

RISK ASSESSMENT FOR: Return to School for all year groups in September Date: Revised Nov 2020 Assessor: N Kirby and L Martin

Stage 1	Stage 2	Stage 3	Stage 4				Stage 5	Stage 6	
Identify all the hazards that are foreseeable.	Identify who may be harmed.	Identify what control measures are already in place to prevent harm being realised.	Evaluate the risk. Likelihood of harm being realised and likely severity of harm				Put into place pragmatic measures that reduce the risk.	Evaluate the residual risk factor	
A hazard is something with the potential to cause harm to people, plant, machinery, property or the environment	<ul style="list-style-type: none"> ▪ Those directly involved with the activity ▪ Those who whilst remote form the activity are within range the outcome of the activity ▪ Those who may be innocent bystanders 	<ul style="list-style-type: none"> ▪ Workplace rules ▪ Workplace procedures ▪ Training ▪ Qualifications Supervision 	Likelihood	X	Consequence	=	Risk	Extra controls or risk control systems that: E liminate risk SFAIRP R educes risk SFAIRP I solates people from risk SFAIRP C ontrols risk SFAIRP P ersonal Protective Equipment D iscipline	Recalculate the risk factor after all
Infection	All	Current Risk Assessment	3		4		8-12	Follow the Gov.Uk set of actions that schools must take: Prevention: 1) 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 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances. Response to any infection: 7) engage with the NHS Test and Trace process (see guidance pg 12) 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice Numbers 7 to 9 must be followed in every case where they are relevant.	

Suspected case of Coronavirus	Pupils Staff Families	Current guidance being followed re isolation	3		3		8-12	<p>PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained.</p> <p>Child should be moved away to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Open the window or they could wait for collection outside.</p> <p>If the toilet is needed the staff toilet should be used and then cleaned and disinfected before anyone else uses it.</p> <p>Symptoms to look out for include new cough, temperature over 37.8°, loss of smell and taste</p> <p>A test should be booked. Child is not to return to school for 10 days unless they have had a negative test result and are no longer showing symptoms.</p>
Confirmed case of Coronavirus	All	Current guidance being followed re isolation.	3		3		8-12	School to contact the local health protection team and follow their advice. Covid -19 cleaning in non-healthcare settings guidance to be followed.
Safeguarding	Pupils	Registers Chase up of absent children.	1		4		3-6	Registers to be taken as usual. Registers closed at usual times. 9am and 1.20pm. In addition, completion of the online educational setting status forms. Attendance will be mandatory from Autumn term.
Shielding Vulnerable members of the school community	Pupils Staff Families	Dialogue with Individuals concerned.	3		4		8-12	Seek advice from Parents re measures that should be put in place. Fit Note
Face Coverings/masks	Pupils	Guidance not to wear mask	2		2		3-6	Parents to be informed that adults will not be wearing face coverings in class as per government guidelines. Pupils may wear a face covering during independent learning but must remove the covering on request of staff to ensure effective learning takes place. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

School drop off/pick up	Pupils Staff Families	Current start and finish times to be adjusted	3		3		8-12	<p>Only one parent to attend school. Stagger drop off/collection times. Parents told not to gather at doors and gates. Allocated areas for each class to be signposted. Parent/carers to stand in the youngest child's class area.</p> <p>Drop off times:</p> <ul style="list-style-type: none"> • Yew Class to access through the playground and bottom right door at 8:35am; • Elm Class to access through the playground and bottom left door at 8:40am; • Ash class to access through the fire door adjacent to Chuckleberries at 8.45am. <p>Pick up times:</p> <ul style="list-style-type: none"> • Yew Class to leave at 3.15pm; • Elm Class to leave at 3.10pm; • Ash class to leave at 3.05pm.
Uniform	Pupils	Regular hand washing for more than 20 seconds. Regular cleaning.	1		3		3-6	Pupils to return to school wearing school uniform.
Social Distancing/Personal Hygiene	All	Regular hand washing for more than 20 seconds. Regular cleaning.	4		3		8-12	<p>Avoid contact with anyone with symptoms (see First Aid). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Frequent hand cleaning and good respiratory practices including pupils cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular thorough cleaning of setting especially in shared areas that are used by different groups and between usage. Minimising contact and mixing and reducing contacts between children and staff. Posters/notices around school</p>
Movement around school	Pupils Staff Families		4		2		8-12	<p>Individual groups to stay in one designated room and outdoor space. Staff to ensure social distance is kept when entering space outside of their own designated areas Clear signs displayed on toilet doors to ensure children use correct designated toilets.</p>

