

SCHOOL NAME: Haseltine Primary			Risk Assessment No	1 for Autumn term	
TOPIC	SCHOOL WIDER OPENING – DURING PANDEMIC – SEPTEMBER 2020		People at Risk:	Staff, Pupils, Siblings Visitors, Parents/Carers, Contractors, Delivery Drivers	
Assessment carried out by:	Sara Anderman	Date:	13 th August 2020	Date of Review:	Weekly review & following INSET with all staff consulted Reviewed with comments in green on 2.12.2020 Reviewed & updated on 3.3.21

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>1. Contracting Corona Virus How: Pupils and staff being exposed to the virus due to lack of social distancing from non-school staff – parents / visitors.</p>	<ul style="list-style-type: none"> All school staff and parents / carers have been informed that they can book a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) Have you been sent some postal tests by the Government – if yes update here. Not at this stage A Drop Off / Pick Up Procedure is in place – One way & staggered start & pick up system will be in place for yr1-6 at the double gates area (as per Summer term), R children will enter via the main entrance and 	H	<ul style="list-style-type: none"> Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 – Letter was sent July 2020 and will be emailed out again on 2.9.2020 Parents / carers informed of the risks of the transmission of the virus whilst they travel on public transport and the new requirement to wear face coverings and encourage them to walk to the school / cycle where possible All staff inducted about the new school arrangements for Covid 19 – including social distancing, infection control, guidelines – 2.9.2020 All staff are sent COVID updates/guidance 	7.9 HT	L

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	<p>parents to only enter the playground inside the gate, N to continue as per usual but with guidance for parents around social distancing & scaffolding. Please see document relating to the times for each year group</p> <ul style="list-style-type: none"> ▪ A one-way system has been implemented so parents / carers will not be able to stand and wait to drop off / pick up. ▪ One member of staff will take each arriving group to their classes – using the set route stated on their Bubble Guidance displayed in the classroom. They will leave the pupils with the teacher and return and collect the next arriving group. Any child arriving late will wait with attendance team on the pitch and will be taken up when it is possible to do so. Parents will be spoken to regarding the importance of being punctual. ▪ Social distancing markers have been placed on floors / areas where pupils / staff / parents line up (outside the gates) ▪ A large A3 Poster is displayed where Parents / Carers pick up and drop outside of the gates reminding them that they should not come to the school if they or members of the household are displaying any 		<p>reminders as and when necessary and also weekly on the head's newsletter</p> <ul style="list-style-type: none"> ▪ Updated procedure for a Pupil that displays symptoms of the virus in place. ▪ A protective screen has been installed at the Reception Area to protect front line staff. ▪ Risk assessment undertaken of the office and Reception Area to ensure social distancing is maintained from Staff and Visitors ▪ Contact details obtained from all visitors to the school site to ensure Test, Track, Trace is effective if a positive case is confirmed. ▪ Risk assessment undertaken for parents / carers coming on site to settle Reception pupils – this will be avoided at all costs ▪ Headteacher is meeting new parents & children on Zoom, through phone calls or outside the school gates ▪ All staff have been asked to take part in the test and trace scheme and the majority of adults are taking 2 LFD tests at home twice a week. Please see LFD testing risk assessment ▪ Many staff have managed to get the first dose of the vaccine ▪ Whilst research is showing that both of these things can reduce the risk of transmission & risk of getting seriously ill, we recognise that ALL social distancing regulations MUST be followed – a separate reminder leaflet will be sent to all staff ▪ All members of staff (unless exempt) to wear face masks in all communal areas and when talking with parents 		

