

RISK ASSESSMENT

Educational Setting	DOGSTHORPE INFANT SCHOOL
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Becky Waters, Headteacher, in liaison with: DIS Senior Leadership Team Niel Leggett, Site Manager HAT Primary Team Helen Price (Executive Headteacher - Hampton Academies Trust) Current Version (Original): Written on 27th February 2021
Review Date	WEEKLY REVIEW

Context / Background	<p>The following document outlines the context, planning and risk assessment for the full reopening of Dogsthorpe Infant School (DIS) to all children on Monday 8th March 2021, following the third period of national lockdown during the coronavirus pandemic. On this basis, and using available guidance from the UK Government, the Department for Education, Public Health agencies and Peterborough Local Authority, we are setting out our plan for reopening the site of Dogsthorpe Infants to all children from 8th March 2021.</p> <p>Prior to the most recent national lockdown, government guidance set out a ‘system of controls’, endorsed by Public Health England (PHE), which built upon the protective measures used throughout the Covid-19 outbreak. These measures will remain in place to create a ‘safer environment for children and staff where the risk of transmission of infection is substantially reduced’ (Guidance for full opening: schools, DfE). These essential protective measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill or symptomatic with coronavirus stay at home; • robust hand and respiratory hygiene; • enhanced cleaning arrangements in place throughout the day; • active engagement with NHS Test and Trace, including Trust and HCP school Test and Trace procedures; • formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. <p>The way in which contacts are reduced at DIS will include:</p>
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	<ul style="list-style-type: none"> • grouping children together (further information is given below); • avoiding contact between groups; • arranging classrooms with forward facing desks; • staff maintaining distance from pupils and other staff as much as possible. <p>The way in which this ‘system of controls’ and series of protective measures will be implemented at DIS is set out throughout this document.</p>
<p>Our plan for reopening: the HAT way</p>	<p><u>Step 1 - Preparing the site</u> As the school term began with a training day on 4th January 2021, we were expecting to fully open the school to all pupils in all year groups on Tuesday 5th January 2021. Therefore the site of DIS was already ready for school opening for the spring term (in line with the September Risk Assessment).</p> <p>This risk assessment sets out steps that have been taken already, and actions to follow, to ensure that the site is as safe as possible from day one. It should be noted that the site has not been closed since March 20th 2020, when schools were closed for the first national lockdown, and therefore the regular building maintenance checks have been ongoing throughout the lockdown, partial schools’ reopening periods, the school summer holiday period and full school reopening during the autumn term 2020. This includes ensuring that safety equipment within the building is in good order and building services are fully operational. The site has been cleaned thoroughly throughout the lockdown, partial reopening and full reopening periods and cleaning and hygiene procedures and practices have been updated to ensure that rigorous cleaning remains in place this term. This includes increased availability of cleaning staff, and training and monitoring to ensure that all staff are fully aware of their responsibilities for cleaning and hygiene. The risk assessment also sets out the practical measures that will be in place to reduce contact around school, promote the principles of social distancing for adults and between bubbles of children and ensure that safety is paramount for all. It should be noted that, where possible all adults will be expected to be 2 metres apart, however the government guidance sets out additional routines and practices for children who, unlike adults and older children, cannot be expected to remain 2 metres apart. The government guidance for this is included in the first objective of Part 2 of this risk assessment.</p> <p><u>Step 2 - Reviewing staff for availability in school</u> The Headteacher, in consultation with the HAT Human Resources team (HR) has conducted a review of staff members who were previously classed as clinically extremely vulnerable or clinically vulnerable to ensure that all individual medical advice is followed during this lockdown. Clinically extremely vulnerable staff will continue to work from home as long as shielding advice remains in place. This is currently until 31st March 2021. Clinically vulnerable staff will work in school with a risk assessment in place, if necessary, or will work from home if this is deemed appropriate and necessary.</p>

