

Coronavirus: risk assessment template

The guidance provided in this document is based on current (as at 1st March 2021) government guidance:

- › [Guidance for full opening: schools](#)
- › [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans)
- › [Actions for early years and childcare providers during the coronavirus outbreak](#)
- › [Safe working in education settings](#)
- › [Face coverings in education](#)
- › [Contingency framework: education and childcare settings](#)
- › [Critical workers who can access schools or educational settings](#)
- › [Schools and childcare settings return in January 2021.htm](#)
- › [School Coronavirus \(COVID-19\) operational guidance](#)
- › [Annex A:health and safety risk assessment](#)
- › [Coronavirus: advice for pregnant employees](#)
- › [Coronavirus: asymptomatic testing in schools and colleges](#)
- › [Safe working in education, childcare and children's social care](#)

The DfE advises that we take the following approach (in this order) to reducing risks in school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity with one that'll introduce new hazards.
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Children cannot be expected to consistently remain 2 metres apart from each other and staff. Therefore procedures will be in place to minimise the risk of this occurring hence placing children and staff in bubbles.

In opening the school fully the DfE have asked schools to take the following actions;

- 1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or have someone in their household who does, do not attend school
- 2 Clean hands thoroughly more often than usual
- 3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4 Introduce enhanced cleaning
- 5 Minimise contact between individuals and maintain social distancing wherever possible
- 6 Where necessary, wear appropriate PPE including a face covering at all times while on site

Numbers 1 to 4 must be in place in school at all times.

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

Number 6 applies in specific circumstances.

Contact between people should be reduced as much as possible.

The transmission risk can be reduced by ensuring children, young people and staff where possible, only mix in a small, consistent group and that this small group stays away from other people and groups (bubbles).

Where settings can keep children and young people in those small bubbles they should do so. While in general bubbles should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk and in some circumstances unavoidable.

The purpose of this risk assessment is to establish procedures within school to ensure we have taken actions to ensure points 1 to 6 can be achieved.

Rapid flow testing for primary staff will continue twice weekly. All staff are encouraged to participate in the testing programme and to report their results to school and to the NHS. The school will fully comply with these testing systems.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the current government guidance for quarantine .</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>The arrangements that are in place for the isolation of pupils who may develop COVID-19 symptoms during the day are detailed below. These arrangements have been risk assessed. Included are details of available PPE for staff who may need to supervise the pupils while arrangements are made for them to leave the premises.</p> <p>If a child is awaiting collection, they should be moved, if possible, to the library where they can be isolated behind a closed door. Depending on the age of the child appropriate adult supervision should be provided if required. This should be done at a safe distance. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>A clear sign shall be placed on the library door denoting</p>	SLT	Now	

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		<p>that there is a child being isolated to prevent people entering the room.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>A supply of PPE will be stored in the annex humanities cupboard (close to the library). A further store of PPE will also be held in the office, in a locked but easily accessible cupboard in the reception area.</p> <p>All staff members and visitors will be asked to wear a mask while on the school site.</p> <p>Staff will be given a mask and gloves but additional gloves will be placed in all First aid bags. Please ensure if used these are replaced.</p> <p>Staff have been shown a video to understand the correct and safe way to put on and take off PPE Equipment.</p> <p>PPE should 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). A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a</p>			

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		<p>disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>The parent carer of the child will be called. The child and the member of staff will meet the parent/carer at the Foundation side gate avoiding the child having to walk through the school. The office staff will then sign the child out. In line with guidance all family members of the child feeling ill will also be removed from their pod, sent home and advised to get tested and self-isolate.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>If a parent or carer insists that a pupil with symptoms attends school, the school will use reasonable judgement</p>			

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		<p>and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Rapid testing programme: Staff will be offered 2 lateral flow tests per week, for use at home. We will ask them to carefully read the government guidance on rapid flow testing alongside the instructions in their test kit, to make sure they know how to safely do this. We won't need to see evidence of a negative test result in order to allow staff to attend school. Any staff members receiving a positive lateral flow test result will be told:</p> <ul style="list-style-type: none"> • To remain at home, take a standard coronavirus (PCR) test and let us know the result (if a home testing kit is available in school, this can be given to them, if they have barriers to accessing testing elsewhere) • That they, and members of their household, should self-isolate in line with the latest government guidance • That they should report their lateral flow test result to NHS Test and Trace <p>As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member</p>			