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	symptoms of the virus - REMINDING THEM OF THE SYMPTOMS and the need to social distance <ul style="list-style-type: none"> No visitors permitted to enter the school without prior permission from the leadership team, premises team or admin team 		See <u>"Bubble" RA</u> See <u>Updated Social Distancing RA</u> See <u>Updated Office RA</u>		
2. <u>Contracting Corona Virus</u> How: Staff being exposed to the virus due to lack of social distancing and coming into contact with the virus from contractors / visitors and delivery persons (packages)	<ul style="list-style-type: none"> See <u>Contractors Guidance</u> – a procedure is in place if a contractor needs to attend site to carry out essential works. If your school office is accessed across the playground think about how visitors / contractors/ delivery drivers can come in without encountering staff and pupils – admin team to monitor and meet person at the gate if necessary, i.e. if children are at PE, playtime or start/end of day Packages are left unopened for a minimum of 24 hours and stored in car park Staff have access to PPE to open the packages and empty the contents. Sanitiser is available for all staff 	M	<ul style="list-style-type: none"> Deliveries drivers not permitted to enter the school building and items should be dropped inside main gate Cleaning regime in place of all common parts and reception area. Protective screen installed at the Reception area. Staff not permitted to order personal items to be delivered to the school until further notice. Visitors guidance sent to all persons that have booked and appointment to visit the school. Visitors guidance issued by Reception staff to visitors that come to the school without an appointment. All staff to follow most recent guidance around visiting the office area – see email 25.11.2020 from Moira Dunn See <u>Updated Contractors RA</u> See <u>Visitors Guidance</u>	7.9 admin, EBD & HT	L
3. <u>Contracting Corona Virus</u> How: Staff / Pupils (within the "bubble" being exposed)	<ul style="list-style-type: none"> Staff to encourage pupils to wash their hands regularly – particularly before and after breaks. Staff will supervise and assist pupils washing their hands to ensure it is 	H	<ul style="list-style-type: none"> New "Bubbles" groups have been determined by the Head Teacher taking factors such as numbers / staff available / resources / timetables / rota's / SEN pupils etc. Each bubble group is also the year group. New toilet cleaning regime implemented as guidance now changed to allow "bubble" groups to share 	7.9 HT	L

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<p>to the virus due to lack of social distancing from children / adults and coming into contact with the virus after an infected pupil / adult has touched a surface or displays symptoms of the virus. Poor respiratory practices.</p>	<p>effective.</p> <ul style="list-style-type: none"> ▪ Staff to ensure there are tissues available for pupils and that they dispose of them immediately and wash their hands. ▪ School staff have access to handwashing facilities and antibacterial hand sanitiser. ▪ Staff reminded of the importance to maintain a robust hand washing / sanitising regime. ▪ Premises and classroom staff to regularly clean and sanitise contact points – particularly surfaces, door handles, light switches etc and toilets and update checklist. ▪ Staff instructed not to face a pupil when working with them – to stand above them where possible or to their side. ▪ Staff instructed to wash their hands immediately after sharing resources with pupils. ▪ Pupils encouraged by staff not to touch their faces by school staff and organise awareness sessions (age appropriate) ▪ All soft furnishings and toys removed from the classroom as they cannot be suitably sanitised. 		<p>facilities.</p> <ul style="list-style-type: none"> ▪ Updated procedure in place for any pupil displaying symptoms of the virus - See <u>Pupil with suspected Corona Virus Procedure</u> ▪ Classrooms (other than EYFS) have their desks arranged to be forward facing (where possible) and excess furniture removed to free up space, to enhance social distancing space. ▪ Intervention group spaces will be where possible used by pupils within the bubble only – timetables to be put in place ▪ The areas will be well ventilated, and sizes restricted to ensure space to social distance. ▪ Resources within the “bubble” will be cleaned and sanitised frequently. ▪ All equipment shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. ▪ Any resources / books taken home by pupils will be either cleaned and sanitised or stored (and out of reach) for 72 hours on return. ▪ Pupils to bring in their own water bottles and refill them from designated drinking water taps ▪ YEARS 1-6 will be issued with their own stationery packs. ▪ Music lessons will continue to take place but only with children from the same year group bubbles, singing sessions will not take place until further notice. Music instrument lessons can continue with outside teachers but only in well ventilated areas and where possible with children from the same year group bubbles in the same day. Areas to be 		

