



## COVID-19 – LOCKDOWN (3) SCHOOL RISK ASSESSMENT – JANUARY 2021

*This is a working document and will be annotated and adapted the need arises. Significant changes will be communicated to staff and Governors (and parents as needed).*

### INDEX FOR “SPREAD OF COVID-19” SECTIONS:

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING

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4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL

5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE

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## COVID-19 – LOCKDOWN (3) SCHOOL RISK ASSESSMENT – JANUARY 2021

### Notes:

COVID-19 symptoms as referred to in this document are:

- (a) Temperature of over 37.5
- (b) New and persistent cough
- (c) Change or loss to sense of smell or taste

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

### Version control and record of communication with stakeholders:

Risk assessment prepared on:	31 <sup>st</sup> January 2021
Date last updated:	31 <sup>st</sup> January 2021
Date last shared with staff:	2 <sup>nd</sup> February 2021
Date last shared with governors:	2 <sup>nd</sup> February 2021

## COVID-19 – LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>1. SPREAD OF COVID-19 VIA STAFF, PUPILS OR PARENTS/CARERS BRINGING IT INTO SCHOOL</b>						
Spread of COVID-19 via <b>pupils or parents/carers</b> bringing it into school	Staff, pupils, parents/carers	Parents/carers to be told not to bring their child to school if they or anyone else in their household has any symptoms or if they have any reason to believe anyone in their household may have been exposed to COVID-19.	Communicate this with parents/carers regularly via reminders in newsletters and other school communication.	DW	On-going	On-going
Spread of COVID-19 via <b>staff</b> bringing it into school	Staff, pupils, parents/carers	Staff to be told not to come to school if they or anyone else in their household has any symptoms or if they have any reason to believe they or anyone else in their household may have been exposed to COVID-19.	Communicate this with staff regularly via reminders in emails	DW	On-going	On-going
		If possible, staff members to take their temperature at home before they come to work if they are feeling unwell. They are not to come in if they have a temperature.	Communicate this with staff regularly via reminders in emails	DW	On-going	On-going

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<b>1. SPREAD OF COVID-19 VIA STAFF, PUPILS OR PARENTS/CARERS BRINGING IT INTO SCHOOL</b>						
Spread of COVID-19 via <b>staff</b> bringing it into school	Staff, pupils, parents/carers	Staff members to get tested as soon as possible if they have symptoms to determine whether it is safe for them to come back into school or not.	<p>Communicate to all staff that they are entitled to a test as a key worker.</p> <p>Help staff members to get a test if required.</p> <p>Recommend that members of staff households can be tested too.</p> <p>Liaise with staff members whilst waiting for results and when results are received.</p>	DW	Ongoing	On-going
Spread of COVID-19 via <b>staff</b> bringing it into school	Staff, pupils, parents/carers	<p>Encouraging staff to participate in the (voluntary) lateral flow device testing programme (tests which are used to identify asymptomatic cases of COVID-19).</p> <p>Facilitating staff participation in the lateral flow device testing programme.</p>	Provide staff with necessary information to decide whether they would like to participate.	AMH	By the end of the week beginning 25 <sup>th</sup> Jan 2021	YES
			Prepare specific risk assessment for lateral flow device testing.	AMH		YES

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What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Drop off and collection arrangements</u></p> <p>Staggered drop off and collection times for different bubbles to keep them apart (as per timetable in Appendix A).</p> <p>Late arrivals should wait outside (at a distance to other groups) and contact the school office. A member of bubble staff will come out to collect.</p> <p>Late collections (end of day) child will be kept in bubble base room until parent arrives. Office call home to ask for child to be collected and remind of time should have been collected. Child will be brought to the bubble exit once the parent arrives and it is clear of other groups being collected.</p> <p>KS2 siblings of infants children are able to be shown in by staff between class groups.</p>	Remind parents/carers of children attending during lockdown of the drop off and collection times and arrangements.	DW	Before school re-opens on 6 <sup>th</sup> January 2021	YES  (letter sent to parents on 5 <sup>th</sup> January 2021 re blended learning)

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u>  Strongly encourage a one way pedestrian system around the roundabout when dropping off or collecting children on foot.	This system is now well established, having been in place since September 2020.  Remind parents/carers regularly in person, through texts, newsletters and posters.	DW  Plus any staff on front door at drop off or collection	On-going	On-going
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u>  Only one parent or carer to accompany their child/ren to and from school to minimise the total number of people coming into the school grounds.				
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u>  No children to be allowed to walk to or from school on their own during the lockdown (normally Year 5 and 6 children would be allowed with permission from their parents/carers and the Head teacher).	Communicate this decision to parents/carers of the children coming into school during lockdown.	Admin team	6 <sup>th</sup> January 2021	YES  (text sent on 6 <sup>th</sup> January 2021)

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u>  A “no waiting” area on the ground directly outside the main school entrance. This enables staff members to come outside whilst maintaining a 2m distance.	This system is now well established, having been in place since September 2020.  Remind parents/carers regularly in person, through texts, newsletters and posters.	DW  Plus any staff on front door at drop off or collection	On-going	On-going
		<u>Drop off and collection arrangements</u>  Parents to use the 2m interval markings on the path from the pedestrian gate to the entrance to the school to make it easier for people to stay 2m apart.				
		<u>Drop off and collection arrangements</u>  Encourage parents to adhere to the social distancing markings on the pavements outside the school including no waiting areas. Strongly encourage parents to wear face masks. All staff wear face masks on door/gate (unless exempt).	This system is now well established, having been in place since September 2020.  Remind parents/carers regularly in person, through texts, newsletters and posters.	DW  Plus any staff on front door at drop off or collection	On-going	On-going