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		<p>had been symptomatic while in school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, and needs advice on next steps, the school will contact the DfE helpline on 0800 046 8687 and select option 1. (If no advice is required, the school will report the case using the DfE's 'online attendance form daily return'). The advice service (or local health protection team, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious. The school will ask (using a template letter from the local health protection team) these people to self-isolate for 10 days from the day they were last in close contact.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre 			

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		<ul style="list-style-type: none"> • Being within 1 metre for 1 minute or longer without face-to-face contact • Sexual contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) <p>Travelling in a small vehicle or a plane</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed</p>			
Contact with coronavirus when getting to and from school		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>School will work with the local authority who are involved in providing dedicated school transport. Pupils travelling on school transport will be encouraged to travel with children from their bubble, use hand sanitiser upon entering the transport, distance within the vehicle wherever possible.</p> <p>Families that are required to travel to school using public transport are requested to refer to the safer travel guidance for passengers Safer Public Transport</p> <ul style="list-style-type: none"> • encouraging parents and children and young people 	All	Now	

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		<p>to walk or cycle to their education setting where possible</p> <ul style="list-style-type: none"> • Children arriving by taxi will be dropped at the front office. They will be required to wash/anti-bac their hands upon arrival • making sure schools, parents and young people follow the safer public transport guidance when planning their travel • ensuring that transport arrangements cater for any changes to start and finish times • making sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • making sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers • taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts <p>Local authorities or transport providers could consider the following:</p> <ul style="list-style-type: none"> • guidance or training for school transport colleagues • substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers • cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out 			

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		<ul style="list-style-type: none"> communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times) <p>Risk assessments will be completed on any staff who have to use public transport to attend the workplace, to identify any risks to themselves or to others in the workplace. Encouraging the use of masks in accordance with government guidelines</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times Different gates will be designated for drop off for different groups of children. The arrival times of the children are consistent with the bubbles they are working in. <p>Foundation Stage entrance through FS Gate and exit through Trim Trail Gate. (parents to use one way system through Foundation Stage outside area)</p> <ul style="list-style-type: none"> Parents (with the exception of Foundation stage children) will be asked to leave their children at the drop off gate. There will be no parent presence on the school site beyond this point. Foundation stage parents will be able to bring their children into the FS outside area where they will be met by their class teacher. There will be a rota to ensure that a member of SLT 			

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		<p>and a member of support staff will be on each gate to meet parents/children in the mornings</p> <ul style="list-style-type: none"> • Parents will be advised wherever possible to only have one adult at drop off/pick up and to keep any siblings under close watch. • Parents should be advised not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • Parents will be advised to wear face covering when dropping off/collecting children from school (even if this is from a public highway). Necessary medical exemptions will be made. • Children will have their temperature taken on arrival in class. Adults will take their temperature while signing into school. Any abnormalities in temperature should be noted and action taken. Temperature range for a child is 36.6c to 37.2c; average temperature for an adult 36.1c to 37.2. • ensure that all adults and children: <ul style="list-style-type: none"> ○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the Guidance on handwashing ○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes and nose ○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') ○ ensure that help is available for children 			

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		<p>and young people who have trouble cleaning their hands independently.</p> <ul style="list-style-type: none"> ○ It may be necessary to review the side effects of excess washing of hands for those children and adults with sensitive skin. • encourage young children to learn and practise these habits through games, songs and repetition Parents will be sent information to support these hygiene habits • A hands free lidded bin to be in each classroom for tissues. This will need to be emptied daily. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • get in touch with buying organisations for supplies of soap, anti-bacterial gel and cleaning products and ensure we have a regular supply chain • there is no need for anything other than normal personal hygiene and routine washing of clothes . • Hand Alcohol based >60% sanitiser is available in every classroom and common areas. • Disinfectant wipes are available in every classroom. • Children are to come to school in their normal school uniform <p>Staff and visitors will be asked to keep on a face covering when arriving at school and moving around. Face covering are to remain in place at all time while on site.</p>			