Classroom organisation	Pupils Staff Families	Classroom re- organisation	4		2		8-12	<p>Class groups to be kept separate from each other in their own 'bubbles'. Yew and Elm Class to be considered a bubble for playground arrangements.</p> <p>Classrooms to be arranged with forward facing desks. Children to use the same desk all day and every day. Unnecessary furniture can be moved out of room to make space.</p> <p>Social distance to be maintained where possible. Staff must remain socially distanced from pupils. Access rooms directly from outside where possible.</p> <p>Play equipment to be cleaned between groups of children using it.</p> <p>Resources to be returned to classrooms but regular cleaning is essential.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Pupils limit the amount of equipment they bring into school each day to lunch boxes, hats and coats. Personal toys are not permitted. Books are to be brought in and left in school. Bags are NOT allowed, except for children who may have intimate care issues. Teachers may take books home to mark but must be quarantined on return to school for the appropriate time.</p> <p>Windows should be open where possible.</p>	
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Class singing	Pupils, Staff	Classroom organisation already in line with Covid-19 guidelines Teacher leading class is a music specialist and has scrutinised Covid-19 guidelines re whole class singing	3	4	8-12	Singing to take place outdoors wherever possible. Children's chairs to be arranged in rows so that all aerosols are projected towards the front. If chairs cannot be arranged in this way, the singing segment of the session should take part with the children arranged in a semi-circle at the back of the classroom. No singing in a circle where aerosols are projected towards each other. >2m distance to be kept between the front row of singers and the teacher leading singing. Classroom to be well ventilated, with all windows extended to full opening where safe and possible. Avoid songs that will require children to use anything beyond speaking volume. Singing to form only <i>part</i> of lesson to avoid singing for prolonged periods.
Assemblies	Pupils, Staff	Currently held in class bases	1	1	1	Assemblies and collective worship to be held in individual classrooms. The hall will not be used for school gatherings.
Breakfast Club	Pupils Staff	S Skirrow / T Casebow / J Rigby	1	1	1	Breakfast Club to run from the school hall. Designated tables for each class will be set up appropriately distanced. Activities will maintain social distancing between class bubbles.
PE	Pupils	Liaising with Staff / Sports Coaches regarding RA and regulations	2	2	3-6	Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. On days when children have PE, they are to come to school in their PE kit. Parents will be informed in advance of PE sessions. External organisations running PE sessions will provide the school with their own Risk Assessment and Method Statements where appropriate.

Break /Lunch times	Pupils Staff Chartwells Staff	Currently held in Class bases	4	2	8-12	<p>Individual groups to use their own designated areas</p> <ul style="list-style-type: none"> • Yew Class – Classroom for lunch and first field for outdoor play. • Elm Class – Classroom for lunch and second field for outdoor play. • Ash Class – Hall for lunch and playground for outdoor play (via outdoor exit). <p>Due to the changing weather conditions, the field will need to be assessed as to whether it can be used. If the field is able to be used, it can be. However, if it is assessed to be too wet, the children will need to use the playground. Times will be:</p> <p>For playtime:</p> <ul style="list-style-type: none"> • Yew Class – 10:25am – 10:40am; • Elm Class - 10:25am - 10:40am; • Ash Class - 10:50am – 11:05am. <p>For lunchtime:</p> <ul style="list-style-type: none"> • Ash Class – 12:15 - 12:45 • Yew and Elm Class – 12:45 – 1:15 <p>All children to have named water bottle in school.</p>
Lunch Arrangements	Pupils Staff Chartwells Staff	Year groups isolated	2	2	3-6	<p>Timings are as follows: (children to use toilet and wash hands prior to having lunch)</p> <p>Yew Class – 12.15pm – 1.15pm Elm Class – 12.15pm – 1.15pm Ash Class – 11.45am – 12.45pm</p> <p>Ash Class to eat in the Hall sitting as socially distanced as possible. Children to stay seated with staff serving food to them.</p> <p>Yew and Elm Class to sit in classrooms. Meals to be served from trolley in hall by Chartwells staff and taken to classrooms by school staff. Plates collected in afterwards and delivered back to Chartwells on the trolley.</p> <p>Packed lunches and water bottles to be taken into classrooms in the morning and stored appropriately.</p>
Toilets	Pupils Staff	Regular Cleaning	2	2	3-6	<p>Limit the number of children in the toilets at any one time – usual break times to be staggered:</p> <p>Yew Class – 10:25am – 10:40am; Elm Class - 10:25am - 10:40am; Ash Class - 10:50am – 11:05am.</p> <p>Cleaning materials based in staff toilet. Each person to clean facility after use.</p>

