

Risk Assessment: School operation from January 5th: response to Coronavirus (COVID-19) lockdown #2

Opening to Vulnerable children and those whose parents are deemed to be critical workers

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Section 1

MAT/Establishment/Section/Team: The Wye Forest Federation	Date of Assessment: 03.01.21	Review date: Weekly from 07.01.21 (Complete once the action plan section below is addressed)
Assessed by: Please note all those involved should sign up to this assessment. Print below: NAME: 1. Sarah Helm 2. Natalie Frey 3. Nadia Arnold DATE: 03.01.21	Staff signatures: 1. 2. 3. 4. 5. 6. I/We have read and understood this RA and our role in its implementation.	

Part 1: January lockdown 2021

The system of controls provides a set of principles and if schools follow this advice they will effectively minimise risk.

The guidance covers:

- School operations, including attendance, workforce, estates, catering
- Curriculum, behaviour and pastoral support
- Assessment and accountability, including plans for inspection
- Contingency planning, in case of self-isolation of multiple pupils or staff or local outbreaks

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could cause harm to health or injury. Use a row for each one identified	Who is affected or exposed to hazards? (Staff Students Visitors Contractors Etc.)	What Severity of Harm can reasonably be expected? (See Definitions Table 1)	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an accident occurring? (See Definitions Table 1)	What is the Risk Rating? (See Risk Rating Matrix Table 2)
Preparation for reopening						
Preparation of school building	Failure to complete compliance checks renders the building unfit for use.	All premises occupants	Serious	<p>School compliance checks have continued as school has not been closed. Water supply flushed through all taps in school weekly, heating has been running as usual.</p> <p>Fire systems have had weekly checks, see Resources minutes (Date) and log book.</p> <p>Deep Clean of whole school during half term using appropriate cleaner that kills Covid-19 - all areas and surfaces have been cleaned and disinfected prior to reopening, particularly in the kitchen and/or food preparation areas. The kitchen has been deep</p>	Low	

				<p>cleaned too prior to reopening in September and before food preparation resumes.</p> <p>See: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak?utm_source=c51bac38-4a28-4136-b096-4d23f07da6f4&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily </p> <p>Social distancing markings and signage outside for all entrances Markings in school foyer</p>		
Management of expectations within the school community	Anxiety within school community re: prevalence and effectiveness of infection control and social distancing measures	All members of the school community	Serious	<ul style="list-style-type: none"> • Separate entrances for lockdown bubbles via outside doors to classrooms • Lockdown bubbles limited by classroom size to enable 2m social distancing to be maintained for staff and children. • Availability of PPE to staff; visors and masks around the school (no masks in classrooms when working with children) • Arrangements for infection control • What school day will look like • Lunch arrangements • Attendance and non-attendance • What will happen if there is a case of coronavirus at the school 	Medium	
Staff wellbeing	<p>Staff anxiety re: returning to work and potential exposure to the virus.</p> <p>Emotional distress of staff.</p>	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p>	Medium	

				<p>We have signposted to relevant counselling services. 05.20 and will repeat Sept 20.</p> <p>Additional well-being support to be shared in preparation for 04.01.21 Educationsupport.org 08000 562561</p> <p>Support for staff required to shield or previously required to shield available through OH.</p> <p>Staff will be advised not to attend if they feel unwell or have symptoms.</p> <p>Staff temperatures will be taken on entering school. Anyone with a raised temperature will be asked to return home.</p> <p>Regular breaks will be taken using the outdoor area. Use of the staffroom will be limited to 2 people at any time.</p> <p>Staff toilets will contain antibacterial wipes and disposable gloves for cleaning by individuals after each use.</p> <p>HR advice is available if required.</p> <p>A blend of both virtual and f2f staff meetings in smaller groups will take place to remain connected, discuss concerns, shared control measures as well as to continue to train staff and enable ongoing professional learning.</p> <p>At least one member of SLT (NA, NF,) on site every day for staff to share concerns and discuss control measures. SH available by phone.</p> <p>We will work with the trade unions, as required.</p> <p>Staff included in risk assessment process and invited to input into hazard identification and control measures.</p>		
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				<p>This will be retained for future reference with this risk assessment as an appendix.</p> <p>Risk assessment reviewed after day 1, week 1 and fortnightly thereafter by SLT from January 2021</p> <p>All staff to be responsible for reporting any concerns in the adherence to control measures.</p> <p>Planning and preparation time provided using TAs/HLTAs to provide cover as per timetable in line with government guidance.</p>		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Serious	Where staff in school apply the full measures as outlined in this risk assessment the risks to staff will be mitigated significantly. We expect this will allow most staff to return to the workplace, although we advise those with letters from health services advising them to work from home to follow them.	Medium	
		Clinically vulnerable including pregnant women	Serious	As above.	Medium	
		Those living in a household with a person who is extremely clinically vulnerable.	Serious	As above	Medium	
		Those living in a household with a person who is clinically vulnerable.	Serious	As above	Medium	