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			cleaned before allowing children from other year groups in. <ul style="list-style-type: none"> ▪ EYFS resources washed at the end of each day in a sterilising solution and left to dry. 		
<p>4. Contracting Corona Virus How: Children being exposed to the virus due to lack of social distancing from other children / staff (OUTSIDE THEIR BUBBLE) or touching a surface/resource where the virus is present</p>	<ul style="list-style-type: none"> ▪ Staggered breaks and lunch time rota in place. ▪ Drop off / pick up procedure in place. (See above). ▪ Outside play / lessons planned where possible – see rota. ▪ Staff to supervise children travelling to and from the toilets to ensure they do not come in contact with children from another year group “bubble” ▪ Staff to only allow one child at a time to go to the toilet, older children to knock the door before entering 	H	<ul style="list-style-type: none"> ▪ Premises staff to increase the cleaning regime – particularly surfaces, door handles and toilets / taps as guidance now allows “bubbles” to share toilets – see “Bubble” checklist. ▪ Premises Manager to ensure there are adequate numbers of cleaning staff available during the school day to complete the enhanced regime. ▪ Updated procedure for a Pupil that displays symptoms of the virus in place. ▪ Pupils attending breakfast and after school clubs will be kept in their year group bubbles where possible – especially inside where they will be allocated specific areas/tables ▪ All resources shared with “bubbles” are cleaned at the end of the session or taken out of use for a minimum of 72 hours. ▪ If Intervention group spaces are used by different bubbles – they will be sanitised between use and resources removed and stored for 72 hours, timetables to be in place to ensure that children from ear year group bubble are only accessing the area in any one day. ▪ The group intervention spaces will be well ventilated, and sizes restricted to ensure space to social distance. ▪ Staff moving between “bubbles” to have their own sets of pens etc. ▪ Whole school assemblies cancelled. Consideration 	7.9 HT	M

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			<p>given to “bubble” year group assemblies in time, but will be done via Zoom.</p> <ul style="list-style-type: none"> ▪ A list will be maintained by HT – that will detail any pupils leaving or joining other “bubbles” during the school day (breakfast / afterschool / music / ▪ New route(s) to the class has been implemented to reduce the risk of bubble groups coming into contact with each other. ▪ Head Teacher / SLT to organise the new “Bubble” groups (Sept 20) to try and ensure the school staff and pupils are consistent within the bubbles and not change where possible. ▪ New rota’s in place for staggered breaks / lunch and outside play – Sept 20. ▪ Staff reminded during induction session that if they have to move between groups / bubbles they should maintain an appropriate distance from pupils and other staff and ensure good hand hygiene. ▪ SLT to no longer share the same room throughout the day. They can still meet for LTMs but only if positioned 2m apart and follow all guidelines around washing hands. SLT cannot form their own bubble in case of contamination – if one needs to self-isolate they all would. ▪ The new PPA room has taken over the teaching room and 2P has now become a resource base for SEND learning & catch-up groups. This space will be cleaned between groups and be kept well-ventilated. All staff will be required to use hand sanitiser and wipe any resources used 		
5. Contracting Corona Virus	<ul style="list-style-type: none"> ▪ Staff room rota in place – The Hub & Teaching Room (this room cannot, therefore be used for interventions) 	M	<ul style="list-style-type: none"> ▪ Staff issued with guidance about travelling on public transport and the requirement for face coverings and masks. 	2.9 HT	L