First Aid	Pupils Staff	First Aid dealt with by Mrs Skirrow First Aid kits in each area	2		2		3-6	PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained. Asthma <u>MUST</u> have inhalers in school. Inhalers to be taken everywhere with the children. First Aid kit to be relocated back to the room, Staff to report feeling unwell even if no Covid-19 symptoms. Staff to take their own temperature daily before coming into school if they have felt unwell at any time in previous week.
After School Clubs	Pupils	1:1 FFPC to deliver	2		2		3-6	Parents will be informed that there will be potential for class bubbles to cross. The provider will be working within the guidance. As with physical activity during the school day, contact sports should not take place. Children may bring a plastic bag into school with clothes to change in to for After School Clubs – these must be worn home with uniform also taken home in the bag.
Other people picking up	Pupils	Children currently only go with their own parents/carers.	2		2		3-6	Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. Children should only be collected by adults on their approved contact lists.
Visitors to school	All	No visitors unless expected.	2		2		3-6	By appointment only (incl. parents) and only if absolutely necessary. Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.
Fire	Pupils Staff	Fire risk assessment and emergency plan.	2		3		3-6	Usual fire evacuation to be exercised without need for social distancing during evacuation. Crossing of bubbles is acceptable. When arrived in evacuation point AND registers taken then revert back to 2m rule where possible. Fire drills scheduled immediately after return.

Cleaning	Pupils Staff	Thorough cleaning of surfaces in open areas.	2		2		3-6	Cleaning pack to be locked in each classroom for staff to use in the event of coughing, sneezing etc needing to be cleaned during the middle of the day. Extended thorough cleaning of all surfaces and equipment used each day. If tissues are used for coughs and/or sneezes they are to be disposed of in a double tied bag and placed in the lidded bin. Class based staff responsible for cleaning all equipment and resources used throughout the day. All other cleaning to be carried out by Caretaker. All staff hours to revert back to normal.	
Pregnancy	Staff Families	Individual Risk Assessments in place	2		3		3-6	Inform SG, LM or NK immediately Contact Midwife to seek advice	
Staff Shortage	Pupils Staff Families	Rota	2		2		3-6	Supply staff can be hired although minimising the number of temporary staff is essential. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.	
Shared staff space	Staff		2		2		3-6	Regular cleaning of staff room and admin room. Staggered breaktimes will allow usage to be limited to staff within their own groups at one time. No children to have access to admin room.	
Local Lockdown	All		3		1		3-6	Establish who is a Key Worker child/Vulnerable. Develop remote education so that it is integrated into school curriculum planning. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.	

Likelihood		Consequence	
1	Very unlikely	1	Minor injury scratches bruises, no noticeable damage to property or insignificant affect on the environment.
2	Unlikely	2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely	3	Serious – Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment.
4	Very likely	4	Significant – person taken to hospital or major damage to property or environment.

Overall Score	Risk Factor
1	Very Low
2	Low
3 - 6	Moderate
8 - 12	High
16	Very High

Risk factor matrix

		Likelihood			
		1	2	3	4
Consequence	1	Very Low	Low	Mod	Mod
	2	Low	Mod	Mod	High
	3	Mod	Mod	High	High
	4	Mod	High	High	Very High