		(Including pregnant)				
Staffing availability and ratios	Staffing ratios insufficient for pupil numbers and grouping arrangements. Need to consider safe levels of supervision and 1m social distancing arrangements.	Pupils and staff	Serious	<p>Daily/ weekly review of staffing</p> <p>Headteacher/SLT & Governors will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures.</p> <p>A rota system for staff working enables reduction in the number of staff on site and contact with children and each other. This minimises the risk for closure of lockdown KW bubbles.</p> <p>We will prepare a contingency plan to inform affected members of the school community if full or partial closure is required at short notice. This will be via email & phone at St Briavels and face to face upon collection at Redbrook</p> <p>The size of bubbles is capped at 15 children at St Briavels and 10 at Redbrook to enable social distancing. This is for each classroom should the demand for KW/V children places increase.</p>	Medium	
Pupil Welfare	<p>Pupil welfare - changes in family circumstances likely to have an adverse effect of pupil's ability to reengage with school</p> <p>Changes to school routine/usual practice and use of the learning environment.</p> <p>Emotional distress of children</p>	Pupils and staff	Serious	<p>Contact with families will be made by school staff Jan 21 to ensure that they are aware of any potential issues and that relevant support is made available.</p> <p>Staff responsible for classes have been briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual pupils. Plans will be reviewed before the start of term 1 to ensure that pupil's needs are met. (AD)</p> <p>Pupils will have their own class teacher or TA for part of the day where possible.</p>	Low	

				<p>Lockdown bubbles are formed and will not mix with other groups across the school during the school day.</p> <p>2 children require breakfast club and this will be accommodated by class teachers in the class bubbles.</p> <p>Adult support for children who are distressed may be necessary. Social distancing measures to be clearly explained- why needed and what children need to do. An adult will offer a gloved hand at arms-length to support children into school. Older siblings coming into school may be able to support in some instances.</p> <p>Increased outdoor learning to minimise risk of transmission.</p> <p>Classroom learning will replicate the remote learning provided. Oak National academy resources and BBC bitesize will be utilised as appropriate. RWInc videos will be used to continue phonics learning.</p> <p>Enquiry learning as planned for T3 is adapted to the demands of the circumstances.</p> <p>Teachers will facilitate connection for the whole class via Microsoft teams throughout the week.</p> <p>St Bs:</p> <p>Each class will have one toilet labelled for their use throughout the day. This will be cleaned regularly throughout the day using antibacterial products.</p> <p>Redbrook: Bubbles will use toilets supervised by adults and cleaned regularly</p>		
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Individual pupil requirements	Pupils (or their family members) in identified groups.	Extremely clinically vulnerable pupils (shielded)	Serious	Parents have been advised to follow medical advice regarding sending their children to school and communicating needs to the staff team.	Medium	
		Clinically vulnerable pupils	Serious	Parents have been advised to follow medical advice regarding sending their children to school and communicating needs to the staff team.	Medium	
		Pupils living in a household with a person who is extremely clinically vulnerable.	Serious	All pupils should remain at home except those whose parents are critical workers, are identified as vulnerable or have an EHCP.	Low	
		Those living in a household with a person who is clinically vulnerable. (Including pregnant)	Serious	All pupils should remain at home except those whose parents are critical workers, are identified as vulnerable or have an EHCP.	Low	
		Those requiring 1:1 support including potential positive handling	Serious	Specific Risk Assessment undertaken for meeting individual needs including potential positive handling. Staff supported by class teacher/member of SLT where possible. PPE readily available in classroom or learning area to be used as required. Reduced timetable or exclusion if child puts staff at risk through behaviour.(eg spitting, biting)	Medium	