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		<p>The only exception to this is if you are working on your own in an office or eating/drinking.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Primary aged pupils are not expected to wear a face covering in school. Some pupils may choose to wear a face covering and this is to be allowed. However they must be taught how to remove and store the face covering securely. Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <ul style="list-style-type: none"> • The protocols for minimising adult to adult contact. These include; <ul style="list-style-type: none"> - staff following the social distancing signage in school and minimising the number of adults in any room (staff room restricted to 4 members of staff at any one time. Only one member of staff in any photocopying room at any one time.) - Staff from bubbles should use the staff toilet specifically identified for their use. - Where meetings are necessary these should be 			

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		<p>held via Zoom or in a socially distanced way in school, in rooms which are well ventilated and staff wearing masks/visors).</p> <p>- A visor or a mask should be worn by all members of staff while they are on the school site. The visor should NOT be worn as an alternative to a face covering. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Only necessary visitors will be allowed on the school site and visitors will have to engage in track and trace. Visitors will wear face coverings in all areas of the school. They will be asked to keep on or put on a face covering when arriving at school and wear the mask for the duration of their visit. A supply of spare face coverings will be kept for anyone who arrives without one or has one that's unsafe to wear. Visitors will also be requested to use the toilet in the school house.</p>			
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Every entrance will have access to a sink or alcohol hand sanitiser alcohol levels greater than 60% .</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after 	Staff	Now	

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		<p>sneezing or coughing</p> <ul style="list-style-type: none"> • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied daily.</p>			
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based 	Site Team	Now	

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		<p>resources</p> <ul style="list-style-type: none"> • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <p>Unnecessary and/or hard to clean items will continue to be removed from classrooms to support effective cleaning.</p> <p>A section of the ICT room will be divided off using high barriers and not be used as a classroom but instead will be used as a quarantine zone.</p> <p>The other part of the ICT room will only be used by one Bubble to support the curriculum.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. A clear cleaning rota will be established and a record retained that the cleaning has been undertaken and checked.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always 			

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		<p>between groups using them; or</p> <ul style="list-style-type: none"> • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>Toilets used by breakfast club and after school club will be cleaned before being used by the allocated class groups.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			

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Spreading infection due to excessive contact and mixing between pupils and staff in lessons		Teachers will wash their hands and surfaces before and after handling pupils' books.			
		<p>Reduce mixing within education or childcare setting by:</p> <p>Put in place routines which minimise the number of contacts which pupils have during the school day.</p> <p>Whole school gathering such as assemblies and collective worship with more than one bubble will not take place</p> <p>Whilst indoors the children will remain in class/year bubbles but will share outside areas and school hall across larger Bubbles using Rotas</p> <p>In addition:</p> <ul style="list-style-type: none"> • Continue accessing rooms directly from outside where possible • Classrooms allocated to only one group • Each child will have an allocated desk space which will not change. • one-way circulation around the school buildings • designated areas are to be used for breaks and lunch to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • Morning Break will be staggered to avoid mixing of Bubbles. 	SLT	Now	

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		<p>Steps nearest the Year 1 classroom will be for coming down from the top playground and the steps nearest the nest will be for going up to the top playground. This will allow for break change overs to occur with less congestion and mixing of Bubbles</p> <ul style="list-style-type: none"> • lunch breaks –Children will to eat their packed lunches or hot dinner in their classrooms to reduce the mixing of children in common areas (sharing of chairs/tables etc.) Bubbles will be assisted by a MDS allowing the teaching staff to take a break and have their lunch. The bubble will then go to their allocated play area together as a group <p>Variations to the rota will be employed to ensure fairness i.e. swap lunch/playtimes around between classes/year groups.</p> <p>The field will also be available in dry weather and will be separated into areas - a rota will be available and distributed to staff.</p> <ul style="list-style-type: none"> • Lunchboxes can be brought into school but these will be stored underneath the chair of the child or in their locker. In line with normal school rules there is to be no sharing of food from the lunchboxes. • Access to the hall for lunches will be made possible from after Easter 2021. Initially this will just be for Foundation stage and KS1. All other year groups will continue to eat their dinners in their classrooms. Hot lunches will be available from after Easter. Meals for FS and KS1 will be served on the normal dining trays. Other year groups will have reusable containers which will be 			