	<p>In the event that staff absence occurs, the SLT will assess the safest way possible to cover their absence on a case-by-case scenario.</p> <p><u>Step 3 - Establishing year group “Bubbles”</u></p> <p>For the majority of the day the children will be taught, and work together, in their individual class of up to 30 children, working with their class teacher and teaching assistant(s). There are times, however, where it will be necessary for three classes in one year group to come together. These times include the start and end of the day, playtimes, lunchtimes, and for some learning activities. Therefore a ‘Bubble’ at DIS will consist of one year group of 90 children and their associated adults. It should be noted, however, that the DfE guidance allows for adults to work across Bubbles and therefore adults will not be solely restricted to one Bubble and can move between Bubbles. All adults in school should adhere to the 2 metre social distancing guidance, and when in classrooms with children should minimise their contact with children where possible.</p> <p>Our Bubbles will remain in their allocated classrooms and we will be implementing strict guidelines to ensure Bubbles do not mix or interact with each other. Whilst this does not reflect our desired or usual approach to teaching and learning at DIS, we are forming our Bubbles to ensure that the safety of all is paramount. Bubbles will work together, eat together, play together and form their own school family together. Should isolation be required due to a member of staff or a child in a Bubble testing positive for Covid-19, a Bubble can be isolated and contacts within that Bubble easily tracked and traced, in order for us to follow local health protection team advice on appropriate isolation for other contacts. We fully appreciate this is not the norm for our school, however our commitment to do the very best for all members of our school community means that our key priority must be safety.</p> <p><u>Step 4 - Practical steps to reduce risk</u></p> <p>Throughout the accompanying risk assessment, practical steps are detailed which will help to reduce the risk for all members of our school community. Although the government and DfE guidance acknowledges that children will not be expected to remain socially distanced from each other within their bubble, the school will actively promote social distancing with children, especially remaining apart from other bubbles. The importance of social distancing, good hand hygiene and good respiratory hygiene will be taught on day one for each bubble. This will then form part of our daily teaching routine so that we can educate children about social distancing and effective hygiene, without causing anxiety or concern.</p> <p>Classrooms have been remodelled and excess furniture or resources, which cannot be easily cleaned and sanitised, have been removed. Where possible, children will be seated at tables facing forward in order to minimise face-to-face contact. Each child will have their own pack of basic classroom stationery and their own books; this will help to minimise movement within the classrooms and limit the sharing of resources.</p>
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Outside of the building, social distancing will be actively promoted through signage and pavement /playground markings, rethinking and reorganising the beginning and end of day routines, limiting the number of parents on site by asking one parent per family to drop off and collect their child.

Bubbles	Drop Off times	Collection times	Drop off and collection route for parents and children
Reception	Walkway gate will open at 8:50am for a 9am start to the school day.	Walkway gate will be open at 3:05pm for collection at 3:15pm.	Enter site via the designated walkway and exit via main black gates, following one-way system at all times
Year 1	Gate 1 will open at 8:35 and Gate 2 will open at 8:40am for an 8:45am start to the school day.	Gate 2 will open at 3pm for a collection at 3.10pm.	Enter and exit site through main carpark. Following one-way system at all times
Year 2	Gate will open at 8:35am for an 8:45am start to the school day.	Gate will open at 3:05pm for collection at 3:15pm.	Enter and exit via the gate onto the grassed area at the front of school. Each class has a designated drop-off and collection 'aisle' marked out with fencing. There is a one-way system in operation to enter and exit the gateway.

Siblings in KS1 bubbles will be able to enter and exit school together via the hall fire doors. EYFS children will be taken to the classroom doors. This will limit the number of bubble areas parents are accessing.

We will actively encourage the parents of children in all year groups to drop their children off and collect them at the designated places and not enter the building at all, where possible.

Inside the building, social distancing will be actively promoted through signage and restablishing routines. Children will be actively discouraged from moving around the building except at the start and the end of the day, at break and lunchtimes and in the event of emergencies. Each bubble will be allocated a gender neutral toilet facility. Bubble toilet facilities will be limited to a maximum of two pupils at any one time. Breaktimes and lunchtimes will be timetabled and staggered, with each bubble having a designated play zone. Between each sitting at lunchtime the tables and chairs in the hall will be cleaned before the next sitting is allowed into the hall. Midday supervisors will be deployed during the lunchtime period to ensure this can be achieved.

These timetables are shown below.

Playtimes

Year group	Morning Breaktime	Afternoon Breaktime	Location
EYFS	No morning playtime (children accessing outdoor area)	1:45-2pm	Back playground - area under canopy and use of EYFS outdoor area if necessary.
1	10:25-10:40	No set time - bubble can choose to have a playtime if they wish.	Back playground (2/3's of area, leaving canopy area for EYFS)
2	10:50-11:05		Middle playground

Lunchtime

Each year group will have an allocated lunch break which consists of time inside to eat and a playtime outside. Due to all children back in school, we will revert back to using the main hall for lunchtimes (as per Sept risk assessment).

In order to keep the children and staff safe, and in line with guidance from the DfE and Peterborough City Council (PCC), we will continue to use the regular, fold out lunch tables, however children will only sit along one side of each of the tables; this means that children will not be facing each other during lunchtime. Tables will be set up to allow an designated area for each class.

Our lunchtimes will continue to be 1 hour for EYFS and 45 minutes for KS1. Timings for lunchtime have been planned to enable all children to eat in the hall. Midday supervisors have been attached to each year group bubble (3 per bubble). The hall will be staffed exclusively by Midday supervisors, with SLT available to support if needed.

