



COVID-19 - SCHOOLS RISK ASSESSMENT – SEPTEMBER 2020 – updated November 2020

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:

1. SPREAD OF COVID-19 VIA STAFF, PUPILS OR PARENTS / CARERS BRINGING IT INTO SCHOOL

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

3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT

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

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

6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT

7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS

8. SPREAD OF COVID-19 DUE TO POOR CONTACT TRACING MEASURES

9. SPREAD OF COVID-19 DUE TO POOR CONTROLS BY PEOPLE USING THE EQUIPMENT IN AREAS SHARED WITH THE COMMUNITY CENTRE

INDEX FOR “OTHER” SECTIONS:

A. PUPIL WELL-BEING AND SECURITY

B. STAFF WELL-BEING

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/>

Risk assessment prepared on:	20th July 2020
Date last updated:	24th November 2020
Date last shared with staff:	25th November 2020
Date last shared with governors:	25th November 2020

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
1. SPREAD OF COVID-19 VIA STAFF, PUPILS OR PARENTS/CARERS BRINGING IT INTO SCHOOL						
Spread of COVID-19 via pupils or parents/carers 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 before in readiness for 1 st September and via reminders in newsletters and other school communication.	DW	Before 1 st September 2020	YES
Spread of COVID-19 via staff 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 all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		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 all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES

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1. SPREAD OF COVID-19 VIA STAFF, PUPILS OR PARENTS/CARERS BRINGING IT INTO SCHOOL						
Spread of COVID-19 via staff 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	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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>Communicate drop off and collection times to all relevant parents / carers in advance of 1st September 2020</p> <p>Communicate to parents / carers the importance of them being on time for their drop off or collection slot.</p>	DW	Before 1 st September 2020	YES
		<p>KS2 siblings of infants children are able to be shown in by staff between class groups.</p>	<p>Communicated to infants parents.</p>	DW	November 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate this idea to parents / carers in advance of 1 st September and remind regularly in person, through texts, newsletters and posters.	DW	Before 1 st September 2020	YES
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.	Communicate this to parents / carers in advance of 1 st September and remind regularly in person, through texts, newsletters and posters.	DW	Before 1 st September 2020	YES
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<u>Drop off and collection arrangements</u> The only children who will be allowed to walk to or from school alone will be those in Years 5 or 6 who have both parental permission and the Head teacher's permission. Ability to adhere to social distancing requirements will be considered when deciding whether to give permission or not.	Head teacher to consider pupil's ability to adhere to social distancing requirements when deciding whether to give permission for the child to walk home from school alone or not.	DW	On-going	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate to parents/carers the expectation that no one enters the “no waiting” area apart from staff members.	DW	Before 1 st September 2020	YES
		<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.	Communicate to parents / carers the expectation that they have to socially distance from others at all times.	DW	Before 1 st September 2020	YES
		<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.	Communicate to parents/carers the expectation that they adhere to the social distancing markings outside the school and that we strongly encourage face masks.	DW DW	Before 1 st September 2020 November 2020	YES YES