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		<p>thoroughly cleaned between use.</p> <ul style="list-style-type: none"> • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. The definition of 'reasonable' will be determined by the class teacher using each toilet area. • Bubbles will be allocated their own toilets. As the bubbles are being designated into year groups they will continue to use their normal toilets with the exception of Year 2 and Year 4. Year 2 will use the boys toilets situated near their classroom and Year 4 Herons will use the Girls toilets. • noting that some children and young people will need additional support to follow these measures (for example, routes round marked with meaningful symbols, and social stories to support them in understanding how to follow rules) • Wrap around care such as before and after school club, sports etc. will be undertaken in the Key stage Group bubbles. Before and After School Clubs will be run from the school hall. The school hall allows for the room to be split between the three extended bubbles using barriers across the room. Parental access to the building can also be restricted allowing the parents to drop off from the year 6 gate to the back of the hall door. Staffing ratios will be maintained by having all out of hours staff in the hall. This is consistent with the guidance which states that where it is not possible to maintain the bubbles being used in the school day then schools should use small, consistent groups. Where numbers allow the 			

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		<p>children will continue to play with children from their bubbles in the out of hours care facility.</p> <ul style="list-style-type: none"> Pupils will be taught in their classroom setting by consistent teaching and support staff. Whilst the guidance states that staff can operate across different classes and year groups when this is necessary we will ensure that a distance is kept between the staff and the pupils. <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>ipads and tablets. These will need to be booked in advance and collected before the start of the morning or afternoon session by an adult. If used they will need to be thoroughly cleaned using an antibacterial wipe. A tick check list will be attached to the charging unit and the user will need to tick to confirm the cleaning has been undertaken. Cleaning resources will be kept near the charging unit. The charging unit will also be put onto the cleaning rota.</p> <p>Where practical, staff and volunteers should continue to two metres or one meter plus apart and avoid close proximity interaction. Where close proximity interaction (being less than two metres apart) cannot be avoided, staff and volunteers are instructed to:</p> <ul style="list-style-type: none"> Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. 			

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		<ul style="list-style-type: none"> • Work facing away from each other or side-by-side, where possible, instead of face-to-face. • Where face-to-face interaction is essential, minimise the frequency and duration of the interaction and continue to wear a face covering. • Limit close proximity interaction to 15 minutes at a time. • Limit the number of people in close proximity interactions to no more than two people. <p>The size and frequency of essential group gatherings continues to be limited.</p> <p>Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form.</p> <p>Supporting distancing in the classroom:</p> <p>A 1 metre plus space will be marked around the teaching zone and if possible the teachers desk will be positioned to form an additional barrier</p> <p>The Teaching assistant space in the classroom should be designated. If space does not allow for this then the teaching assistant should designate an area outside of the classroom for running small group interventions. The desk space occupied by the different groups will be thoroughly cleaned between groups but will not be shared between Bubbles.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments).</p>			

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		<p>These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the Government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18's is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2</p>			

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		<p>metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Staff will wear visors under these circumstances.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. They will be advised to work in a consistent space during their time in school and thoroughly clean the area upon completion of the activity. The number of temporary staff entering the school premises will be kept to a minimum. These staff will also be encouraged to participate in the government rapid testing programme.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. They will be requested to complete a track and trace form, use anti-bac on arrival, have their temperature taken and wear a mask for the duration of the visit.</p> <p>School kitchens should be operational follow the COVID secure guidelines for food preparations</p>			
Spreading infection due to excessive		Pupils will be kept in the same groups at all times each day, and be kept separate from other groups. The Breakfast and After school club will continue to run. In	SLT	Now	

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<p>contact and mixing between pupils and staff around and outside of the school</p>		<p>accordance with guidance for out of school club settings whilst it is not possible to keep them in their class bubble for this provision they will work in consistent extended Bubbles when required.</p> <p>Staff and visitors will wear face coverings. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors. A one way system will be operational.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Lunchtime arrangements: Children will remain in their classroom setting when eating. Each MDS will be allocated a bubble. The MDS will remain with the group until every child has finished eating. The desks will then be wiped. The children will then be able to play on their allocated outdoor space with their MDS (order could vary).</p> <p>The playgrounds will be allocated to each bubble setting.</p>			