The outside element to lunchtimes will be staffed by the bubble Midday supervisors. Teaching staff will have a lunch break of 45 minutes (as usual). In the event of a wet lunchtime, children will remain in their classroom for the 'outside element' and will be supervised by their Midday Supervisor.

Teachers may be asked to help out with lunchtime duties as necessary.

		Year group	Lunchtime (eating time)	Lunchtime (outdoor time)
		Reception	11:30-12pm	12pm-12:30pm
		1	12-12.30pm	12:30-12:45pm
		2	12:30-1pm	12:15-12:30pm

Staff members will be asked to minimise their contact with staff members of other bubbles during their breaktimes and lunchtimes, adhering to the 2 metres social distancing at all times.

Staff testing using Lateral Flow Devices (LFDs)

All staff and regular external agencies (i.e. sports coaches, caterers) have been given the opportunity to 'opt-in' to home self-test kits to complete a Covid-19 lateral flow test at home twice weekly. Results will then be reported to the NHS Track and Trace team and to the Headteacher, who will log staff results internally. Staff members who receive a negative result will be able to come into work as normal. Staff members who receive a positive result will then need to self-isolate for ten days and book a PCR test, following advice and guidance from NHS Track and Trace and Public Health at all times.

A non-exhaustive summary of additional protective measures in place during this third national lockdown include:

- Children and staff with symptoms of Covid-19 must remain at home until they have been tested; they, and their families, must then follow the Public Health advice regarding self-isolation for 10 days.
- Encouraging staff, children and families to fully engage with the NHS Test, Track and Trace processes to limit the spread of Covid-19.
- Staff self-test LFDs will be provided for staff who opt in to testing to test themselves at home twice weekly.
- Bubbles will be limited to one whole year group.
- Clinically extremely vulnerable staff will continue to work from home until at least 31st March 2021.
- Clinically vulnerable staff with either work in school under an individual risk assessment, or will continue to work from home until at least 31st March 2021.
- Whilst children within bubbles do not need to be socially distant from each other, staff should (where possible) remain 2 metres away from children, and should (where possible) remain 2 metres away from other staff members. A maximum safe limit of 15 minutes for close contact e.g. 1:1

	<p>work, administering First Aid etc. can be adopted by staff who need to be in close contact of a child.</p> <ul style="list-style-type: none"> • Ensuring regular handwashing, and/or use of hand sanitiser regularly throughout the day (on arrival at school, before and after playtimes, before and after lunchtimes, when handling or consuming food, before and after using the toilet etc.). • Encouraging good respiratory hygiene in children and staff, and ensuring bins are emptied regularly. • Ensuring toilet facilities are cleaned regularly throughout the day, bins are emptied and communal facilities (e.g. the staff room) are cleaned regularly too. • Ensuring the seating and tables in the hall are cleaned after each sitting. • Ensuring classroom doors and windows are kept open. • Ensuring push plates and handles on closed doors are cleaned throughout the day. • Providing each classroom with a cleaning station (hand soap, anti-bac gel, anti-spray), and replenishing this, and hand soap/sanitiser dispensers on a daily basis. • Ensuring resources are shared within a year group only and not across different year groups. As the year group as a whole is a bubble, resources would only need deep cleaning if they needed to be shared across year groups. • Providing each child with an individual stationery pack. • Shine Times will be held within classes, or year groups, and whole school events will continue to be virtual this term. • E-books will be used for all in school and home reading. • Visitors into school will be strictly limited. Contractors should only be in school after the end of the school day, unless attending an emergency or essential call out. Other visitors will need to make appointments to come into school. • Face coverings will be worn by visitors on school grounds and in the school building, including by parents at the beginning and the end of the day. Staff will wear face coverings when meeting parents or visitors, when on duty at the beginning and end of the day and in communal areas of the school, if social distancing cannot be achieved. • Children will wear PE kits on PE days. • An isolation room will be set up for suspected cases of Covid-19. <p><u>Step 5 - Communication</u></p> <p>Safety for all is paramount and communication to all members of our school community is key. We will share an overview of information by March 1st for staff and the updated risk assessment will be shared by 3rd March. This risk assessment will also be published on our school website.</p> <p>We will also communicate more detailed plans for reopening with all stakeholders during the week beginning 1st March 2021.</p>
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Step 6 - Managing pupil and staff wellbeing and mental health

Throughout the rest of the spring term, and into the Summer term 2021, we will ensure that staff are supported with their own wellbeing and are given resources and strategies to support children's wellbeing. Staff members will be advised to share their anxieties or concerns. We will continue our 'Staff Well-being network' for staff who continue to work from home (CEV) and any staff onsite who opt in to regular check-ins. We will draw upon the HAT HR team and our Employee Assistance Programme as and when necessary. Regular wellbeing treats will be provided and virtual social events for staff who wish to participate.