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<p>How: Staff contracting the virus due to lack of social distancing on the way to work and in work. Coming into contact with the virus on contaminated surfaces and equipment.</p>	<p>will also be used.</p> <ul style="list-style-type: none"> ▪ Signage displayed in the staffroom reminding staff to sanitise all contact areas after use. ▪ Cleaning and sanitising chemicals available for use. ▪ Staff reminded regularly to ensure social distancing particularly in the staff room, toilets and breaktimes. ▪ Staff reminded regularly through signage and emails, to ensure they maintain strict handwashing regimes. 		<ul style="list-style-type: none"> ▪ Consideration given to a staggered entry into the school in the mornings. ▪ Staff advised to remove clothing on their return home and shower. ▪ Staff to wash or sanitise hands after touching resources that have been used by pupils in their “bubble” ▪ Staff to ensure they do not mix with staff from other “bubbles” unless agreed by HT – all staff to ensure that they maintain a social distance of 1.5m-2m at all times ▪ Staff provided with PPE if they are unable to socially distance. ▪ Staff to have their own stationary (pens etc) 		
<p>6. Contracting Corona Virus How: Staff / Pupils / Visitors / Contractors coming into contact with the virus from touching an infected surface / area / equipment. Inadequate numbers of cleaning staff available. Inadequate cleaning supplies available for classrooms and areas around the school.</p>	<ul style="list-style-type: none"> ▪ Classroom / bubble cleaning sheet in place – staff to update when cleaning has taken place. ▪ Cleaning checklist in place for all common areas in the school ▪ Premises and school staff to ensure adequate supplies of tissues and paper towels are available during the school day for toilets / classrooms/ areas ▪ Full clean undertaken by School Cleaners – before school ▪ Hand washing and sanitising stations available around the school and at Reception. ▪ Regular assemblies to be held to remind children on washing hands correctly 	M	<ul style="list-style-type: none"> ▪ Premises Manager to ensure there are adequate staff available to increase the cleaning regimes (September 20 – increased numbers) ▪ New toilet cleaning regime implemented as “bubble” groups allowed to share toilets. ▪ The main reception desk and Sign in Equipment is cleaned and sanitised regularly by staff. ▪ Office assessment in place which covers deliveries. ▪ Handwashing stations will be at each of the main gates, the office area & in each classroom ▪ Cleaning / sanitising regime in place for lunchtimes – tables, stools, contact points, chairs, cutlery trays etc. ▪ Guidance issued to all Contractors which details the cleaning and sanitising regimes within the school. ▪ Visitors guidance issued prior to any person coming on site. 	4.9 HT & PO	L

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<p>7. Lunchtimes How: Risk of exposure to the virus from pupils coming into contact with pupils / staff from other “bubbles” and touching equipment that may have been contaminated.</p>	<ul style="list-style-type: none"> ▪ Staggered lunch time rota in place for dining hall and lunchtime play. ▪ Supervising lunchtime staff to ensure pupils do not share drinking / eating utensils or food. ▪ Parents/ Carers instructed to provide individual drinking bottles for their child. ▪ School staff to wear PPE if required. 	H	<ul style="list-style-type: none"> ▪ One-way system introduced to allow pupils to enter and leave the dining hall without coming into contact with persons from another “bubble”. ▪ Packed lunch and school dinner pupils sit together in their class “bubble” – no separate tables ▪ Head Teacher to arrange where possible that staff from the class “bubble” supervise their pupils during their lunch break, (not always possible). ▪ Staff to organise the dining hall tables and chairs/stools to ensure children from different “bubbles “are kept apart. ▪ Staff to clean and sanitise the tables, stools, chairs and contact points after each “bubble”. ▪ Catering team to supply disposable cutlery ▪ Open bins available in the dining hall for pupils to dispose of any food / equipment easily. ▪ SEN – if you have pupils with a special need and require assistance at mealtimes – this must be documented in their individual risk assessment – NA for any of our pupils ▪ DSR • Staff running DSR to be reminded to use hand sanitiser and to wipe books before & after use, and to wear a plastic visor 	7.9 HT & Ann J	M
<p>8. Waste How: No waste procedure in place. Staff not aware of procedure to dispose of contaminated waste after a confirmed case</p>	<ul style="list-style-type: none"> ▪ School Waste Procedure in place. ▪ Collection of waste from classrooms / areas timetable in place. ▪ PPE available for all staff 	H	<ul style="list-style-type: none"> ▪ All Premises staff aware of the procedure to deal with the waste generated after cleaning an area where a person / pupil has used – that has tested positive for the virus. ▪ Yellow bin in the first aid room has been identified as the area (which should be not accessible) to store potentially contaminated waste until a confirmation of the test. 	7.9 PO	L