		Vulnerable children/EHCP		As per gov.uk guidance children considered to be vulnerable or those with an EHCP from all age groups will be expected and supported to attend where it is appropriate for them to do so.		
Provision of first aid		Pupils and staff	Serious	<p>Qualified first aiders are available as required (see below re: EYFS requirements).</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p> <p>If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives.</p> <p>If CPR is required on a child, use a resuscitation face shield available in first aid kits, to perform mouth to mouth ventilation in asphyxia arrest.</p> <p>Dispose of all waste double bagged.</p>	Low	
Provision for first aid in the EYFS	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	EYFS pupils	Serious	<p>EYFS requirements: A Paediatric trained first aider is present when EYFS pupils are on site. We note that Gov't stated that from 24 April 2020 this remains the case where children aged 0-24 months are on site.</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>We will carry out a written risk assessment (content specified in link above) and ensure that someone</p>	Low	

				<p>with a current First Aid at Work or emergency PFA certificate is on site at all times.</p> <p>We note and have actioned where necessary that the validity of certificates expiring on or after 16 March 2020 can be extended by up to three months.</p>		
Use of Personal Protective Equipment (PPE) (Mainstream)	Incorrect use exacerbates the risk of further infection.	Pupils and staff	Serious	<p>We are taking into account that Government guidance (28.08.20) does not recommend the use of a face covering or face masks in primary school settings and this remains as of Jan 21.</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. 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 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>We are complying with the above and are using our local supply chains to obtain PPE. GCC have agreed to provide a basic initial supply of PPE.</p> <p>We will ensure that, regardless of the 1m as of July 20, social distancing guidance staff who are likely to</p>	Low	

				<p>have to support pupils in the circumstances identified above and potentially in the administration of some first aid have access to appropriate equipment and training in its correct use and disposal.</p> <p>See: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf </p>		
Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	Pupils and staff SLT	Serious	<p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>Staff training will make staff aware of the measures to take in the event of an emergency evacuation or lockdown.</p> <p>All staff and children are to undergo induction into the fire/emergency routines, accident/first aid procedures and lockdown procedures. This will not be the usual routes. Repeat as necessary with new starters (staff/children) each term.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p> <p>Emergency cut off points for water and electric are clearly marked and known by the senior leaders and details of emergency contacts for utilities are readily available.</p>	Low	
Contact with those with symptoms of coronavirus (including testing)						

Contact with infected persons/ exposure to the virus within the school building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	Pupils and staff	Serious	<p>Guidance has been issued to the entire school community as follows:</p> <p>Children, staff or other adults must not come into school if they have had corona virus symptoms or tested positive in the last 10 days.</p> <p>Anyone developing symptoms during the day will be sent home.</p> <ol style="list-style-type: none"> 1. St Briavels Child – to be taken to the Front Office, (room ventilated by opening window) adult to close door and observe child through glass window or, for a distressed child, to leave the door open and observe from a minimum of 1m distance. Staff member to wear PPE. Accessible toilet to be used by child if required. Redbrook child- to be taken to the library area and observed from a minimum 1m distance. Staff member to wear PPE. Staff toilet to be used by child if required. The door may be left open if safe to do so. Office staff to phone home for parent to collect from main entrance. Office staff to phone 111 for advice or 999 in case of emergency. 2. Member of staff – inform EHT/SLT. <p>School will inform Public Health England</p> <p>Child/adult to book a test, school remains open as normal, if test positive bubble is sent home for 10 days isolation. (Remote education plans to be instigated)</p> <p>(Cleaners to double bag rubbish from classroom and retain for 72 hours before disposing)</p> <p>Those affected must follow government stay at home guidance.</p>	Medium	
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				<p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus. Temperature testing will take place as one measure to support minimising the risk of infection.</p>		
				<p>All eligible children and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a pupil or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 10 days. The other household members of the wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.</p> <p>Avon, Gloucestershire and Wiltshire HPT</p> <p>Public Health England South West 2 Rivergate Temple Quay Bristol BS1 6EH Telephone 0300 303 8162</p> <p>We have a process in place to inform parents testing is required and how to book tests.</p>	Medium	