Staff workload will continue to be a consideration to ensure that staff are able to maintain a good work:life balance. This will include timetabled PPA sessions; realistic and workable expectations around planning, teaching and marking etc.

Teachers will be actively encouraged to plan activities to support the development of positive mental health and wellbeing in children, and any significant concerns will be shared with Rainbow Team and/or SLT. We have a range of resources we can draw upon to support children with their own feelings, worries or anxieties.

Step 7 - Remote learning

In the event of a Bubble closing or any future partial or full school closures, remote learning will be provided on a daily basis via Dojos. Paper packs could be made available on request. Further detail is available in our remote learning plan.

Part 2: Risk assessment

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting;

- Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.
- Wash your hands with soap and water often - do this for at least 20 seconds. (Handwashing techniques advice can be found [here](#)).
- Use hand sanitiser gel if soap and water are not available.
- Staff and pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Government advice regarding the use of Personal Protective Equipment (PPE) including face coverings and face masks

The following guidance is taken from “*Schools coronavirus (COVID-19) operational guidance: February 2021*” published by the Department for Education.

Page 10 - “PPE must 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). More information on PPE use can be found in the “[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)” guidance.”

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“In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. 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. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties
- speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.

You should have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

No pupil should be denied education on the grounds that they are not wearing a face covering.

Safe wearing and removal of face coverings

You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching - including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

You must instruct pupils to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Separate guidance is available on:

- preventing and controlling infection, including the use of PPE, in [education, childcare and children's social care settings](#)

Page 22 - 23 - "Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary

Face coverings are not classified as [PPE \(personal protective equipment\)](#). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.

Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:

- a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained
- performing [aerosol generating procedures \(AGPs\)](#)

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.

The guidance on [safe working in education, childcare and children's social care](#) provides more information about preventing and controlling infection. This includes:

- when and how PPE should be used
- what type of PPE to use
- how to source it

At DIS we have a grab box of certified PPE received from the Peterborough City Council, which is kept in the Admin cupboard (Cupboard 3). The Headteacher, Deputy Headteacher and members of the First Aid Team have all completed the online training and are able to use PPE

safely. A list of the trained staff is located on the door of the 'Isolation Station'. PPE will only be worn if a member of staff comes into close contact with a child with Covid-19 symptoms who has been isolated from his/her bubble.

Face coverings will be worn by staff on duty at the beginning and end of the day when coming into contact with parents. when meeting parents or visitors and in communal areas of the school, where social distancing cannot be achieved. Face coverings will also be worn by any visitors coming into the school building. We will also encourage parents and visitors to wear face coverings whilst on the school site e.g. dropping off and collecting their children from school.

Social distancing in schools

All adults will be reminded of the need to socially distance themselves from each other by staying 2 metres apart in order to reduce the risk of infection and spread of Coronavirus. For children, we will encourage social distancing and also employ other measures in line with the government guidance below. This guidance is taken from "*Coronavirus (COVID-19): implementing protective measures in education and childcare settings*" published by the Department for Education.

"We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out above:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk."

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Prevention and infection control	<p>All staff and children</p> <p>Any visitors to site</p> <p><i>Risk of infection</i></p>	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. If a child or adult shows symptoms, use the 'Isolation Station' until they can go home. Trained PPE Team to wear PPE when with child/adult. Ensure all adults and children clean hands thoroughly more often than usual - provide 'cleaning stations' in each classroom to enable this. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Maintain increased cleaning regimes - lunchtime and after school cleans using appropriate cleaning products. 'Cleaning stations' in each classroom to enable basic clean throughout day. Children have their own stationery packs to limit sharing of equipment (e.g. pencil, whiteboard etc). Staff wear face coverings in communal areas and when meeting with parents/visitors, as per updated guidance. Parents/visitors will be instructed to wear a face covering if coming into school building. 	<ul style="list-style-type: none"> Ensure sufficient stocks of soap, hand gel, tissues, gloves and anti-bac spray for cleaning stations. Staff to be reminded about cleaning regimes. Refresh all signs regarding the wearing of face coverings. Reminder to parents about face coverings. 	<p>Site Manager</p> <p>SBM</p> <p>HT</p>	<p>Check stock by end of wk beg 22/2/21 and weekly checks.</p> <p>Parent reminder re: face coverings to be sent wk beg 1/3/21.</p> <p>Staff info re: cleaning, PPE, classroom org to be shared by 1/3/21</p>	
Response to any infection	<p>All staff and children</p> <p>Any visitors to site</p> <p><i>Risk of infection</i></p>	<ul style="list-style-type: none"> School to engage with the NHS Test and Trace process. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. Contain any outbreak by following LA/PHE advice. 		<p>HT</p> <p>SLT</p>	Ongoing	
Testing for Covid-19	<p>Pupils and staff may be harmed by not identifying those in our</p>	<ul style="list-style-type: none"> In line with DfE guidance, we have introduced Covid testing for staff from 25 January 2021. 	<ul style="list-style-type: none"> Ensure staff who have 'opted in' but have been working at home have collected kits systems ready to test on 7/3/21. 	HT	Wk beg 1/3/21	On-going