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of the virus. No identified storage area for contaminated waste. No PPE available			<ul style="list-style-type: none"> ■ Bins available in all classrooms 		
9. Equipment How: Existing school equipment causing an increase to the risk of exposure and transmission of the virus.	<ul style="list-style-type: none"> ■ Hand Driers are disconnected, paper towels are in use. ■ Bins in all areas where there are paper towels ■ Water fountains disconnected 	H	<ul style="list-style-type: none"> ■ Non-essential equipment / furniture removed from the classrooms / corridors to free up space – to maximise social distancing. ■ Hand washing stations are in place in every classroom, by the main gates and at the reception office 	7.9 PO & HT	L
10. School Trips How: Staff and pupils exposed to the virus whilst off the school site. School unable to control the risks of the virus.	<ul style="list-style-type: none"> ■ No school trips are currently planned 	L	<ul style="list-style-type: none"> ■ Local outdoor trips may be considered to a local park or green space once a risk assessment has been undertaken – no public transport to be used until further notice. Any local trip MUST be approved by the HT 	7.9 HT	L
11. Communication How: Parents / carers not aware of any new advice from the Government or School regarding the virus. Parents / carers not	<ul style="list-style-type: none"> ■ School to inform parents / carers about the measures that they are taking and how they can help. ■ Staff issued with advice and the schools' arrangements for Opening June 2020 	M	<ul style="list-style-type: none"> ■ School Leadership Team fully aware of the NHS "Test, Track & Trace" process. ■ System in place to obtain contact details for all those entering our site. ■ Letter / email sent to all Parents / Carers detailing all the new arrangements for school opening September 2020 – was sent in July and will be sent again on 2.9.2020 ■ School will update parents / carers regularly on any new advice / guidance from Lewisham / PHE / 	3.9. HT	L

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<p>aware of any reported cases in the school.</p> <p>School staff not aware of new government / school guidance documents and arrangements.</p> <p>Trade union reps not updated or consulted about any new arrangements for staff in the school</p> <p>Visitors to the school not aware of the School's new arrangements</p>			<p>Government.</p> <ul style="list-style-type: none"> ▪ School procedure in place to update parents / carers of any persons (within the school setting) that has had a positive test for the virus confirmed. ▪ Template letter developed to send to Parents / Carers when a positive test result has been confirmed for a person within the school. ▪ All school staff inducted about the new arrangements / risk assessments / procedures 2.9.2020 ▪ School staff will be notified immediately by the Head Teacher on any changes in Government advice about Corona Virus and any new measures. ▪ School will invite Trade Union and Staff Reps (Emma Bird) to be involved in all aspects of the school reopening arrangements including risk assessments and site inspections. ▪ Facility time permitted for Trade Union and Staff reps to meet with SLT to discuss any health and safety concerns. ▪ All planned visitors to the school will be sent a guidance document prior to the visit to inform them of all the Schools arrangements and expectations. See Visitors Guidance 		
<p>12. First Aid / Intimate Care How: No first aid provision. Unable to maintain social distancing whilst undertaking first aid and elements of intimate</p>	<ul style="list-style-type: none"> ▪ Bubble checklist in each class giving information of the First Aiders / kit. ▪ Bubble checklist in each class giving information of any pupils with Intimate Care Plans. ▪ First Aid Procedure in place. ▪ Intimate Care Procedure in place. ▪ PPE Policy in place. ▪ Adequate amounts of PPE available 	H	<ul style="list-style-type: none"> ▪ Parents / carers now issued with an accident form after a pupil has had an accident / injury by a ▪ The copy of the slip will be held within the "Bubble" and passed to the folder in the staffroom at the end of each week. First aiders to ensure that they fill in the tally sheet for accident reporting 	7.9 HT	L