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		<p>The trim trails will not be in use with the exception of the Foundation stage trim trail.</p> <p>First Aid resources including inhalers etc. will be available in each classroom and staff will have a bag containing basic resources for when outside. A Walkie Talkie will also be issued for outside use in case of an emergency. Teachers are responsible for reporting to parents/carers via email any injuries which have occurred during the school day (this is instead of sending home head bump stickers)</p> <p>Staff will be able to use the staff room, the PPA room in the house, the Nest and the hall (when not being used by children) for lunch. These will be allocated to groups and social distancing and cleaning procedures must be followed.</p> <ul style="list-style-type: none"> • Staff will continue to have their own cups and utensils that are not kept in communal cupboards. • Any food kept in the staff fridge should be covered or washed prior to eating e.g. fruit etc. • Sealed tea/ coffee/sugar packets shall continue to be used to reduce the risk of contamination • All hands to be washed on entry and exit to common spaces. All equipment touched in the kitchen to be wiped down after an individual has touched it. • When using shared spaces please be aware that social distancing rules should still be followed. There should be no excessive gathering of numbers in communal areas. • When using the PPA room please ensure that you anti bac the desk, keyboard and phone at the end of your session to prevent cross contamination. 			

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		<p>Windows should be the primary means of ventilating classrooms and communal areas. Heaters in classrooms can be used.</p> <p>Staff will also be allocated toilet facilities dependent on main Bubble allocation.</p> <p>Staff will take their own temperature when entering the site in the morning.</p> <p>At the end of the day all children wash their hands, collect their belongings and are escorted to their designated exit gate by the member of staff. Some children will need to collect scooters and bikes from designated areas. Older children will be asked to wipe down their tables before the end of the day. Staff will then return to the classroom and clearly identify any resources which could be shared across groups and need cleaning i.e. art supplies, ipads, BeeBots. Desks and chairs should be wiped down as part of the cleaning rota.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned regularly.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors and engage in Track and Trace.</p>			

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		<p>No educational visits will take place until further notice in accordance with the guidance.</p>			
<p>Spreading infection due to the school environment</p>		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping windows slightly open while the room is occupied and opening more widely while unoccupied • Rearranging furniture where possible to avoid direct drafts <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>SLT and Site Team</p>	<p>Ongoing</p>	

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		Outdoor space will be used for exercise and breaks, and for education where possible.			
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Meetings with parents will continue to be conducted in an appropriate space in the school or via Zoom.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing. All participants should wear suitable face coverings.</p>	SLT	Now	
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective</p>	SLT	Now	

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		<p>measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p> <p>By applying the measures outlined in the risk assessment the risks to all staff will be mitigated significantly.</p> <p>Staffing levels will continue to be monitored and are sufficient to ensure there are enough members of staff to supervise students in school. A register will be compiled of staff under the following headings:</p> <ul style="list-style-type: none"> • staff who have/had Covid-19 • staff whose family members have Covid-19 • Staff who have had the Covid19 vaccine. 			

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		<p>Should members of the leadership team become ill with Covid-19 - responsibilities will be reallocated between the remaining SLT. Where necessary Extended SLT will take up additional responsibilities.</p> <p>Support and Site staff levels are monitored to ensure there are enough members of staff to provide support and site maintenance/cleaning.</p> <p>Staff should not come into work if they:</p> <ul style="list-style-type: none"> • are exhibiting symptoms of COVID-19 and are self-isolating; • share a household with someone who is self-isolating with COVID-19 symptoms; • have been certified by their GP as not able to attend the workplace; • are on sick leave <p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.</p> <p>Staff ensure that any unwell members of staff leave the premises immediately if safely able to do so. Those who are waiting to go home are moved to a quieter area of the school, away from others. (Library if not in use by a child. Alternatively in an outside area.</p> <p>Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated.</p> <p>If staff are waiting to go home, they are instructed to use</p>			

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		<p>the disabled toilet which will be cleaned immediately after use to minimise the spread of infection.</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE at all time.</p> <p>Staff do not return to school before a test has been completed and a negative response has been received or the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with local and national guidance. Staff inform the headteacher when they plan to return to work after having coronavirus.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the headteacher.</p> <p>Communication channels are available to all staff.</p> <p>Staff are advised to inform a member of the SLT via email if they have concerns, e.g. about their commitments, health, workload and mental wellbeing.</p> <p>Staff will continue to report sickness in the usual manner.</p> <p>Blended learning including distance learning will be put into place should children need to isolate or quarantine.</p>			

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		<p>Staff wellbeing will continue to be monitored through regular meetings and remote contact. Staff have the option to seek additional wellbeing support via the confidential services of SAS the school insurers.</p> <p>School leaders will continue to stay up to date with the guidance issued by the DfE and Public Health England.</p>			