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Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Drop off and collection arrangements</u></p> <p>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).</p> <p>Lines and arrow markings on paths to remind about social distancing and one way system.</p> <p>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.</p>	Communicate this to parents / carers in advance of 1 st September and remind regularly in person, through texts, newsletters and posters.	DW	Before 1 st September 2020	YES
		<p><u>Drop off and collection arrangements</u></p> <p>Strongly encourage parents / carers to immediately disperse after drop off.</p> <p>Staff to bring in classes as swiftly as possible to prevent congestion and unnecessary waiting time.</p>	Advise parents / carers not to loiter in school grounds and encourage them to immediately disperse.	Member of staff on the gate / door	On-going	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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).	SLT to ensure adequate staffing and to remind staff regularly about the importance of social distancing.	SLT	Before 1 st September 2020	YES
		<u>Key Stage 1 and Foundation</u> 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. <u>Key Stage 2</u> 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. Children will be allocated a workspace / desk which will be front facing wherever possible.	Teachers to talk to pupils about this at the start of each day and remind them throughout the day about safe practice. Children encouraged not to work face to face but side by side wherever possible.	Teachers	On-going	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Outdoor learning</u></p> <p>Outdoor learning will be encouraged wherever possible but it is important that whilst outside, children and staff do not cross bubbles.</p> <p>There are timetables in place for the use of the playground for break, lunch and PE.</p>	Staff to be aware of safe places to take their children to learn outdoors.	DW	Before 1 st September 2020	YES
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<p><u>Lunchtimes</u></p> <p>Use of the outdoor play equipment will be timetabled so that it is available for one class for 4 days a week. It will not be used on Friday so that it can be left for 72 hours before being used again on Monday. Each class has their own box of play equipment to use. These will not be shared with other classes.</p>	<p>AM to prepare timetable and share with all staff.</p> <p>All staff to adhere to the timetable.</p>	AM	Before 21 st September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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>	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<p>At lunchtimes children will move around school using a one way system to avoid mixing bubbles in the corridor.</p>	SBM to buy Velcro arrow markers for the floor.	SBM	Before 1 st September 2020	YES (received 3 rd September 2020)
		<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> <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>	<p>Teachers to inform class which toilets they can use and what to do if they need to wait for a space.</p> <p>Signs on doors to remind children of the number allowed.</p>	Teachers	Wednesday 2 nd September 2020	YES

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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>Children will be allowed to share toilet facilities but we will endeavour to keep toilets allocated to bubbles wherever possible.</p>	<p>Teachers to inform class which toilets they can use and what to do if they need to wait for a space.</p> <p>Children are reminded about waiting at a safe distance from the toilet door in the corridor.</p>	Teachers	Wednesday 2 nd September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
Spread of COVID-19 due to poor social distancing	Staff, pupils, parents/carers	<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.	Teachers	On-going	
		<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.	Communicate this with all staff before 1 st September and then remind them regularly. Reinforce for fire drills.	DW	Ongoing	YES
		<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 staggered use of playground. Communicate this with all relevant staff members.	SLT	By 1 st September 2020	YES

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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 st September 2020	YES
			Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<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.	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<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.	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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 / AM / SBM	September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		Maximum of 6 people in the staffroom areas at any time. Staff to observe social distancing, when in staff room areas.	Put sign on the staff room door / library as a reminder.	Admin team	Before 1 st September 2020	YES
		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.	Update signs on the staff room area doors.	Admin team	30 th November 2020	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate this with all staff before 1 st September and then remind them regularly. Colleagues to be proactive in managing safe social distancing.	DW	Before 1 st September 2020	YES
				All staff	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.	Communicate this to staff	DW	Before 1 st September 2020	YES
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). Pigeon holes repositioned in the staffroom.	Communicate this to staff Signs on office door as a reminder. Also sign up asking people to wear a mask when they are in the front office.	DW	Before 1 st September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate this at regular intervals to parents.	DW	Before 1 st September 2020	YES
			No visitors to be admitted to use toilets.	Front desk team	On-going	
			Communicate this to parents	DW / Admin team	During September	YES
		<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.	Communicate this again to parents (sign already put up on glass window explaining the policy).	DW	Before 1 st September 2020	YES
		<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	ongoing	

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<u>Events</u> No events or trips will be organised for term 1 and 2 will be reviewed at the end of this period.	Communicate this with all staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<u>Assemblies</u> School assemblies (3 per week) hosted using MS Teams from November 2020 onwards. Other assemblies hosted in individual classrooms.	Discuss with staff to ensure arrangements understood.	DW	November 2020	YES
		<u>Interviews for new staff members</u> To be held virtually (using MS Teams).	Ensure all relevant staff are aware of this.	DW	Before 1 st September 2020	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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.	Explain to children the guidelines and importance of social distancing from adults. Teachers to remind children regularly.	Teachers and TAs	As soon as the children return to school in September	YES
			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 st 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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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 st 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)	YES
				DW	As soon as possible in Term 1	YES