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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u> Parents / carers to follow a one way system whilst on the school grounds (i.e. enter via the upper pedestrian gate, drop / collect at the main entrance and then leave by the lower pedestrian gate).  Lines and arrow markings on paths to remind about social distancing and one way system.  Parents asked to keep clear of the “no waiting” box at the front entrance during drop of collection. Two further “no waiting” areas marked up at the crossroads of the footpaths and the top pedestrian gate.	This system is now well established, having been in place since September 2020.  Remind parents/carers regularly in person, through texts, newsletters and posters.	DW  Plus any staff on front door at drop off or collection	On-going	On-going
		<u>Drop off and collection arrangements</u> Strongly encourage parents / carers to immediately disperse after drop off.  Staff to bring in classes as swiftly as possible to prevent congestion and unnecessary waiting time.	This system is now well established, having been in place since September 2020.  Remind parents/carers regularly in person, through texts, newsletters and posters.	DW  Plus any staff on front door at drop off or collection	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Classes</u> No more than two adults, one teacher and one TA, with each class (plus SEN TAs as appropriate and one SMSA).  Numbers of adults in classrooms each day to be reduced to the minimum number.	Produce lockdown staff rota with the aim of reducing the number of adults in school as much as possible (whilst ensuring there are sufficient staff to meet safeguarding and safety requirements).  Share with staff.	DW	Before school re-opens on 6 <sup>th</sup> January 2021	YES  ("who's where and when planner" produced and shared with staff)
		<u>Admin team</u> Reduce number of admin staff members coming into school to the minimum number.	Produce lockdown staff rota with the minimum number of admin team members coming into school (whilst ensuring key duties can be carried out).	DW	Before school re-opens on 6 <sup>th</sup> January 2021	YES  ("who's where and when planner" produced and shared with staff)
		<u>Lunchtime team</u> Reduce number of SMSAs coming into school to minimum number.	Produce "lockdown" SMSA rota with minimum number of staff coming into school (whilst ensuring each bubble always has a first aider on duty).	AMH	Before school re-opens on 6 <sup>th</sup> January 2021	YES

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Key Stage 1 and Foundation</u></p> <p>Children not required to socially distance but classroom will be organised so that social distancing is able to take place where appropriate and staff are able to socially distance from the children. Reduced inward facing tables and reduced numbers of children in the spaces.</p> <p><u>Key Stage 2</u></p> <p>There is no need for children to socially distance but classroom arrangements will be organised so that staff are able to socially distance from the children.</p> <p>Children will be allocated a workspace / desk which will be front facing wherever possible.</p>	<p>Teachers to talk to pupils about this at the start of each day and remind them throughout the day about safe practice.</p> <p>Children encouraged not to work face to face but side by side wherever possible.</p>	Teachers	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Outdoor learning</u> Outdoor learning will be encouraged wherever possible but it is important that whilst outside, children and staff do not cross bubbles.  There are timetables in place for the use of the playground for break, lunch and PE.	Staff to be aware of safe places to take their children to learn outdoors.  Arrangements and timetables remain in place from Autumn Term for the lockdown period.	DW	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Movement of pupils around the school building</u></p> <p>Movement of pupils around the school building will be kept to a minimum and closely controlled. Staff and children to stay left in corridors to avoid face to face contact. Arrow markings on floor.</p>	This system is now well established, having been in place since September 2020.	All relevant staff	On-going	On-going
		<p>At lunchtimes children will move around school using a one way system to avoid mixing bubbles in the corridor.</p> <p>If a pupil needs to go to the toilet during class, they will need the permission of a staff member as they will need to check that it is okay for them to go. Only one child allowed to go to the toilet at a time (noted on whiteboard in classroom).</p>	SBM to buy Velcro arrow markers for the floor.	SBM	Before 1 <sup>st</sup> September 2020	YES (received 3 <sup>rd</sup> September 2020)
		<p>At break and lunchtimes, the number of children in the toilets will be kept to a minimum and ideally only one per sink capacity.</p>	If required, remind children which toilets they can use and what to do if they need to wait for a space.	All relevant staff	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Movement of pupils around the school building</u>  Children will be allowed to share toilet facilities but we will endeavour to keep toilets allocated to bubbles wherever possible.	If required, remind children which toilets they can use and what to do if they need to wait for a space.  Children are reminded about waiting at a safe distance from the toilet door in the corridor.	All relevant staff	On-going	On-going
		<u>Movement of pupils around the school building</u>  Some areas of the building will be out of bounds for pupils (library and school office).  Children will have to stay in the location of their bubble (usually their classroom and nearby corridor) and not cross into another bubble's space.	Staff to tell pupils and then remind them frequently.	All relevant staff	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Movement of pupils around the school building</u>  When children leave the classroom to go to the playground, staff members to encourage them to keep within their bubbles.	This system is now well established, having been in place since September 2020.  If required, staff to remind children.	All relevant staff	On-going	On-going
		<u>Playground / school field</u>  Staggered use of the playground by different groups to minimise the number of pupils using it at any one time.	Timetable prepared for staggered use of the playground in September 2020 to continue to be used in lockdown.	All relevant staff	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Playground / school field</u> Allocate areas in the playground / school field to ensure children from different bubbles are kept apart during play. Playground and school field are marked in half.	Set up the playground zones.	AM / caretaker	Before 1 <sup>st</sup> September 2020	YES
			If required, staff to remind children.	All relevant staff	On-going	On-going
		<u>Playground / school field</u> At the end of break / lunchtime, children will go to allocated space in playground to line up. The teacher will lead them back in avoiding crossing bubbles.	This system is now well established, having been in place since September 2020. If required, staff to remind children.	All relevant staff	On-going	On-going
		<u>Lunchtime</u> <u>KS1</u> : KS1 bubbles in the hall to have lunch. <u>KS2</u> : Will eat their lunch at their desks. Lunch will be collected from the kitchen by SMSAs at the start of lunch. Staggered arrangements so that bubbles do not mix in hall or playground.	This system is now well established, having been in place since September 2020. If required, staff to remind children.	All relevant staff	On-going	On-going



