cleaned using disinfectant wipes after each child uses them.

If eating outside the children can sit either side-to-side or back-to-back.

Additional table will be provided for the children to sit and eat at.

Staff working during lunch time will need to prepare the spots for outside eating before lunch begins.

Staff to radio PB if children need to go to the toilet.

PB to ensure that the toilet, walls, sink and handles will be wiped after each child uses the toilet block.

		JR/TD will be available throughout lunch time to support children who need First Aid.				Staff to radio JR if children need any first aid.	
First Aid & administration of medicines	Staff/Students	<p>The school will have designated First Aiders who will be able to complete first aid for the children. The first aider will have to wear PPE if they are coming into close proximity of the children regardless of them showing symptoms.</p> <p>If first aider needs to get closer to injured party/suspected infection with Coronavirus to assess or treat they will wear disposable aprons, gloves, face shield and face masks. (see also PPE competence, hand to mucous membrane transfer, and PPE transfer sections of r/a)</p>		Staff to be made aware of new guidance.	2 x 4 = 8	<p>SP to select designated First Aiders and make this clear to staff working on those specific days.</p> <p>All staff will have some simple first aid equipment and PPE in a bag that they carry with them at all times. This can be used in emergencies.</p> <p>Staff to make SP aware that a child is showing symptoms and he will supervise the care of the child/staff involved.</p>	

		Temperature checks with non-contact thermometers will be completed if the staff are concerned about the temperature of the children or the children have said they are feeling unwell.				SP to ensure that every classroom will have access to a non-contact thermometers and staff know how to use them. Staff to consider what activities have been completed when undertaking a child's temperature. If they are concerned by the reading they should radio to SP as soon as possible.	
Suspected case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss of taste or smell) then they should go home and follow the Government guidance on staying at home https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to the PPA room. The outside of the PPA can also be used. Any member of staff who is waiting with the child until they are collected should wear full PPE.</p>	2 x 4 = 8	<p>Monitor/log cough over period of time at least two hours to ensure that the cough is continuous. (6-8 times per hour for multiple hours)</p> <p>Temperature to be checked - if over 37.8 please check again within five minutes if this is still the same or higher. Child should leave the room.</p> <p>Inform cleaners if room has been used to ensure that this is cleaned. Staff should wear PPE when cleaning this room.</p>	3 x 4 = 12	<p>Staff to be alert to the displaying of symptoms within themselves and the children they are caring for.</p> <p>Staff to inform the SP about any children who have become unwell during the day This can be done by radio. These children will be moved to the PPA room by a designated member of staff.</p>	

		<p>Advise the person who has become ill to complete a Covid-19 test to ensure we reduce the risk of spreading the virus further. No child will be able to return until they have completed the test or have been absent for at least 14 days if they refuse to.</p> <p>If a confirmed case of COVID-19 is declared to the School then the School should seek further advice from the Health & Safety Team.</p>		<p>The school will have a very small supply of COVID tests that can be supplied to a family if they meet one of the three criteria.</p>		<p>Member of staff will ensure that the child is advised to complete a test and will not be allowed to return until the test result is returned negative.</p> <p>SP will decide if a test should be supplied to the family before leaving.</p> <p>SP to contact parent if they are unwilling to get their child tested.</p> <p>SP to make contact with Health and Safety Team as well Public Health England.</p>	
Confirmed case of COVID-19 in School	School Staff/Teachers/ Parents/Visitors to School	Advice would be sought from Public Health England.	$2 \times 4 = 8$	Follow advice from Public Health England / Department of Education.	$3 \times 4 = 12$	SP to make contact with Health and Safety Team as well Public Health England.	

		<p>Area that the individual has been in will be deep cleaned.</p> <p>Entire group could need to self-isolate for 14 days.</p> <p>Parent community will be informed of any confirmed cases.</p>				<p>SP and AA to make arrangements for class/area to be deep cleaned.</p> <p>SP to contact associated group and advise them to self-isolate for 14 days.</p> <p>SP to inform the parent community of the confirmed case.</p>	
Student Behaviour	Anyone in building	<p>Review risk assessments relating to individual behaviour. Any students with known patterns of misbehaviour which involve not following instructions should not be admitted to school during this period of restriction due to risk of infection transfer.</p> <p>Children who are not following rules and placing others or themselves in danger will be sent to SP office. The child will complete the rest of the day in SP's office who will then speak to the child's parent at the end of the day. If this behaviour continued the child will no longer be admitted to school.</p>	3 x 3 = 9	<p>Staff to be aware of risk posed by unknown children and report as soon as they have concerns.</p> <p>Small changes made to behavior system as of 5th November 2020 these changes can be found in the Implemented Changes for Nation Lockdown Document.</p>	3 x 3 = 9	<p>SP and year groups to consider the children returning and discuss any additional procedures that need to be in place.</p> <p>Staff to quickly identify any new children in Nursery or Reception that could pose a risk to others and inform SP ASAP.</p> <p>SP to deal with behavior issues directly and speak with families if required. Decision to not admit a child will be made by SP or other member of SLT.</p>	

Those with specified health conditions	Staff/pupils	<p>Those with specified medical conditions which make them more vulnerable to COVID-19 should follow Government advice.</p> <p>Children in this category should follow Government advice.</p>	1 x 5 = 5	Ensure that current advice is provided to staff, children and leadership team.	1 x 5 = 5	<p>SP to ensure that any member of staff or pupil that falls within the extremely critical vulnerable group follow government guidance.</p> <p>SP to ensure that school and stakeholders have most up-to-date guidance.</p>	
Contractors working on site	Staff, Students & Contractors	<p>Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible.</p> <p>Contractors not to work in classrooms when occupied by class group.</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p>	1 x 3 = 3	<p>Contractors will need to complete form as they arrive. This will identify that they are not showing symptoms or living with someone who is. They will also be required to provide personal contact details for any further track or trace procedures. These details will only be kept for 21 days before they are destroyed in line with the school's retention policy.</p> <p>Contractors will be expected to wear a face mask whilst on site.</p> <p>Contractors should only enter the site if absolutely necessary.</p>	1 x 3 = 3	<p>AA to ensure that any contractor work is completed in a safe manner.</p> <p>AA to complete pre visit checks as any contractors arrive on sight linked to checking for symptoms of themselves or anyone within their house hold.</p>	

Review date: December 2020

Date communicated to staff: November 4th 2020

Is a safe system of work required Yes / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Possible	Fairly likely	Likely	
			LIKELIHOOD					