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2. SPREAD OF COVID-19 DUE TO POOR SOCIAL DISTANCING						
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>	Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.	DW	Ongoing	
		<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>	Redraft the Home / school Agreement to include this.	AM		
		<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 and the whole bubble for 14 days. The school will follow all advice from PHE and the LA.</p>	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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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>	<p>Staff and parents to be informed of testing opportunities and encouraged to do so where symptoms are seen.</p> <p>Procedures shared regularly with parents and staff so that there is clarity about what SGC response would be in advance of any potential case.</p>	DW	Ongoing	
			<p>South Gloucestershire Public Health contacted immediately for advice and all advice followed. Alert DfE after actions followed from South Gloucestershire.</p>	DW	Ongoing	

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

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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
3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT						
Spread of COVID-19 due to unavoidable human contact when administering first aid	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	
		Donning and doffing guidance to be displayed around the school. First aid only to be administered by one of the staff members assigned to that particular group.	Display donning and doffing guidance around the school. Staff to watch the video for staff – see link at the end of this document.	Admin team	Ongoing	
		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	
		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	

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
3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT						
Spread of COVID-19 due to unavoidable human contact when clearing up accidents	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>	<p>Ensure there is sufficient stock of PPE in school.</p> <p>Have a stock of plastic bags in KS1 classrooms to give to children for soiled clothes.</p>	SBM	On-going	
			<p>Parents to be called if child is very soiled or if they cannot change themselves.</p>	Admin team	As required	
Spread of COVID-19 due to unavoidable human contact when comforting a child	Staff, pupils, parents/carers	<p>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.</p>	<p>Ensure there is sufficient stock of PPE in school.</p>	SBM	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
3. SPREAD OF COVID-19 DUE TO UNAVOIDABLE HUMAN CONTACT						
Spread of COVID-19 due to unavoidable human contact when supporting SEN children	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.	SBM	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
4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL						
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 1 September 2020 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	ASAP	YES
			School cleaners to be informed that a deep clean is required and which areas require it.	DW	As 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 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
4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<u>Cleaning during the day</u> <u>Midday</u> School will try and recruit an additional cleaner to clean frequently touched areas throughout the school (toilets, staff room and the kitchen). Midday cleaner recruited. Cleans all communal frequently touched areas (e.g. flushes, toilet seats, taps, door handles etc). Also cleans fridges in staff areas (blue room, staff room, pupil kitchen and Opal room) on a rota basis.	Advertise and recruit	SLT	By 1 st September 2020	YES (new cleaner started 2 nd September 2020)
		<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	

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
4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL						
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	
			Remind all staff on a regular basis.	SBM	Ongoing	
		<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 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
4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL						
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	
		<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	
		<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	

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
4. SPREAD OF COVID-19 DUE TO POOR CLEANLINESS OF THE SCHOOL						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<p><u>Staffroom</u></p> <p>Key areas in staffroom / Opal Room / little kitchen / library / Blue Room to be sanitised after lunch each day:</p> <ul style="list-style-type: none"> • Table tops • Work surface • Sink and taps • Kettle • Door handles • Fridge and dishwasher door <p>Any other areas staff feel they would like to clean.</p> <p>Discontinue use of tea towels for the time being and use disposable paper towels instead.</p> <p>Rota for cleaning staff fridges during the week.</p>	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	
			Ensure there are enough materials to do the cleaning e.g. wipes, anti-bacterial sprays etc.	SBM	On-going	
			Midday cleaner to clean staff fridges on a weekly basis.	Midday cleaner	Ongoing	

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
5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE						
Spread of COVID-19 due to poor self-hygiene	Staff, pupils, parents/carers	<p><u>Handwashing</u></p> <p>Handwashing must be done by staff and pupils regularly and with (preferably warm) water and soap.</p> <p>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.</p> <p>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.</p>	Staff to remind children about handwashing requirements regularly.	Teachers and TAs	On-going	
			Handwashing posters up around the school.	Admin team	ASAP	YES
			Ensure there is always soap available for handwashing.	SBM and caretaker	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
5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE						
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	
		<u>Clothes</u> Children to wear school uniform. No PE bags in school (children to wear PE kit to school on PE days).	Safety data sheets to be shared with staff. Staff members to control use of hand gel.	SBM Teachers and TAs	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).	Communicate this with all parents / carers before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES