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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Lunchtime</u></p> <p>Reception and KS1 children have school meals on trays in the two sittings in the school hall, so that there is sufficient space to reduce risk.</p> <p>Tables are not shared – one row per class.</p> <p>The children are expected to clear their own trays – younger children are supported (at a safe distance) by the duty SMSAs.</p>	SMSAs to be aware of the rules and need to social distance from children when helping them with the clearing station.	DW	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Staffroom</u> Staff to remain in bubbles at lunchtimes to lessen the number of staff who are together and to avoid mixing (staff can use Opal Room, staff room, learning lab, Blue Room and library). Tea and coffee making facilities are set up in each staff area.  Staff to observe social distancing, when in staff room areas.  Staff must not share food. Each bubble to have own resources in a marked container on the staff room table. Staff have own cup – marked with name.	This system is now well established, having been in place since September 2020.	All relevant staff	On-going	On-going
			Put sign on the staff room door / library as a reminder.	Admin team	Before 1 <sup>st</sup> September 2020	YES
			Update signs on the staff room area doors.	Admin team	30 <sup>th</sup> November 2020	YES

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	Staff to social distance 2m wherever possible when moving around school. Staff encouraged to remind each other about distancing as needed and manage own space. Staff allowed to wear face masks whenever they wish. Staff should not spend time in other classrooms except those in the same bubble.	This system is now well established, having been in place since September 2020.	All relevant staff	On-going	On-going
			Staff to challenge instances where these rules are not followed, or, if they do not feel comfortable doing this, report to SLT.	All staff	On-going	On-going
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Staff toilets</u> Adhere to a “one in, one out” policy.  KS1 staff use toilet in infants block and KS2/admin staff use toilet in office area.	This system is now well established, having been in place since September 2020.	All relevant staff	On-going	On-going
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Front office</u>  Only admin staff to be in front office (no more than 2 at a time). Other staff members to use other photocopier (learning lab).	This system is now well established, having been in place since September 2020.	All relevant staff	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Front desk</u> Visitors to the school to be kept to a minimum. Only essential contractors and deliveries expected.  Parents/carers to minimise contact with front office. Parents can phone or email the school if they need to speak to a member of staff.  Parents to use post box out the front of the school to drop off paperwork.	This system is now well established, having been in place since September 2020.  If required, reminders to be sent to parents/carers.	DW	On-going	On-going
			No visitors to be admitted to use toilets.	Front desk team	On-going	On-going
		<u>Front desk</u> Visitors to the school to remain in the foyer area and receptionist to keep glass doors closed whilst speaking to them.	This system is now well established, having been in place since September 2020.  If required, reminders to be sent to parents/carers.	DW	On-going	On-going
		<u>Front desk</u> There will be a "one in, one out" policy for the front lobby area.	Signage to promote this and staff to reiterate and remind visitors to the school if necessary.	Admin team	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Staff and governors meetings</u> To be held virtually (using MS Teams) to avoid contact between bubbles.	This system is now well established with both staff meetings and governors meetings taking place over MSTEams.	All staff and governors	On-going	On-going
		<u>Events</u> No events or trips will be organised for term 3 and 4 will be reviewed at the end of this period.	Staff are aware of this as it is unchanged from the Autumn Term.	N/A	N/A	N/A
		<u>Assemblies</u> School assemblies hosted using MS Teams or made available by video for children learning at home.	Discuss with staff to ensure arrangements understood.	DW	On-going	On-going
		<u>Interviews for new staff members</u> To be held virtually (using MS Teams).	Ensure all relevant staff are aware of this.	DW	On-going	On-going

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Pupil behaviour</u>  Clear expectations and guidelines on the importance of social distancing and the appropriate behaviour.	Remind children regularly of the importance of social distancing from adults.	Teachers and TAs	On-going	On-going
			Covid-19 appendix to behaviour policy to be in place and shared with staff and parents	AM	November 2020	
		<u>Pupil behaviour</u>  Individual pupils who have more social and emotional needs which may compromise social distancing will have an individual risk assessment.	Identify any such pupils and complete an individual risk assessment for them.  This is reviewed by the teacher and the SENDCO on a regular basis.	Teachers / SENDCO (if required)	Before 1 <sup>st</sup> September 2020 (or whenever the specific pupil returns)	YES
		<u>Pupil behaviour</u>  Zero tolerance for deliberate rule breaking in relation to COVID-19 (for example, spitting or refusal to follow safety expectations).  Excellent behaviour is expected from all children by all adults.	If it is felt that a child has deliberately compromised the safety of others the parents will be called to collect them.  <i>Refer to the school's Exclusion Policy</i>	SLT member	If it comes up	

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>COVID-19 Home/School Agreement</u>  Parents will have a clear understanding of the expectation of their children on social distancing and responsible behaviour whilst they are in school.  School will draw up a home school agreement which sets out clear guidelines and responsibilities.	Write the agreement and share with parents and staff.	AM	Before 1 <sup>st</sup> September 2020	YES
		<u>Emergency procedures</u>  Look again at emergency procedures (fire and lockdown) to ensure all new guidelines regarding social distancing are followed as much as possible. Fire drill procedures discussed with staff. In the event of a fire, the main priority would still be to evacuate as quickly and smoothly as possible.	Discuss procedures with children and complete a fire drill as soon as possible to ensure safe evacuation in the event of a fire.	Teachers	Before first fire drill (held in October 2020)	YES

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<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>If a pupil has symptoms</u></p> <p>If a child has any symptoms, then they will be isolated in the art area opposite Crystal classroom whilst they are waiting for their parents / carers to collect them.</p> <p>They would be supervised from the corridor through the windows by staff member from their bubble. This person will have access to PPE in case they need to administer first aid to the child.</p> <p>If the isolated child needs to use the bathroom then the designated bathroom must be used (disabled toilet by main entrance) and bathroom cleaned after use.</p> <p>A confirmed case of child or staff COVID-19 means the child or staff member would follow Test and Trace advice and isolate for 10 days. The school will follow all advice from PHE and the LA.</p>	Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.	DW	Ongoing	On-going
			Redraft the Home / school Agreement to include this.	AM		
			Follow PHE and LA flow charts which are displayed in the Head teacher's office and in the school office.	SLT		