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care. No correct PPE available. Risk of transmission of the virus from passing paperwork about accidents / incidents. Parents / carers unaware of any accidents / incidents	<p>for school staff.</p> <ul style="list-style-type: none"> ▪ System in place to replenish stocks of PPE –Premises team to organise this ▪ Cleaning regime in place – after first aid procedures / intimate care. ▪ Waste procedure in place for the disposal of all clinical / contaminated waste. 		<p>See Updated First Aid RA See Updated Infectious Diseases RA See Updated Intimate Care RA</p>		
<p>13. Medications / Medical Conditions How: No medications on site, out of date medications, medication not available, no authorisation to administer medication, unauthorised access to medications, staff not trained to administer medications. No information available for pupils with medical conditions</p>	<ul style="list-style-type: none"> ▪ Details of all pupils with medications is available on “bubble” checklist including where they are stored. ▪ Hilary (SENDCo) is responsible for ensuring medications are available for pupils and they are in date ▪ Parent / carers to complete an authorisation form to administer medications. ▪ A procedure is in place to advise Parents / Carers for replacement medications with sufficient lead time. ▪ EHCP plans in place for pupils with medical conditions. - information attached to “Bubble” checklist and all relevant staff made aware of them. ▪ All medications stored out of the reach of pupils. ▪ Emergency medications stored in classes in lockable cupboards or in the reception area 	M	<ul style="list-style-type: none"> ▪ The school may complete an individual risk assessment for a pupil that requires medications / medical procedures, or that may increase the risk of staff contracting the virus. ▪ Relevant staff trained in administering of medications. <p>See Updated Medications RA</p>	7.9 SEND CO	L
<p>14. Fire How:</p>	<ul style="list-style-type: none"> ▪ A PEEP (Personal Emergency Evacuation Plan) is in place for any person within the “Bubble” that may 	H	<ul style="list-style-type: none"> ▪ Any new fire evacuation procedures will be communicated to staff during INSET & during weekly updates (especially because of works to the 	7.9 HT & PO	L

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<p>Staff /Visitors and pupils unaware of the fire evacuation procedure. Persons from “bubbles” coming into contact with each other during an evacuation. Insufficient fire marshalls on site. No arrangements in place to detail the procedure to follow for any person that needs assistance to evacuate safely.</p>	<p>need assistance to evacuate during evacuation.</p> <ul style="list-style-type: none"> ▪ Details of any PEEP’s will be featured on the “bubble” checklist. ▪ Office staff to brief any visitors about the procedure to follow if the fire alarm is activated and if they may require any assistance to evacuate safely. 		<p>roof affecting possible fire exit routes changes)</p> <ul style="list-style-type: none"> ▪ All new fire evacuation routes, and fire assembly points are detailed on “Bubble” checklist – which includes identified person responsible for sweeping the area(s). ▪ Office staff to take visitors book with them to the assembly point in a fire evacuation. ▪ Premises staff to walk the evacuation routes prior to September opening to ensure the directional fire signage is displayed accurately and fire equipment is all in place. ▪ Fire drill planned for first week back & also whenever a fire exit route has to change because of works to the roof <p>See Updated <u>Fire Evacuation</u> RA</p>		
<p>15. Face Coverings / Masks How: No procedure in place for the safe removal, disposal and storage of face coverings and masks.</p>	<p>None</p>	<p>M</p>	<ul style="list-style-type: none"> ▪ Children asked to store their mask away safely if wearing one to school, in a sealed plastic bag in their own school bag, they will then need to wash/sanitise their hands ▪ Instruction to pupils may be required. ▪ Staff should be given guidance and instruction at Inset day 	<p>7.9 HT</p>	<p>L</p>
<p>16. SEN How: Staff and other pupils at increased risk of exposure to the virus due to pupils with special educational</p>	<ul style="list-style-type: none"> ▪ PPE is available for all staff that work with children that are unable to maintain social distance or increased risk of exposure to the virus. ▪ A risk assessment will be undertaken for specific pupils when necessary. 	<p>M</p>	<ul style="list-style-type: none"> ▪ A risk assessment may be undertaken of staff working with SEN pupils, when there is an increased risk of contracting the virus. ▪ Staff advised to only work in very close proximity if absolutely necessary and wear the appropriate PPE. ▪ Increased cleaning and sanitising regime may be implemented if surfaces / resources become contaminated. 	<p>7.9 SEN DCo</p>	<p>L</p>