				<p>School has a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested</p> <p>We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.</p> <p>We will book tests for staff requiring them under the category of essential workers.</p> <p>Those testing positive should isolate for 10 days.</p>		
	Contact with those developing symptoms of the virus during the working day.	Pupils and staff	Serious	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a child is awaiting collection at St Briavels, they will be moved to the front office where they can be isolated behind a closed door, supervision by adult in corridor looking through window of door. Or if the child is distressed with the door open and staff member 2m away wearing PPE. All windows open in the front office for ventilation.</p> <p>At Redbrook the child will be taken to the library where they can be isolated and staff can monitor through the window. Or if the child is distressed at a distance of 2m using PPE.</p> <p>If they need to go to the bathroom while waiting to be collected, the accessible toilet will be used and isolated with a sign to indicate out of use. The bathroom and front office at St Briavels/library area</p>	Medium	

				<p>at Redbrook will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>		
Cleaning and hygiene						
Cleaning	Person contracts COVID 19 as a result of inadequate cleaning	Pupils and staff	Serious	<p>For contract cleaners: We have reviewed the cleaning specification with our cleaning contractor to ensure that this meets requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	Low	

			SH	<p>For employed cleaners: Our cleaning specification has been reviewed to ensure we comply with requirements set out in https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Where our own additional staff are required to undertake cleaning duties we have ensured that they have received appropriate training and are provided with PPE in relation to COSHH guidelines. This also applies to other staff who may be asked to carry out cleaning duties during this period.</p> <p>We have identified cleaning of high-risk areas to be undertaken throughout the school day to include:</p> <p>Door/drawer handles</p> <p>Kettles/boilers/water heaters</p> <p>Alarm keypad</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Laptops</p> <p>Photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p>		
	<p>Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc</p> <p>Storage arrangements of cleaning product change</p>	Pupils and staff	Serious	<p>All staff involved in cleaning duties will receive training (H&S e-learning) re: safe use and storage of cleaning materials.</p> <p>PPE (disposable apron and gloves are available) will be provided for all cleaning activities.</p>	Low	

	increasing potential for unauthorised 'use' by pupils.			<p>Safety data sheets for cleaning products are available on request.</p> <p>Only recommended cleaning products will be used suitable for schools.</p>		
	Use of hand sanitiser potential for improper use and ingestion.	Pupils and staff	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, and depending on the age of our pupils, they could use their own/ours under supervision through to it being 'dispensed' so the young, or over enthusiastic don't get carried away.</p> <p>Provide classroom timers to support handwashing where available. Use of ebug resources to teach and support.</p> <p>Staff to support handwashing for younger children.</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it in every room in school.</p>	Low	
	Hand hygiene	Pupils and staff	Serious	<p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks 	Low	

				<ul style="list-style-type: none"> • before leaving school • after sneezing/coughing. <p>Pedal operated lidded bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision and support by staff is provided as needed. Timers may be used to support where available.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils using the 20 second rule.</p> <p>Catch it, Kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>		
Measures to reduce contamination	Use of shared resources	Pupils and staff	Serious	<p>Staff are limiting or stopping the amount of shared resources that are taken home:</p> <p>Reading Books – books go home every Tuesday and returned following Friday in separate box, left for 72 hours and returned to book box from Tuesday.</p> <p>Library Books – to be borrowed on a Tuesday and returned to classroom on a Friday. To be replaced in the library on the following Tuesday.</p> <p>Shared use of stationery and other equipment has been stopped where possible – All children to be provided with individual equipment as appropriate.</p> <p>Shared equipment and surfaces are disinfected more frequently – daily cleaning rota to be shared.</p>	Low	