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
5. SPREAD OF COVID-19 DUE TO POOR SELF HYGIENE						
Spread of COVID-19 due to poor self-hygiene	Staff, pupils, parents/carers	<u>Water Fountains</u> Water fountains are not in use. 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 st June	NG
			Communicate this with all parents / carers before 1 st September and then remind them regularly. Teachers to check all classes have adequate hydration.	DW	Before 1 st September 2020	YES

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
Spread of COVID-19 due to poor cleanliness of the school	Staff, pupils, parents/carers	<p><u>Shared learning resources</u></p> <p>The risk of these resources transmitting the virus will be mitigated by:</p> <p><u>KS1</u></p> <ul style="list-style-type: none"> (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 wipe able (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 st September 2020	YES

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
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 has the resources they need and supply top up materials as necessary for PPG / vulnerable children.	Teachers	Before 1 st 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.	DW	Before 1 st September 2020	YES
			Ensure staff have sufficient stock of wipes. Timetable for use of shared equipment.	SBM KE	On-going Asap	YES

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
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	Communicate this to parents.	DW	Before 1 st September 2020	YES
		<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 st July 2020 On-going	YES

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
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	
		<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	

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
Spread of COVID-19 due to shared resources and equipment	Staff, pupils, parents/carers	<p><u>Marking</u></p> <p>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.</p> <p>Children to self-mark where possible but not to move around the room to marking stations.</p> <p>Where possible, books should not be taken home to be marked.</p>	<p>Communicate this with staff</p> <p>Teachers to take reasonable safety measures to keep safe when marking.</p>	<p>DW</p> <p>Teachers</p>	<p>Before 1st September 2020</p> <p>On-going</p>	<p>YES</p>
		<p><u>Children's own items</u></p> <p>Cloakrooms will only be used for the children's coats.</p> <p>Packed lunches, water bottles and book bags are the only items allowed to be brought in to school daily.</p> <p>School packed lunches (named for the child) to be delivered/collected to class lunch box trolley in time for lunch.</p>	<p>Communicate this with all parents / carers and then remind them regularly.</p>	<p>DW</p> <p>Teachers</p> <p>SMSAs</p>	<p>Before 1^s September 2020</p> <p>On-going</p>	<p>YES</p>

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
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	
		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 before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		Minimise shared use of front officer photocopier by asking non admin staff members to use the learning lab copier.	Remind relevant staff before 1 st September and then remind them regularly.	DW	Before 1 st September 2020	YES
		<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	

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
6. SPREAD OF COVID-19 DUE TO SHARED RESOURCES AND EQUIPMENT						
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	Ongoing	
			Communicate this with all staff	DW	Ongoing	
		<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 requirement with all staff.	DW	Before 1 st September 2020	YES

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
7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS						
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 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.	Liaise with catering contractor (Integra) to make necessary arrangements.	DW	Before 1 st September 2020	YES
		<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 re-opening	YES

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
7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS						
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 Autumn Term. To be kept under constant review. The school will liaise with WOOSC in terms of bubbles and trying to keep contact to a minimum.	Communicate this to third parties. Liaise with WOOSC. Early access provided to WOOSC to clean handles and equipment before the start of their session.	HT / SBM / admin team	Before 1 st September 2020	YES
		<u>Volunteers / parent helpers</u> No volunteers / parent helpers allowed in school for the foreseeable future.	Communicate this with all parents / carers.	DW	Before 1 ^s September 2020	YES
		<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	Ongoing	