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needs unable to social distance. SEN pupil unable to maintain good respiratory hygiene (spitting / biting / produce excess saliva)					
17. Behaviour How: Increased incidence of poor behaviour due to new rules, lack of routines and lack of attendance.	<ul style="list-style-type: none"> ▪ YOU SHOULD UPDATE WITH YOUR NORMAL SCHOOL PROCEDURES HERE ▪ Behaviour Policy updated – the only real change is that children can only ever spend time out of their own class in another class in their year group, LTDs to be spent in the hall where social distancing can be enforced more easily & half term reward trips can only be local or class based 	M	<ul style="list-style-type: none"> ▪ Risk assessments may be undertaken for specific pupils. ▪ All staff reminded to report any incidents of violence and aggression – and if required an accident / incident form completed. 	7.9 HT	L
18. Furniture/ Resources How: Resources / furniture and equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus	<ul style="list-style-type: none"> ▪ Staff to ensure strict supervision when introducing any new equipment or resources. ▪ All equipment / resources will be age / maturity appropriate and included in an activity risk assessment. ▪ All soft furnishings / toys removed from class. 	M	<ul style="list-style-type: none"> ▪ All equipment / resources can now be shared by children and adults in the “Bubble” and cleaned as part of the routine cleaning regime. ▪ All equipment / resources shared with other “bubbles” such as science / art / sports will be cleaned and sanitised after use or rotated and left unused (and out of reach) for a period of 72 hours. 	7.9 HT	L

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<p>19. Outside Play Equipment How: External play equipment not age / size / appropriate causing lack of understanding / injury / harm. Equipment damaged / not safe to use. Equipment not sanitised or shared by different “bubbles” at risk of transmitting the virus.</p>	<ul style="list-style-type: none"> ▪ All external play equipment will be risk assessed to ensure it is age / maturity appropriate. ▪ All play on external equipment will be supervised by school staff. ▪ All external play equipment is visually inspected by Premises staff monthly. ▪ An annual inspection and service is undertaken by a competent contractor. 	M	<ul style="list-style-type: none"> ▪ Sand pits not to be used until further notice ▪ Pupils given individual sand trays to use. ▪ Outside play equipment sanitised as part of the general cleaning regime (as long as only used by pupils within the “bubble”) ▪ Outside resources washed in water tray with sterilising solution and left to dry overnight. 	7.9. EYF S / Yr1 staff	L
<p>20. PE How: Exposure to the virus due to equipment not sanitised after another “bubble”. Exposure to the virus from playing contact sports. Increased risk of exposure to the virus during indoor activities.</p>	None	M	<ul style="list-style-type: none"> ▪ Sports and activities undertaken outside when possible. ▪ No contact sport timetabled. ▪ Equipment cleaned and sanitised between “bubbles”. ▪ A selection of PE equipment assigned to each “bubble” ▪ Pupils to wash hands before and after PE lesson. ▪ Teacher to demonstrate activity and then remotely supervise the pupils. ▪ Equipment spaced out to enhance distancing around the pupils and staff. ▪ Changing for PE to take place in classroom, younger children will need to do so independently. Any child who would need help with changing will need to wear suitable clothes on PE day so to avoid changing 	7.9 PS	L
<p>21.</p>	None		<ul style="list-style-type: none"> ▪ Pupils to sit near other members of their “bubbles” 		