				<p>Where appropriate resources should be washed in Milton/similar disinfectant daily.</p> <p>Other classroom resources can be shared with the classroom but not between classes. Where resources are used they should be returned to central storage clearly marked with the date of return. Staff should not take resources unless the 72 hour wait period has been met or exceeded.</p>		
	Harder to clean items	Pupils and staff	Serious	<p>Remove soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice, where this is not possible they will be made inaccessible to the children. Place in EHT office or other safe space.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection, if and when possible.</p>	Low	
Minimising contact (social distancing)						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	Pupils and staff	Serious	<p>We have taken the following measures to reduce footfall and maintain social distancing on site including:</p> <p>St Bs: School Reception talking through closed glass screens</p> <p>Redbrook: Talking to class teachers/admin outside</p> <p>Assemblies not held unless virtual connection enabled.</p> <p>Bubble staff on duty outside school to monitor protection measures. EHT outside where available to support distancing measures.</p> <p>Staggering opening and departure times for each bubble with separate entrances into and out of classrooms signed and distanced waiting markers painted on floor.</p>	Low	

				<p>Advising parents that only one person should attend to deliver/pick up their child and that where possible siblings should be left at home.</p> <p>Erected signage and floor markings to remind those visiting the site of social distancing requirements.</p> <p>Prop open doors, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles.</p> <p>Behaviour policy reviewed to support new arrangements in school.</p>		
Social distancing when using the toilets	Exposure to infection Failure to socially distance			<p>St Bs Toilet use is timetabled. Each class is designated a cubicle for class use. Supervision for toilet use as required throughout the day.</p> <p>Toilets will be subject to regular cleaning throughout the day.</p>		
Social distancing and curriculum delivery	Exposure to infection Classroom teaching Primary	Pupils and staff	Serious	<p>Clear expectations are set regarding the requirement for social distancing measures. Reminders are used consistently and with kindness.</p> <p>Activities are planned to enable learning whilst social distancing and supported by very clear expectations.</p> <p>Practical sessions can go ahead if the equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day or properly cleaned in between cohorts.</p> <p>PE will only be taught outside. Equipment used will be cleaned after use.</p> <p>Ipads will be timetabled for use and cleaned between use.</p>	Medium	

			<p>Early Years staff to child ratios have been used to determine group size.</p> <p>Teaching assistants may lead a group working under the direction of teacher.</p> <p>We will ensure pupils and staff, where safely possible, only mix as a class group (bubble) and that that group stays away from other people and groups. We will use the same staff each day as far as possible. Classes will use the same room or area of the school using outside door to enter/exit classroom where available. Poppy classroom to use back door. Sunflowers to use back door- staggered timing for entry/exit to school at start/finish times. We will seek to achieve the distanced sitting of pupils at the same desk each day, preferable facing the front but not facing each other.</p> <p>Staff and pupils will be reminded not to touch their faces, eyes, nose etc</p> <p>Stay will be alert to positioning within the classroom whilst teaching, standing behind and working from above. Walking (smart walking) with hands clasped to avoid contact.</p> <p>Desks are set 1m apart where possible.</p> <p>We will deliver parts of the curriculum outdoors whilst maintaining separate groupings of pupils (weather dependent) and encouraging/enabling social distancing.</p> <p>Ensure regular airing with windows open.</p> <p>Timetables in place for the use of the hall, toilets and outdoor areas for breaks & learning times. Toilets at Redbrook will be supervised by an adult for R/KS1.</p>		
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Circulation within the building	Exposure to infection from inadequate social distancing	Pupils and staff	Serious	<p>Pupils to access ground floor classrooms directly from outside once in school.</p> <p>Circulation routes around the school have been reviewed and access to classrooms will be from outside doors. When moving around the building a clockwise direction will be adhered to.</p> <p>Arrangements are in place to stagger movement for break times and lunchtimes to reduce numbers using the corridor and toilet use is timetabled, however, toilets may be accessed with adult supervision when required. Adults will supervise use of the toilets by EYFS/KS1 during timetabled allocation to ensure social distancing measures are maintained where possible.</p> <p>Staff only enter corridor if empty, follow stay alert guidance from government.</p> <p>To reduce children walking around school, daily registers taken in class via eschools. Lunch registers will be collected from the classroom door by 1 member of staff at 9.30.</p>	Low	
Lunchtimes	Exposure to infection from inadequate social distancing during preparation and serving of food (catering staff)	Pupils and staff	Serious	<p>Kitchen to deliver lunches for each bubble and leave at each classroom.</p> <p>Any disposable packaging to do be double bagged and left 72 hours before disposing of in the outside bins.</p>	Low	
	Exposure to infection from inadequate social distancing: Collection of food by pupils and eating arrangements	Pupils and staff	Serious	<p>Pupils will bring their own packed lunch in or have it delivered from the kitchen. Packed Lunches to be stored under pupils table (lockers are not to be used) or outside Daisy classroom.</p> <p>All pupils, except Daisy class, to eat in classrooms or outside in a designated play area.</p>	Low	