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What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>If a staff member has symptoms</u></p> <p>If a member of staff becomes unwell they will be sent home immediately and follow Government advice on self-isolation and testing. Provision for running and staffing the bubble safely will then be re-assessed.</p> <p>In the event of a confirmed case of child or staff South Gloucestershire Public Health advice will be followed (this may include the immediate evacuation of classes (children and staff members)).</p>	Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.	DW	Ongoing	On-going
			Procedures shared regularly with parents and staff so that there is clarity about what SGC response would be in advance of any potential case.			
			South Gloucestershire Public Health contacted immediately for advice and all advice followed. Alert DfE after actions followed from South Gloucestershire.	DW	Ongoing	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING</b>						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Singing in school</u> Singing can only be undertaken if “guidance for full opening: school update 5/11/2020” is adhered to: Social distancing Consider smaller size groups for singing Keep backing track to a level that would not require “raising of voice unduly” Outdoors wherever possible (or in a large space with high ceilings and as much room as possible e.g. school hall) Good ventilation Pupils should be positioned side by side or back to back (not face to face) Each pupil to have their own paper lyrics (could learn at home so not needed in school)	Before planning any singing lessons or activities, teachers must put into place the safety measures required.	Teachers	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT</b>						
Spread of COVID-19 due to unavoidable human contact when administering <b>first aid</b>	Staff, pupils, parents/carers	Staff to wear PPE (disposable gloves, masks and aprons) for administering first aid. Safety goggles will also be available if required. PPE to be disposed of in a bag.	Staff to ensure there is sufficient stock of PPE in school by notifying the SBM when more items need to be ordered.	All staff	On-going	On-going
		Donning and doffing guidance to be displayed around the school.	Display donning and doffing guidance around the school.	Admin team	Ongoing	On-going
		First aid only to be administered by one of the staff members assigned to that particular group.	Staff to watch the video for staff – see link at the end of this document.			
		If a paediatric first aider is required they will be called upon. They should wear PPE. Wherever possible, they should try and make their assessment from a distance of 2m. There is a paediatric first aider in both KS1 bubbles and one in KS2.	Communicate this with all staff before and then remind them regularly.	DW	Ongoing	On-going
		First aid kits are specific to each classroom – they are to be kept in the classroom and not moved around the school.	Class first aid kits to be maintained (staff to notify SBM if more times need to be ordered). Staff to have 'bum bags' with PPE.	All staff	Ongoing	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT</b>						
Spread of COVID-19 due to unavoidable human contact when <b>clearing up accidents</b>	Staff, pupils, parents/carers	<p>Staff to wear PPE (disposable gloves, masks and aprons) for cleaning up accidents (if a child has wet or soiled themselves).</p> <p>Spare clothes to be kept in the classrooms. If child has regular accidents, parent to provide spare pants in their book bag.</p> <p>Children expected to change themselves.</p> <p>PPE to be disposed of in the allocated bin (in old (unused) Y3/4 entrance).</p>	Ensure there is sufficient stock of PPE in school.  Have a stock of plastic bags in KS1 classrooms to give to children for soiled clothes.	SBM	On-going	On-going
			Parents to be called if child is very soiled or if they cannot change themselves.	Admin team	As required	If required
Spread of COVID-19 due to unavoidable human contact when <b>comforting a child</b>	Staff, pupils, parents/carers	Staff in each bubble (including the SLT and Office bubble) to have relevant PPE on their person (in a 'bum bag') or close to hand so that they have the option of putting it on before they get closer to the child to comfort them.	Ensure there is sufficient stock of PPE in school.	SBM	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT</b>						
Spread of COVID-19 due to unavoidable human contact when <b>supporting SEN children</b>	Staff, pupils, parents/carers	<p>Avoid unnecessary close contact with the child.</p> <p>Staff to wear PPE (mask and visor) for interventions where social distancing is not possible or when face to face (e.g. SALT or physio).</p> <p>Larger communal spaces to be used for interventions and specialist support from outside agencies.</p>	Staff to maintain social distancing wherever possible and try to avoid close face to face contact.	All relevant staff	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Deep clean</u> The school will be deep cleaned before the start of Term 3 January 2021 by our cleaning contractors DCS.  Schedule of areas to be deep cleaned each week (on staff rota).  In the event of a positive case, the classroom and communal spaces used by the bubble will be deep cleaned before the children and staff return.	Staff to clear all areas so that cleaners have access on a daily basis.  Cleaning materials suitable to ensure school cleanliness is maintained.	Teachers	Before Christmas break	YES
			School cleaners to be informed that a deep clean is required and which areas require it.	DW	As required	If required
		<u>Daily cleaning</u> The school will be cleaned at the end of each school day by the school's cleaning contractors DCS.	None unless there is a problem with the contractor's ability to fulfil this.	HT / SBM if required	If required	

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Cleaning during the day</u>  <u>Midday</u>  New role of midday cleaner created.  Clearly set out what areas to be cleaned.	Set out requirement to clean all communal frequently touched areas (e.g. flushes, toilet seats, taps, door handles etc).  Also to clean fridges in staff areas (blue room, staff room, pupil kitchen and Opal room) on a rota basis.  Keep midday cleaning requirements under review.	SLT	On-going	On-going
		<u>At lunchtime</u>  Tables to be cleaned before and after the children have lunch in their classrooms. In school hall, tables cleaned thoroughly before and after use.	Staff in each bubble to ensure this happens.  SMSAs to monitor this during lunchtime.	TAs and SMSAs	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>COSHH</u> All cleaning products in the classrooms and around school to be kept out of reach of children at all times.	Staff to ensure safe storage of all classroom cleaning products.	Bubble staff	On-going	On-going
			Remind all staff on a regular basis.	SBM	Ongoing	On-going
		<u>COSHH</u> Midday cleaner's products to be kept locked away in the cleaner's cupboard.	Give midday cleaner access to key so that they can keep their cleaning products locked away.	Midday cleaner	Asap	YES



## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Bins</u> Every room should have a bin with a lid. Bins to be emptied if they become full during the day. First Aid and PPE bin in the Year 3 /4 external lobby. All first aid waste (including used PPE) that does not require disposal in yellow bin, should be disposed of here.	In case of discovered contact with COVID, the waste going into Bin Y waste should be tied and left for 72 hours	All staff Caretaker	On-going	On-going
		<u>Reduction of 'touch spots' and ventilation</u> Doors and windows to be kept open where possible to minimise touching of door handles and for ventilation purposes.	Communicate this with all staff remind them regularly.	DW	Ongoing	On-going
		<u>Offices</u> SLT and front office staff have been given anti-bacterial spray and wipes so that frequently touched spots in their areas of the school can be cleaned during the day and between users.	Ensure we always have enough stocks of anti-bacterial sprays and wipes.	SBM	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Staffroom</u> Key areas in staffroom / Opal Room / little kitchen / library / Blue Room to be sanitised after lunch each day: <ul style="list-style-type: none"> <li>• Table tops</li> <li>• Work surface</li> <li>• Sink and taps</li> <li>• Kettle</li> <li>• Door handles</li> <li>• Fridge and dishwasher door</li> </ul> Any other areas staff feel they would like to clean. Discontinue use of tea towels for the time being and use disposable paper towels instead. Rota for cleaning staff fridges during the week.	List of areas to be cleaned given to relevant staff to ensure all done each day.	Midday cleaner and other staff members	September 2020 onwards	On-going
			Ensure there are enough materials to do the cleaning e.g. wipes, anti-bacterial sprays etc.	SBM	On-going	On-going
			Midday cleaner to clean staff fridges on a weekly basis.	Midday cleaner	Ongoing	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE</b>						
Spread of COVID-19 due to poor self-hygiene	Staff, pupils, parents/carers	<u>Handwashing</u>  <b>Handwashing must be done by staff and pupils regularly and with (preferably warm) water and soap.</b>  This includes when entering the school, before eating, after eating, after visiting the toilet, when coming back into the building after break or after a cough/sneeze.  Soap hand pumps are available in every classroom but as the hot water is only in the toilets, this is always the preferred location for handwashing.	Staff to remind children about handwashing requirements regularly.  Staff to explicitly teach children what “good” handwashing is (20 second rule etc) and remind regularly.	Teachers and TAs	On-going	On-going
			Handwashing posters up around the school.	Admin team	September 2020	YES
			Ensure there is always soap available for handwashing.	SBM and caretaker	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE</b>						
Spread of COVID-19 due to poor self-hygiene	Staff, pupils, parents/carers	<u>Hand gel</u> An alcohol based hand gel is available to staff to administer on entry to school.  It should also be located in other areas in school: the signing in book, the front office, the Head teacher's office and the staff room spaces.  Obtain safety data sheets for all gels purchased.	Ensure there is enough stock of hand gels.	SBM	On-going	On-going
			Safety data sheets to be shared with staff.  Staff members to control use of hand gel.	SBM Teachers and TAs	On-going	On-going
		<u>Clothes</u> Children to wear school uniform. No PE bags in school (children to wear PE kit to school on PE days).	This system is now well established, having been in place since September 2020.  If required, reminders to be sent to parents/carers.	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE</b>						
Spread of COVID-19 due to poor self-hygiene	Staff, pupils, parents/carers	<u>Water Fountains</u>  <b>Water fountains are not in use.</b>  Water bottles (clearly labelled) to be kept on desks and filled up in classroom. All children to bring their own water bottles and take home each day to be washed.	Tape off water fountains.	Caretaker	Before 1 <sup>st</sup> June	YES
			This system is now well established, having been in place since September 2020.  If required, reminders to be sent to parents/carers.	DW	On-going	On-going
			Check all classes have adequate hydration.	Teachers	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Shared learning resources</u> The risk of these resources transmitting the virus will be mitigated by: <u>KS1</u> (a) Each bubble to have its own set of resources which are not shared with the other bubble (b) All equipment that is to be used needs to be wipeable (as much as possible) and washable with an anti-bacterial cleaner (c) Staff will have a rotation of equipment to be used during the week and then left for 72 hours or washed at intervals	Prepare a set of shared resources for each class bubble (labelled to ensure no accidental swapping with the other bubble).	Teachers	Before 1 <sup>st</sup> September 2020	YES

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Shared learning resources</u> The risk of these resources transmitting the virus will be mitigated by:  KS2 children bring their own pencil case from home which will does not go back and forth.  Children will be allocated their own school resources, kept in their own trays and these will not be shared.	Prepare a set of shared resources for each class bubble (labelled to ensure no accidental swapping with the other bubble.  Check that all children have the resources they need and supply top up materials as necessary for PPG / vulnerable children.	Teachers	Before 1 <sup>st</sup> September 2020	YES
		<u>IT Equipment</u> This will be allocated at the beginning of the day and then wiped down after use in both KS1 and KS2. Learning lab laptops may be used in classrooms but should be wiped down before and after use. Staff should collect and return IT equipment to/from learning lab. Children should not be allowed to collect/return items without supervision.	Communicate this to all staff and remind as required.	DW	On-going	On-going
			Ensure staff have sufficient stock of wipes.  Timetable for use of shared equipment.	SBM  KE	On-going  Asap	On-going  YES

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Shared learning resources</u> (a) Backpacks are not to come into school (as they encourage unnecessary items to come in) (b) Children to wear PE kit on their day of PE (c) No borrowing of spare PE clothes (d) Children to bring in named art t-shirt / shirt for messy art	This system is now well established, having been in place since September 2020.  If required, reminders to be sent to parents/carers.	DW	On-going	On-going
		<u>Learning environments</u> Furniture and decoration to be kept to a minimum to allow easy cleaning of surfaces  No soft furnishings with seams, but throws can cover sofas (to be washed at least once a week).  Most things need to be wipeable – nothing natural  No overhead drapes at this time.	Communicate to all staff  Teachers have a routine for cleaning any throws or washable materials.  A washing machine has been purchased to help with this.	DW  Teachers	Before 31 <sup>st</sup> July 2020  On-going	YES  On-going



## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to shared resources and equipment	Staff, pupils, parents/carers	<u>Storage of resources</u>  For classrooms with desks, pencil cases will be put in childrens' trays at the end of the day so that the cleaners can clean the desks.  For classrooms without desks, pencil cases will be left in the child's allocated spot (clear of floor so that cleaning can be carried out).	Teachers to clear desks and all surfaces in classrooms and put away resources into cupboards to make cleaning easier.  Home learning to be given out and submitted by email/ Google classroom (rather than physical form).	Teachers and TAs	On-going	On-going
		<u>Minimise resources</u>  Teachers to plan work that uses the minimum amount of resources and avoids the requirement for shared resources (e.g. science or music). Teachers have to be well planned and equipment organised in advance. Reduced photocopying to avoid multiple touch. If copies are absolutely necessary, need to be stuck into books straight away.	Ensure there are enough resources for each class to deliver the curriculum effectively . Teachers to discuss issues with subject leaders.  Teachers to avoid using excess loose sheets of paper wherever possible.	Teachers /subject leaders	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to shared resources and equipment	Staff, pupils, parents/carers	<u>Marking</u> Teachers are required to mark and give feedback regularly. They are to minimise their risk of infection by using hand sanitiser during marking and PPE if they wish to do so. Children to self-mark where possible but not to move around the room to marking stations. Where possible, books should not be taken home to be marked.	Communicate this with staff	DW	Before 1 <sup>st</sup> September 2020	YES
			Teachers to take reasonable safety measures to keep safe when marking.	Teachers	On-going	On-going
		<u>Children's own items</u> Cloakrooms will only be used for the children's coats. Packed lunches, water bottles and book bags are the only items allowed to be brought in to school daily. School packed lunches (named for the child) to be delivered/collected to class lunch box trolley in time for lunch.	Communicate this with all parents / carers and then remind them regularly.	DW Teachers	On-going	On-going
				SMSAs	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to shared resources and equipment	Staff, pupils, parents/carers	<u>Office areas</u> Operate a clean desk policy at the end of each day to allow full cleaning daily. Staff to clean phones, keyboards and worktops before use each day.	Clear all items from the reception area to enable a thorough clean at the end of each day.	Admin team	On-going	On-going
		All items to be handed to desk staff by other staff members must be left in a designated box outside the office door.	Remind relevant staff as required.	DW	On-going	On-going
		Minimise shared use of front officer photocopier by asking non admin staff members to use the learning lab copier.	Remind relevant staff as required.	DW	On-going	On-going
		<u>Signing in book</u> Signing in book moved to crossroads, where more space. Staff should use hand sanitiser after using signing in book.	Wipes and hand sanitiser to be kept by signing in book.	All staff	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT</b>						
Spread of COVID-19 due to shared resources and equipment	Staff, pupils, parents/carers	<u>Staff room</u> Remove tea towels and replace with paper towels.  No shared food – packets of biscuits may be stored in staff bubble trays in staff room with mugs (labelled with name)  Disinfectant wipes and spray for urn, kettle, fridge etc available in staff areas.  Frequently touched areas to be cleaned frequently across the day (including by midday cleaner).	Remove tea towels and replace with paper towels.	Caretaker	On-going	On-going
			Communicate this with all staff and remind as necessary.	DW	On-going	On-going
		<u>Staff resources taken between home and school</u> Staff need to ensure items such as staff laptops, which may be taken to and from school and their home, are thoroughly wiped down before and after use in each setting.	Communicate this with all staff and remind as necessary.	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS</b>						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<u>Catering</u>  Gain reassurance that catering contractor (Integra) has robust COVID-19 prevention measures.  Sign on kitchen door to be clear that only Integra employees to be in the room.	Liaise with catering contractor (Integra) to gain assurance regarding their COVID-19 prevention measures.	SBM	Already completed for June 2020 re-opening	YES
		<u>Catering</u>  Toast service postponed.  Reduced menu of school meals to be provided in receptacles that can be transported and disposed of easily. Metal cutlery may be used and washed in kitchen dishwasher.	This system is now well established, having been in place since September 2020.	Integra Catering team	On-going	On-going
		<u>Cleaning</u>  Gain reassurance that cleaning contractor (Integra) has robust COVID-19 prevention measures.	Liaise with cleaning contractor (DCS) to gain assurance regarding their COVID-19 prevention measures.	SBM	Already completed for June 2020 re-opening	YES

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS</b>						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<u>After school clubs and lettings</u> No after school clubs or lettings in Spring Term. To be kept under constant review.  WOOSC is closed during the lockdown.	Communicate this to third parties.	SBM	January 2021	YES
		<u>Volunteers / parent helpers</u> No volunteers / parent helpers allowed in school for the foreseeable future.	This was the practice in the Autumn Term and has not been changed.	N/A	N/A	N/A
		<u>Contractors</u> Only essential contractors to be allowed on site. If required, to be kept away from other people on site wherever possible either by coming before or after school, in the holidays or using alternative entrances to access work area.	Ensure all staff are aware of this, particularly SBM, caretaker and front office staff.	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS</b>						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<u>Deliveries</u> Packages to be left on the blue sofa in the foyer. Staff to wash hands immediately after handling packages.	Office staff to keep SBM informed of receipt of packages	Office staff	On-going	On-going
		<u>Parent tours</u> No parent tours allowed during lockdown periods.	No parent tours allowed during lockdown periods.	N/A	N/A	N/A
		<u>Music teachers</u> To consider starting music lessons again for Years 5 and 6 in Summer Term 2021.	Liaise with music lesson providers and review situation at Easter break.	DW / SBM	Easter break	

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS</b>						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<u>SEN, safeguarding and health agencies</u>  Visitors from these agencies may need to come to the school to carry out essential services that need to be done in person.  Visitors must wear appropriate PPE at all times they are with the child (e.g. for SALT a visitor may be required).	Ensure visitors from these agencies are aware of the PPE requirements and provide PPE where they do not have their own with them.	DW Admin team Teachers	On-going	On-going
		<u>Parent meetings</u>  Meetings to take place over MS Teams only (no on site meetings, whether inside or outside).	To ensure all staff are aware	DW	On-going	On-going
		<u>Supply teachers</u>  Supply teachers will not be engaged during the lockdown.	Supply teachers will not be engaged during the lockdown.	N/A	N/A	N/A



## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS</b>						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<p><u>Parents evenings</u></p> <p>Review how parents' evenings can be delivered in March 2021.</p> <p>Likely to be offered through telephone or MS Teams to avoid high volume face to face contact and protect all adults (including staff).</p> <p>Meetings to be limited to 10 minutes whatever the media.</p> <p>Where phones are used, receiver and keyboard to be cleaned before and after use to prevent cross-contamination.</p>	Review how parents' evenings can be delivered in March 2021.	SLT	No later than one month before the planned dates for the March parents' evenings	