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Transport – School How: Exposure to the virus due to lack of social distancing between transport staff and pupils. Inadequate space between seats. Inadequate cleaning and sanitising. Pupils from different “bubbles” mixing.</p>			<p>where possible.</p> <ul style="list-style-type: none"> ▪ Space to be left between seats to ensure social distancing. ▪ Hand sanitiser applied to pupils on boarding and disembarking from the transport. ▪ Additional cleaning of the vehicles will be undertaken (if they are a school vehicle – if not you should get reassurance from Door2Door) ▪ DO YOUR PUPILS WEAR FACE COVERINGS – UPDATE HERE IF THEY DO 		
<p>22. School Estate How: School not safe to reopen. Building checks not undertaken, Water stagnation due to low occupancy – risk of legionella. No site inspection undertaken to identify hazards.</p>	<ul style="list-style-type: none"> ▪ All visual fire / water / gas / electric / lift checks undertaken by premises staff. 	H	<ul style="list-style-type: none"> ▪ Statutory maintenance check undertaken by Premises staff August 2020 – prior to opening and mandatory service and maintenance visits from contractors undertaken – when due (see statutory maintenance checklist) ▪ Full site inspection undertaken by Premises / SLT / Governor / Trade Union Rep (emma Bird) – 4.9.2020 ▪ All water outlets flushed regularly, and records maintained. 	7.9 PO	L
<p>23. Ventilation How: Poor ventilation / circulation increasing the risk of spreading the virus</p>	None	M	<ul style="list-style-type: none"> ▪ All doors and windows kept open (unless dedicated fire doors) ▪ Desk and ceiling fans can now be used as long as the area is well ventilated. ▪ Air conditioning may now be used (still keeping the room ventilated) but, if you use a centralised ventilation system that removes and circulates air to different rooms the recirculation must be turned off and a fresh air supply used. 	4.9 HT & PO	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>24. Staff Meetings How: Staff at risk at transmitting or exposure to the virus due to lack of social distancing, sharing resources, touching a contaminated surface.</p>	None	H	<ul style="list-style-type: none"> ▪ Meetings will be planned to take place in the largest available room to ensure social distancing. ▪ Meetings to be kept to a minimum time to limit time school staff spend together. ▪ Smaller groups will be considered where appropriate. ▪ Meetings with Parents / Carers only permitted if they are of an urgent matter. <ul style="list-style-type: none"> ▪ Room to be arranged to ensure social distancing or to meet outside. ▪ Visitor guidance sent to Parent / Carer prior to meeting. <p style="color: green;">Where possible All staff development meetings to be held on Zoom, especially if the 2m spacing rule cannot be maintained</p>	2.9 HT	L
<p>25. Personal Protective Equipment (PPE) How: Risk of contracting the virus due to incorrect use of PPE, incorrect removal of PPE, inadequate amounts of PPE available, not correct standard of PPE</p>	<ul style="list-style-type: none"> ▪ PPE available in classrooms (for first aid and intimate care). ▪ PPE available for Cleaners ▪ PPE sourced and stocked by PO & team ▪ Procedure in place for a pupil displaying symptoms of the virus and the staff aware of the location of the Emergency PPE to wear. ▪ Staff at the main gate to wear PPE if they feel anxious and at risk from parents / carers not socially distancing. 	M	<ul style="list-style-type: none"> ▪ All school staff issued with guidance on the wearing and removal of PPE. ▪ All PPE purchased in accordance with PHE https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings 	7.9 HT	L
<p>26. Working from Home How: Incorrectly set up</p>	<ul style="list-style-type: none"> ▪ See Work at Home RA ▪ Staff issued with guidance to set up workstation correctly ▪ See Lone Working RA 	M	<ul style="list-style-type: none"> ▪ All risk assessments reviewed for staff working from home (September 2020) 	7.9 HT	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
workstation, fire, manual handling, trip, environmental, lone working, stress hazards to the individual.					
27. Lettings How: Persons attending lettings introduce the virus to the school. Area of letting not sanitised after use. Risk of transmitting the virus due to lack of social distancing. No clear guidance given to users of the school.	<ul style="list-style-type: none"> No lettings permitted until further notice 	M	<ul style="list-style-type: none"> Lettings will be risk assessed on an individual basis and clear guidance and information to the hirer will be communicated. 	7.9 EBD	L
28. IT Suites & iPads / Trolleys Pupils and staff contracting the virus due to pupils from different “Bubbles” mixing. Lack of social distancing, poor cleaning / sanitising	<ul style="list-style-type: none"> 	M	<ul style="list-style-type: none"> Keeping a set of iPads for a “bubble” and cleaning as part of the general cleaning regime Rota of use of the iPads with sanitising before and after use (if being shared between “bubbles”) The Computing suite will only be used by year group bubbles on any one day, it will be cleaned at the start of each new day Spacing out the seats / work stations 	7.9 MH & HT	L
Wrap Around Care How: Pupils and staff contracting the virus	None	M	<ul style="list-style-type: none"> See <u>Wrap Around Care</u> RA 	7.9 HT	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
due to pupils from different "Bubbles" mixing. Lack of social distancing, poor cleaning / sanitising, sharing of food and utensils / equipment, parents congregating when dropping off and picking up,					

Signed: Sara Anderman

Role: Headteacher

Date: 13.8.2020

Reviewed after INSET day: 2.9.2020

Reviewed on 2.12.2020

Reviewed on 3.3.2020