Breaktimes	Exposure to infection from inadequate social distancing: breaktimes	Pupils and staff	Serious	<p>External areas will be allocated to each bubble and pupils will remain in their distinct groups. Different groups of pupils must not play sports or games together. Breaktimes will be timetabled separately.</p> <p>Outdoor equipment will not be used or reduced number of items offered which will be cleaned following use with antibacterial cleaner,</p>	Low	
School Reception areas	Exposure to infection from inadequate social distancing: visitors to school.	Pupils and staff	Serious	<p>Any visitors, including contractors, to site are to be by appointment only. Parents have been advised that they should call the office rather than coming into school.</p> <p>Other visitors will be discouraged and all non-essential visitors will be cancelled, postponed or rearranged via zoom.</p> <p>Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to take place safely.</p> <p>Contractors provide updated risk assessment prior to visit which includes their own controls to minimise transmission of any virus.</p> <p>Effective cleaning and ventilation of the sites of work will take place following any site visit from a contractor.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with parents/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p>	Low	

				<p>Staff signing in arrangements –staff to use own pens to sign in.</p> <p>Hand sanitiser will be provided to all persons entering premises with signage to explain control measures etc.</p>		
Other work areas	Exposure to infection from inadequate social distancing: other work areas	Staff	Serious	<p>We are continuing the opportunity for working from home for PPA time/ office staff where work does not involve direct contact with pupils.</p> <p>Furniture reconfigured in staff areas to allow 2m distancing has been implemented. Hall to be staff room overflow space.</p> <p>All areas are cleaned regularly, a dishwasher is available for cleaning crockery, utensils etc. No tea towels or hand towels are to be used.</p> <p>ICT equipment should not be shared.</p>	Low	

Part 2: Maintaining educational provision for pupils if required to work at home

Maintaining contact with pupils staying at home	Safeguarding concerns are not reported; pupil/ student is placed at risk.	All	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All school staff to be aware of arrangements in place for contact school DSL/ Deputies during the closure period – see COVID-19 Addendum Safeguarding Policy</p>	Medium	
	Enhanced risks to pupils re: online safety resulting from increased internet exposure; working remotely	Pupils	Serious	School to provide information to parents and pupils re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet	Low	

	without access to support from peer group and school			<p>filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p> <p>Schools to make parents aware of sites they are asking their children to use.</p>		
	E-Safety. Inappropriate staff contact with pupils/ students	Pupils	Minor to Serious	<p>School E-Safety Policies continue to apply.</p> <p>Communication must only take place through school channels approved by the senior leadership team.</p> <p>Staff must not make informal arrangements to contact students using their own phones/ devices etc.</p> <p>Agreed meetings via zoom to be recorded. Parent to be present with child during any arranged meeting.</p>	Low	
	<p>Injury or contamination of staff undertaking home visits.</p> <p>Vulnerable pupils/ students are 'missed' through lack of contact etc.</p>	Visiting staff	Serious	<p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. School Lone Working Procedures to be followed (including the maintenance of a school contact during the visit).</p> <p>Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals.</p> <p>If phoning families where there are concerns we will speak to the child as well.</p>	Low	