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What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	<p>school community who are infected, but are asymptomatic</p> <p><i>Risk of infection</i></p>					
Increased risk of transmission	<p>Staff and Pupils</p> <p><i>Risk of infection if social distancing not adhered to</i></p>	<ul style="list-style-type: none"> Sufficient staffing is in place for each bubble. Ensure that social distancing measures can be maintained as much as possible. Behaviour expectations set with children and parents are clear about consequence of children deliberately putting others at risk e.g. hugging, touching, coughing, spitting after being told not to. Limited use of curriculum activities and resources e.g. bubbles will share resources but not for use across whole school. Children will be given own stationery packs. Classroom tables and lunch tables are organised so children are not facing each other. Adults will listen to children read sideways on and avoid speaking to them face to face unless 2m distancing can be adhered to. Maximum numbers set for staff zones. Lunchboxes and water bottles can be brought into school by children but must only be touched by them. If there is a need for someone else to touch equipment, ensure thorough hand washing afterwards. E-books will be used for all reading. In the event a parent cannot access e-books, books will be sent home and then quarantined for 72 hours when returned. Some resources will not be used e.g. sand. Each EYFS child to have named pot of playdough for use in class. 	<ul style="list-style-type: none"> Review staffing plan in the event of long-term staff absence. Review use of resources in line with guidance. Refresh all signs regarding the wearing a face coverings. Reminder to parents about face coverings. 	All staff	<p>All was put in place from Autumn term.</p> <p>Parent reminder re: face coverings to be sent wk beg 1/3/21.</p> <p>Staff info re: cleaning, PPE, classroom org to be shared by 1/3/21</p>	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Staff wear face coverings in communal areas and when meeting with parents/visitors, as per updated guidance. Parents/visitors will be instructed to wear a face covering if coming into school building. 				
Social Distancing in school	<p>All staff and children</p> <p>Any contractors visiting site</p> <p><i>Risk of infection if social distancing not adhered to.</i></p>	<ul style="list-style-type: none"> Create three year group bubbles to minimise contact between individuals and maintain social distancing wherever possible. Classrooms are organised with minimal furniture to allow for required seating arrangements (rows or boardroom style). Limit face to face contact by not sitting face to face. Separate play zones for each bubble. Three separate lunch sittings so bubbles don't mix. No whole school events - class or year group bubble Shine Times. Any staff working across bubbles will ensure social distancing and clean learning areas in between children (e.g. 'Catch up' teachers, SENDCO, Child Well-being Champion). Continuation of staff zones for breaktimes with seating set 2m apart. Maximum numbers for all staff areas: <ul style="list-style-type: none"> Conservatory = 3 Outdoor patio area = 4 Staffroom = 5 PPA room = 4 Each classroom has a designated teaching box at the front to allow for 2m distance (approx.) when teaching. Maintain doorway markings to maintain distance between children and staff visiting classroom. 	<ul style="list-style-type: none"> Check designated teaching boxes and doorway boxes are still clearly marked. 	Site Manager	<p>By 5/3/21</p> <p>Staff info re: cleaning, PPE, classroom org to be shared by 1/3/21</p>	
Cleaning	<p>All staff and children</p> <p><i>Risk of infection if</i></p>	<ul style="list-style-type: none"> Lunchtime cleaning - 3 cleaners (one per year group) for 1.5 hours per day. Change to 11:45-1:15 to ensure all classrooms can be cleaned during staggered lunchtimes. After school cleaning - full team of cleaners to start on 4/3/21 to ensure all areas are thoroughly 	<ul style="list-style-type: none"> Re-tape off all areas which are out of use (outdoor classroom, outdoor equipment etc). 	HT Site Manager	By 5/3/21	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>areas are not cleaned thoroughly each day.</i>	<p>cleaned before 8/3/21. Revert back to 2 hours of cleaning per night.</p> <ul style="list-style-type: none"> Each classroom continues to have a cleaning station to enable Teacher/TA to clean throughout the day. Cleaning stations (soap, anti-bac spray and gel) in staff toilets and shared areas. One staff toilet to be closed to enable social distancing (3 cubicles reduced to 2). Outdoor play equipment to be closed off (large trim trail and gym equipment) as cleaning is not possible. Any play equipment/PE equipment used to be cleaned after use and children to wash/anti-bac hands before and after use. 				
Fire Safety	<p>All staff and children</p> <p><i>Injuries due to fire</i></p>	<ul style="list-style-type: none"> All fire exits emergency escape routes/doors are fully operational and clear. Review fire safety points to ensure each class bubble has a designated area to assemble in. Reminders to staff and pupils that if the fire alarm is activated that they must endeavour to keep 2m distancing when at the evacuation point. Although if in a fire when evacuating the building safety takes precedence over social distancing. 	<ul style="list-style-type: none"> Liaise with Academy to set date for fire drill. Ensure staff are clear on changes to fire safety points and social distancing rules. 	<p>HT</p> <p>Site Manager</p>	<p>Fire drill to be completed by end of Spring term.</p>	
Access/Egress of school building	<p>All staff, children and parents</p> <p><i>Risk of infection if social distancing not adhered to/too many people on site together.</i></p>	<ul style="list-style-type: none"> Continue with established access/egress for each year group (EYFS: walkway, Y1: car park, Y2: front of school). Staff to support access/egress to remind parents/carers about distancing, following one-way system etc. Revert back to staggered start times as outlined above. Internal doors to be kept open to reduce need for touching door handle. Anti-bac gel available at every staff entrance. 	<ul style="list-style-type: none"> Priority must be given to disabled users and those identified as having health related issues. 	<p>HT</p> <p>SLT</p> <p>Site Manager</p>	<p>Ongoing</p>	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
First Aid	First aiders Children receiving first aid treatment <i>Risk of infection due to fact social distancing cannot be adhered to</i>	<ul style="list-style-type: none"> Basic first aid kit in every classroom to allow adults in bubble to administer basic requirements. At least 2 paediatric first aiders on site each day. Staff or pupils with medical needs have been assessed and risks have been considered. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. First Aid procedures previously reviewed to take into account Covid-19 will continue to be followed. 	<ul style="list-style-type: none"> Refresh classroom first aid stations and records. 	Medical Lead	By 5/3/21	
Waste	All staff and children Refuse collectors <i>Risk of infection if waste is not disposed of in appropriate way</i>	<ul style="list-style-type: none"> Continue daily emptying of all bins. All classrooms to have lidded bins and no other bins. Waste linked to first aid to be disposed of in separate bin in disabled toilet area. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Site Manager Cleaning team First aiders/staff dealing with intimate care	Daily	
Playtimes	All staff and children <i>Risk of infection if social distancing not adhered to.</i>	<ul style="list-style-type: none"> Each year group bubble to have own designated play zone and different playtimes: EYFS - 1:45-2pm - section of back playground (afternoon playtime only so no clashes with Y1) Y1 - 10:25-10:40 - back playground Y2 - 10:50-11:05 - middle playground In the event of a wet playtime, children will remain in classrooms during playtimes supported by teacher/TA. 		HT	Staff info re: cleaning. PPE, classroom org to be shared by 1/3/21	
Lunchtimes	All staff and children	<ul style="list-style-type: none"> Liaison with ABM Caterers (22/2/21) - confirmed daily continuation of current menu but with service moved back to hall 	<ul style="list-style-type: none"> Review seating to set class zones. 	HT Senior MDS	Staff info re: cleaning. PPE,	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>Risk of infection if social distancing not adhered to.</i>	<ul style="list-style-type: none"> • Appropriate PPE to be worn in kitchen and when serving. • Tables arranged in class areas, only one side of the tables are used to avoid face to face contact. • MDS' to continue to work within year group bubbles as per arrangements in Autumn term. Due to reduction in numbers of children, reduce from 3 to 2 MDS' per bubble. Start/end times of MDS' changed to reduce the number of adults in the dining hall at any one time. • Separate sittings with one bubble leaving hall completely before next bubble enters: 11:30 - EYFS 12pm - Year 1 12:30 - Year 2 (15 mins playtime first) • MDS team to clean tables/seats in between sittings. • Water jugs to be used by limited number of MDS' - children will not pour own water. • Children to queue adhering to social distancing as much as possible. • Children to be given their cutlery, not select own from basket. • No self-service fruit or salad bars. • Play zones for lunchtimes will be the same as playtimes (above). Two sports coaches on site to support. • In the event of a wet lunchtime, children will access activities in classrooms supported by MDS'. To allow for cleaning, each group will go on a 'stretch and stride' around school so the room becomes vacant for cleaner. 		Site Manager	classroom org to be shared by 1/3/21 New seating plan in place for 8/3/21	
Staff/Pupils within the shielded group	Staff/ pupils who are shielding <i>Greater risk of infection</i>	<ul style="list-style-type: none"> • HR Team to review risk assessments for CV staff. • Liaise with CEV staff to ascertain whether they have received a shielding letter. If they have, they will work from home. If they haven't, discuss and agree suitable next steps for them. • 2 x maternity risk assessments to include Covid-19 risk assessment. 	<ul style="list-style-type: none"> • Consult HAT and EPM if/when necessary. 	HR Team SENDCO/ Medical Lead - CV/CEV pupils	All RAs for to be reviewed by 12/3/21.	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Complete risk assessment/review care plans for any pupils in CV group. Staff wear face coverings in communal areas and when meeting with parents/visitors, as per updated guidance. 		CV/CEV staff		
Equality Impact Assessment	Staff & Pupils <i>Greater risk of infection</i>	<ul style="list-style-type: none"> A equality impact assessment has been completed and can be found on Staff Shared Drive. BAME risk assessment has been completed with staff as appropriate. 	<ul style="list-style-type: none"> Review BAME RA with member of staff. 	HT HR Team	Review BAME RA by 12/3/21	
Pupils with medical needs (two pupil with diabetes and one child with tracheostomy)	First aiders Staff trained to support key children <i>Risk of infection if social distancing cannot be adhered to & involvement with bodily fluids</i>	<ul style="list-style-type: none"> Staff to be provided with appropriate PPE (gloves, aprons, visors). Ensure sufficient trained staff onsite to support pupil. Staff supporting children are, on the whole, within the child's bubble. Care plan in which is created with parent and Diabetic Nursing Team. Relevant staff have a copy of the care plan to follow. Medical support carried out in appropriate environment which is cleaned afterwards. Child with tracheostomy will be based in the Star Pod group. 5 members of staff currently undergoing training with Children's Community Specialist Nursing Service (Nurse will be on site with child until staff have completed training). 		HT Medical Lead Trained team of staff	Weekly review of care with Medical Lead/trained staff	
Children with EHCP - behaviour, intimate care needs etc.	TAs supporting chn Child themselves Other children <i>Risk of infection if</i>	<ul style="list-style-type: none"> Individual care plans in place for children requiring intimate care; identifying needs and our management of those needs. 1:1 TAs provided with appropriate PPE (i.e. visor, gloves) if child mouths resources/dribbles etc. Intimate care provided by SEND TA team, usual PPE provided. Appropriate cleaning materials provided for sensory resources child uses (e.g. Milton sterilisers). Sensory rooms cleaned on a daily basis. Individualised timetables in place to meet needs. 	<ul style="list-style-type: none"> Regular review of care plans/RAs if guidance changes. If behaviour is deemed inappropriate and puts child, other children or staff at a higher risk of infection, review RA and consider whether placement can continue. If child with EHCP is not in school due to shielding pr parent choice, appropriate home learning to be provided 	SENDCO HT	All docs are in place, review as needed during lockdown period.	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>social distancing cannot be adhered to & involvement with bodily fluids</i>		with SENDCO and FWBC carrying out regular well-being calls. <ul style="list-style-type: none"> • SENDCO to ensure TA team are clear about procedures and expectations. 			
Contractors	All staff and pupils. Contractors <i>Risk of infection with external people coming on site</i>	<ul style="list-style-type: none"> • All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. • All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency - contractors can not just turn up on site. • All contractors informed they must wear a mask when on school site. 	<ul style="list-style-type: none"> • Reminders to all contractors regarding the wearing of face covering when on site. 	SBM Site Manager	Reminder when contractor books visit and comes on site.	
Property Compliance	All staff and pupils Any visitors to site	<ul style="list-style-type: none"> • Relevant property statutory compliance checks have been completed and records updated (e.g. water testing, alarms - see EVERY). • Daily and weekly checks carried out. 		SBM Site Manager	Ongoing	
Hygiene	All staff and pupils <i>Risk of infection if strict hygiene not adhered to.</i>	<ul style="list-style-type: none"> • Weekly monitoring of stock and ordering as needed. • Each classroom bubble will be given a cleaning station including soap, hand gel and anti-bac spray. • Hand washing/cleaning routines in place - enter/exit school, before/after playtimes and lunchtimes, in between learning activities as deemed necessary, after use of some resources, after using the toilet. 	<ul style="list-style-type: none"> • Monitor supplies 	Site Manager	Review weekly	
Accident reporting Covid-19 incidents	All staff <i>Risk of infection</i>	<ul style="list-style-type: none"> • Follow the Health & Safety Executive recently updated 'Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)' document to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 	<ul style="list-style-type: none"> • Seek advice from LA H&S Team as appropriate. 	HT SBM	As needed	