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>8. SPREAD OF COVID-19 DUE TO POOR CONTACT TRACING MEASURES</b>						
<b>To minimise any possible spread, it is essential that groups of both children and adults and kept the same and do not mix with each other.</b>						
Spread of COVID-19 due to poor contact tracing measures	Staff, pupils, parents/carers	Children will be split into groups or “bubbles” and these groups will not change.	Pupil bubbles unchanged since Autumn Term. Some amendments to staff rota for lockdown.	SLT	Before 6 <sup>th</sup> January 2021	YES
		Each “bubble” has a designated learning area (base room) and this will not change. Base rooms and areas used by the bubble will be clearly labelled and only used by allocated bubbles.	Pupil bubbles unchanged since Autumn Term.	SLT	Before 1 <sup>st</sup> Sept 2020	YES
		Adults can be reallocated to other “bubbles” to provide cover for absence but this needs to be carefully documented for contact tracing and where possible, 72 hours gap between a change in bubbles.	Take into account when deciding on groups.	SLT	On-going	On-going
Spread of COVID-19 due to poor contact tracing measures	Staff, pupils, parents/carers	Visitors will be extremely limited but where unavoidable, contact details will be taken and kept for one month.	Keep register of contact details for any visitors to school.	SBM and admin team	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>9. SPREAD OF COVID-19 DUE TO POOR CONTROLS BY PEOPLE USING THE EQUIPMENT IN AREAS SHARED WITH THE COMMUNITY CENTRE</b>						
<b>The school shares control of the school hall with the Wickwar Community Centre (WCC). The school has the hall from 8am to 6pm Monday to Friday in term time only and The WCC has the hall the rest of the time. The WCC hires out the hall to various groups e.g. keep fit classes, childrens' parties etc.</b>						
Spread of COVID-19 due to poor control measures by others who use the school outside of school hours	Staff, pupils, parents/carers	Liaise with the WCC to ensure they are requiring certain safety standards from their hirers (for example, are hirers allowed to touch the equipment in the hall e.g. the mounted TV and the benches)? If yes, what requirements are placed on the hirers to clean the equipment afterwards?	Liaise with the WCC committee about what COVID-19 safety measures they have in place to when hiring the hall to outside groups.	SBM	ASAP	Autumn Term 2020
<b><i>Not applicable during the national lockdown as there are no hirers during this period</i></b>						

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>A. SAFEGUARDING</b>						
<b>All normal safeguarding procedures will remain in place. This section is to cover any areas which may be specifically affected by the fact that the school is only open to children of critical workers and vulnerable children.</b>						
Non-attendance at school missed due to partial opening arrangements	Pupils	Full and complete registers will be kept for each group due to attend school.  Follow up promptly with parent / carer if a child who is due in to school does not arrive. Children will not be allowed to walk to or from school alone. Parents informed.	Parents to be asked to confirm in writing whether their children will be attending school and on what days (this includes children of key workers as well as any returning year groups). This will enable full registers to be complied in advance.	Office staff	On-going	On-going
		Follow up with vulnerable families to encourage the children to attend (where appropriate).	Follow up with vulnerable families to encourage the children to attend (where appropriate).	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>A. SAFEGUARDING</b>						
<b>All normal safeguarding procedures will remain in place. This section is to cover any areas which may be specifically affected by the fact that the school is only open to children of critical workers and vulnerable children.</b>						
Non-attendance at school missed due to partial opening arrangements	Pupils	Follow up with children with EHCP to consider whether child should be in school – complete risk assessment in consultation with parents.	Follow up with children with EHCP to consider whether child should be in school – complete risk assessment in consultation with parents.	DW SENDCO	On-going	On-going
Medication not available when required (or expired)	Pupils	Review of pupil's medication.	Full check of medication against list of pupils due into school to ensure it is available and in date.	LP	Week beginning 4 <sup>th</sup> January 2021	YES
Vulnerable, PP and EHCP children	Vulnerable, PP and EHCP children	Regular contact will be made with any vulnerable, PP and EHCP children not attending school.  Child in Need and social care strategy meetings to take place by phone/skype – not in person.	Regular (weekly or fortnightly, where needed) phone calls will be made to parents of vulnerable and EHCP children not in school.	SLT SENDCO	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>A. SAFEGUARDING</b>						
<b>All normal safeguarding procedures will remain in place. This section is to cover any areas which may be specifically affected by the fact that the school is only open to children of critical workers and vulnerable children.</b>						
Safeguarding concerns not reported	Pupils not attending school during lockdown	Concerns may become apparent during interaction via online platforms.	Any concerns to be raised with DSL and recorded on CPOMS.	All relevant staff	On-going	On-going
		Follow up any instances of lack of engagement with remote learning.	Teachers to follow up on lack of engagement by calling.  Teachers to inform DSL that child is not engaging well.	Teachers	On-going	On-going
		E-safety policies continue to apply. School to provide regular information to parents/carers and pupils about online safety.	Online safety information shared with parents/carers.  Updated information for parents in online safety week	DW  Teachers	On-going  Feb 2021	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>B. PUPIL WELL-BEING AND SECURITY</b>						
Mental health and well-being negatively affected causing lasting damage for pupils	Pupils attending school during lockdown	Children attending school during lockdown will be placed with their normal class teacher and TA.	Take into account when deciding on how school will operate during this lockdown.	SLT	Before 6 <sup>th</sup> January 2021	YES
	All pupils	Staff training enables staff to support children and parents who may be struggling with anxiety and mental health issues.	Early intervention for pupils causing concern – staff to report to SLT and contact families promptly if concerned.	All relevant staff	On-going	On-going
	SEND pupils	Support from 1:1 adult or trusted adult in the classroom environment or at home as appropriate.  Risk assessments completed with parental input for EHCP children.  Where appropriate, a child with an EHCP may have a phased return to school.	Share individual risk assessments with all adults involved (teacher in bubble, TA supporting, parents).  Review situation regularly and liaise with parents.  SENDCO to liaise with parents and class teacher and draft a reintegration plan if needed.	SENDCO	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>B. PUPIL WELL-BEING AND SECURITY</b>						
Mental health and well-being negatively affected causing lasting damage for pupils	All pupils	<u>Remote learning</u> Where children are not attending school during lockdown, remote learning will be provided (see Remote Learning Plan).	Remote Learning Plan shared with staff, governors, parent council and parents.  Remote learning area on school website with intent, policy and plan.	DW	November 2020  (and updated January 2021)	YES
	SEND and PP pupils	<u>Remote learning</u> PP and SEND pupils who are not attending school during lockdown to have regular contact from school to check well-being and offer support with remote learning.	Contact families regularly.	Teachers	As required	
	PP pupils	PP children given a pencil case with stationery for home learning.	Prepare pencil cases and give to relevant pupils.	SBM / DW	Autumn Term	YES
	All pupils	All pupils to be given a maths and an English book for remote learning.	Purchase books and give to pupils.	SBM Teachers / TAs	Autumn Term	YES



## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>C. STAFFING AND STAFF WELL-BEING</b>						
Physical health of staff members or their families could be at higher risk	Staff members and their families	Staff to have completed medical needs survey and submitted to SBM for analysis.	HT and SBM to assess staff health issues. Where relevant (e.g. pregnant staff members) an individual risk assessment will be completed.	HT and SBM	Before 1 <sup>st</sup> September 2020 and then on-going	On-going
Mental health and well-being of staff negatively impacted due to stress of current situation	Staff	Regular communication with staff members about their well-being and sign-posting to available resources to help manage anxieties.	Member of SLT on site at all times to support staff wellbeing. SLT members working off site are contactable during normal working hours.	SLT	On-going	On-going
Mental health and well-being of staff negatively impacted due to unreasonable workload	Staff	Staff and SLT meetings, including those on virtual platforms, to be limited to 1 hour wherever possible.  All staff are encouraged to leave the site by 5pm at the latest for own well-being and work/life balance.  Staff to take PPA and leadership time at home to support well-being.	Communicate with all staff	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>C. STAFFING AND STAFF WELL-BEING</b>						
Mental health and well-being of staff negatively impacted due to unreasonable workload	Staff	When planning the staff rota, be mindful of reasonable workload, given that teachers will be coming into school and be required to provide home learning for children who are not attending.	Balance of workload amongst team members.  "Who's where and when planner" to map out non face to face contact time for teachers to complete remote learning and manage workload.	SLT	On-going	On-going
Mental health and well-being of staff negatively impacted due to unreasonable workload	Staff	All staff aware that it is okay not to be okay and the importance of talking and seeking help.  Thrive app in place for staff to access support (from November 2020).	Staff to flag up to SLT any concerns about well-being / mental health of colleagues in their bubbles.  Access to occupational health for any colleagues who might need additional support.  Signpost to counselling service for staff (if needed).	DW	On-going	On-going

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>C. STAFFING AND STAFF WELL-BEING</b>						
School unable to function without appropriate staffing	Staff, pupils, parents/carers	Only vulnerable, PP and critical worker children to attend.  Continually review priority and parental need to assess manageability and the impact of staffing levels based on number of children in school.	Review of applications for places against government criteria.  Where necessary, closure of bubble and re-application for places procedure to be followed.	DW	On-going	On-going
		Maintain close liaison with staff members to ensure any potential absence is known about as soon as possible so that decisions can be made about any impact on provision.	Maintain close liaison with staff members.	SLT	On-going	On-going
Eye strain, back, neck, wrist injury from poor posture and use of equipment over a prolonged time during lockdown	Staff	Staff to carry out assessment of their work space and ensure regular breaks, stretching or changing task to maintain physical well-being.	Staff to carry out own basic assessment at home using <a href="https://www.hse.gov.uk/pubns/ck1.pdf">https://www.hse.gov.uk/pubns/ck1.pdf</a>  Staff to take breaks regularly during the day.	Any staff members working from home and using IT for long periods of time	ASAP	

## COVID-19 LOCKDOWN (3) SCHOOL RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>C. STAFFING AND STAFF WELL-BEING</b>						
Data protection breach	Staff or pupils	All staff have received GDPR training and are aware of their responsibilities re the use and transfer of personal data,	Regular GDPR reminders to staff where required.	SBM	On-going	On-going

## COVID-19 REOPENING OF SCHOOLS RISK ASSESSMENT

What are the hazards?	Who might be harmed?	How will the risk be mitigated?	What action(s) is/are necessary?	Action by whom	Action by When	Action Completed
<b>D. PREMISES</b>						
School in some way unsafe for return of more children following partial closedown period	Staff, pupils, parents / carers	Follow government guidance on keeping buildings safe during partial closedown.	Ensure all necessary safety checks are continuing on all areas of the school.	SBM / caretaker	On-going	On-going
		Follow advice from Delegated Services H&S Team and Property Services to ensure all necessary checks are known about.	Maintain contact with Delegated Services H&S Team and Property Services.	SBM	On-going	On-going

### PPE

Staff that are using PPE to read the following guidance: <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Alongside this that the necessary advice and training to anyone likely to be using it has taken place; Importantly Donning and doffing– see YouTube (care homes) link: [https://www.youtube.com/watch?v=-GncQ\\_ed-](https://www.youtube.com/watch?v=-GncQ_ed-) <https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>

## APPENDIX A

### Drop off and collection times

Bubble	Classes	Drop off	Pick up	Where?
1	Topaz	8.45am	3pm	Red gate
	Emerald – Year 1	8.50am	3:05pm	Front door
2	Ruby – Year 2	8.55am	3.15pm	Front door
	Jet – Year 2	8.55am	3:10pm	Main playground gate
3	Crystal – Year 3	9.05am	3:20pm	Main playground gate
	Diamond – Year 4	9.00am	3:25pm	Front door
4	Pearl – Year 5	9.10am	3:30pm	Main playground gate
	Amethyst – Year 6	9.15am	3:30pm	Front door

During lockdown (3) all children, except Reception, are entering through the front door of the school.