PART 3: Arrangements for staff working from home during the school closure period (from 05.01.21)

Use of display screen equipment eg: laptop, desktop etc.	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	We follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. This includes doing home workstation assessments. However, there is no increased risk from DSE work for those working at home very temporarily. We have provided workers with advice on completing their own basic assessment at home using: www.hse.gov.uk/pubns/ck1.pdf We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:	Low
Data protection	Data breach exposes staff or students to risk of harm. Data breach is undetected.	All	Serious	All staff have received GDPR training (e-learning) and are aware of their responsibilities re: use and transfer of personal data.	Low

				School Data Protection Policies and Procedures apply. Staff are aware of their responsibilities for reporting a data breach to relevant staff at school. Our DPO is involved if required.		
Workplace stress exacerbated by social isolation.	Depression Anxiety and other forms of mental illness	Staff working from home	Serious	Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods. Access to counselling services is provided by educationsupport.org . All staff have been provided with details of this for use at home.	Low	

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
HIGH item 1				
HIGH item 2				
Anxiety within	Regular and timely, honest communication with	All Staff	January 2021	

school community re: prevalence and effectiveness of infection control and social distancing measures	<p>parents/carers.</p> <p>Clear communication.</p> <p>Where possible, support translation of key communication.</p> <p>Ensure all parents know how to communicate concerns/questions to school.</p> <p>Parents/carers clearly know that they do not need to send their children in to school and will not be penalised.</p>	SH		
Staff anxiety re: returning to work and potential exposure to the virus.	<p>Regular and timely, honest communication with staff family.</p> <p>Clear communication.</p> <p>Provide training day before children return to school</p> <p>Educationsupport.org counselling available for staff to access confidentially.</p> <p>Open door policy for staff to seek help and support from SLT.</p>	Senior leaders/SH	15 th May 2020 September 2020 January 2021	
Concerns from staff in identified work groups - Those living in a household with a person who is clinically vulnerable. (Including pregnant)	<p>Regular and timely, honest communication with staff family.</p> <p>Clear communication.</p> <p>Providing training day before children return to school</p> <p>Educationsupport.org counselling available for staff to access confidentially.</p> <p>Open door policy for staff to seek help and support from SLT.</p>	Senior leaders/SH	15 th May 2020 September 20 January 20201	
Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)	<p>Ensure staff remain in their bubble to avoid cross contamination.</p> <p>Clear guidance on cleaning regime and not sharing equipment adhered to.</p> <p>Staff room to be enlarged and numbers reduced in classes.</p> <p>No visitors to school.</p>	All staff	15 th May 2020 September 2020 January 2021	
Contact with those developing symptoms of the virus during the working day.	<p>Act immediately to isolate.</p> <p>Communicate clearly with parents/carers to not send child/ren in if sick/symptomatic of COVID – communicate regularly of symptoms to look for.</p>	All staff	15 th May 2020 September 2020 January 2021	
Exposure to infection	Teacher to lead from the front of the room, where	All staff	15 th May 2020	

Classroom teaching Primary	<p>possible. All windows/doors open and rooms to be well ventilated all the time. Children to be given verbal feedback, books not to be marked and remain on child's table.</p> <p>Reading books to remain in school and signpost to electronic books available.</p>		September 2020 January 2021	
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References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. DfE Guidance referred to within this risk assessment.
2. COVID-19 Addendum Safeguarding Policy

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (Improbable)
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Fatal/Major Injury	VERY HIGH Risk	HIGH Risk	MEDIUM Risk
Serious Injury	HIGH Risk	MEDIUM Risk	LOW Risk
Minor Injury	MEDIUM Risk	LOW Risk	No Significant Risk

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.