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Administrative Staff	<p>All staff and pupils</p> <p>All visitors to site</p> <p><i>Risk of infection</i></p>	<ul style="list-style-type: none"> Staff to continue to work in two separate bubbles (front and back offices). Staff informed they must not enter the bubble unless there is an emergency. Ring or email office team for help. All visitors instructed to wear a face covering. Social distancing markings in porch so if a parent comes to collect something, social distancing is maintained. Hatch to remain closed unless passing something to a parent. Staff wear face coverings in communal areas and when meeting with parents/visitors, as per updated guidance. 	<ul style="list-style-type: none"> Reminder to staff and parents about access to office. 	HT Admin Team	Reminder by 5/3/21	
Personal Protective Equipment	<p>Staff attending to child who is unwell/injured.</p> <p>Staff providing intimate care</p> <p>Staff meeting and greeting parents/visitors to site</p> <p><i>Risk of infection due to social distancing</i></p>	<ul style="list-style-type: none"> Standard PPE for intimate care continues to be in place. All PPE is disposable and will be disposed of appropriately. PPE pack from Local Authority is secure in Cupboard 3 (near office). Team of SLT and First Aiders has been created for use of PPE for children/staff displaying Covid-19 symptoms. All have confirmed they have read guidance and watched film. Addendum to First Aid policy covering PPE developed (June 2020) and will be reviewed in line with guidance. Staff wear face coverings in communal areas and when meeting with parents/visitors, as per updated guidance. Parents/visitors will be instructed to wear a face covering if coming into school building. 	<ul style="list-style-type: none"> Reminder to all staff about those who are able to use PPE for children/staff with Covid-19 symptoms. Share Trust FAQ re: PPE with all staff. 	HT Medical Lead First Aiders Covid-19 PPE Team	<p>Review in line with guidance.</p> <p>Staff info re: cleaning, PPE, classroom org to be shared by 1/3/21</p>	

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	<i>not always being possible</i>					
Staff Zones	All staff and pupils <i>Risk of infection if social distancing not adhered to</i>	<ul style="list-style-type: none"> Continuation of staff zones for breaktimes with seating set 2m apart. Maximum numbers for all staff areas: <ul style="list-style-type: none"> Conservatory = 3 Staffroom = 5 PPA room = 4 		All staff		
Physical/ outside activities	Staff and pupils <i>Risk of infection through shared equipment, insufficient space for lesson</i>	<p>PE:</p> <ul style="list-style-type: none"> Premier coaches continue to provide lunchtime support and coaching in the afternoons. PE rota to be re-established. PE sessions will be a combination of inside and outside activities. Coaches requested to keep equipment to a minimum. Coaches to maintain safe distance from children when teaching and wear a face covering. Pupils will be taught in year group bubbles. Sports equipment thoroughly cleaned between each use by different individual bubbles. Children will wash hands before/after PE sessions. No contact sports to be planned. Children will come to school in kits on PE days. <p>Forest Schools - Year 2 only</p> <ul style="list-style-type: none"> Forest Schools programme to continue to be delivered by trained staff. Increase washing of hands/sanitising before and after activities - outdoor sink to support this. Children and adults to socially distance whilst participating in activities. 	<ul style="list-style-type: none"> Ensure coaches read revised risk assessment. 	HT Admin Team	Coaches read RA by 12/3/21	

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Students and volunteers (including supply teachers)	<p>All staff and pupils.</p> <p>Students/ volunteers/ 'ad hoc' agency staff</p> <p><i>Risk of infection with external people coming on site</i></p>	<ul style="list-style-type: none"> Reading Buddies including therapy dogs will not return to school at the current time. In the event of staff absence, we will aim to cover internally (HLTAs, non-class based staff). In the event we need to use agency staff, we will aim to use staff already working in school on a regular basis. 		<p>HT</p> <p>SLT</p>	Ongoing	
Signage	<p>Staff and pupils</p> <p><i>Risk of infection if rules are not adhered to</i></p>	<ul style="list-style-type: none"> All digi-screens in school show reminder information about distancing, hand washing etc. 'Golden rules' created for each classroom and referred to by staff throughout the day. Rules also sent to parents. Posters on main door reminding parents/carers about use of hand gel if they enter the school reception area and also about wearing a face covering. Constant verbal reminders by all staff. 	<ul style="list-style-type: none"> Refresh signage where necessary. 	<p>HT</p> <p>Admin team</p>	Ongoing	

RISK ASSESSMENT

Part 3: Revisions, updates, additions and amendments - to be completed following fortnightly reviews

Date	Page no.	Updates	Further action required	Action by whom?	Action by when?	Done

Useful Guidance

Schools coronavirus (COVID-19) operational guidance: February 2021 [here](#)

The Government Guidance for safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) [here](#)

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

COVID-19: PE teaching in schools and settings can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)