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
7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS						
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	
		<u>Parent tours</u> Limited to one family at a time (one adult and one child), staff member to wear a mask or visor and visiting adult to wear a mask. Limit to no more than 10-15 minutes. No parent tours allowed during lockdown periods.	Communicate this with all relevant staff members so restrictions can be applied when tours are booked.	DW	Before 1 st September 2020 and on-going	
		<u>Music teachers</u> Peripetie music lessons in Autumn Term. To consider starting music lessons again for Years 5 and 6 in Spring Term 2021.	Liaise with music lesson providers and review situation at Christmas break.	DW / SBM	Ongoing	

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
7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS						
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	
		<u>Parent meetings</u> Essential meetings to either be outside (weather dependant) and socially distanced or over MS Teams. Where meeting has to take place inside, both parent and staff member to wear masks and to use a room with good ventilation and enough space to socially distance (e.g. library). Inside meetings should be limited to less than 15 minutes.	To ensure all staff are aware	DW	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
7. SPREAD OF COVID-19 DUE TO EXTERNAL VISITORS AND CONTRACTORS						
Spread of COVID-19 due to external visitors and contractors	Staff, pupils, parents/carers	<u>Parents evenings</u> These will be offered through telephone or MS Teams whenever possible to avoid high volume face to face contact and protect all adults (including staff). Meetings to be limited to 10 minutes whatever the media. Where phones are used, receiver and keyboard to be cleaned before and after use to prevent cross-contamination.	Communicate this to staff and parents	DW	On-going	
		<u>Supply teachers</u> May be used in case of teacher absence. All efforts will be made to keep cover as consistent as possible to limit the number of different people interacting with a class.	When booking cover, try to ensure it is kept as consistent as possible.	DW SBM	Ongoing	

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
8. SPREAD OF COVID-19 DUE TO POOR CONTACT TRACING MEASURES						
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.						
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.	Take into account when deciding on groups.	SLT	Before 1 st Sept 2020	YES
		In most cases (where possible) a teacher, a TA and an SMSA will be allocated to each class and these adults will not change.		SLT	Before 1 st Sept 2020	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.	Take into account when deciding on learning areas.	SLT	Before 1 st 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.	HT and admin team	On-going	
		Supply teachers can be used to provide cover but this needs to be carefully documented and their details kept.	Keep register of contact details for any visitors to school.	SBM and admin team	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	

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
9. SPREAD OF COVID-19 DUE TO POOR CONTROLS BY PEOPLE USING THE EQUIPMENT IN AREAS SHARED WITH THE COMMUNITY CENTRE						
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.						
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	

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
A. PUPIL WELL-BEING AND SECURITY						
Mental health and well-being negatively affected causing lasting damage for pupils	All pupils	<p>Transition back into school will be carefully managed for all children. Staff will prepare their classes by producing social stories about what the children can expect on their return. All staff alert to support that may be needed for individual children and provide pastoral support to help children to adapt to new ways of working.</p> <p>Teachers to become familiar with strategies to support childrens' return to school and use these when appropriate to support the emotional needs of their children seeking advice from senior / experienced staff if needed.</p> <p>Staff can contact families (and vice versa) through telephone and email contact.</p> <p>If a child is away from school due to extenuating circumstances related to COVID-19, staff will also communicate using Google Classroom.</p>	Teachers produce social stories	Teachers	Ongoing	
			Teachers and TAs to be familiar with the strategies to support childrens' return to school.	Teachers and TAs	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
A. PUPIL WELL-BEING AND SECURITY						
Mental health and well-being negatively affected causing lasting damage for pupils	SEND pupils	Support from 1:1 adult or trusted adult in the classroom environment. 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. SENDSCO to liaise with parents and class teacher and draft a reintegration plan if needed.	KE	Before 1 st September 2020 and ongoing	
	All pupils	<u>Remote learning</u> Where children are self-isolating due to COVID, remote learning will be provided (see Remote Learning Plan).	Remote Learning Plan shared with staff, governors, parent council and parents.	DW	November 2020	YES
	SEND and PP pupils	<u>Remote learning</u> PP and SEND pupils to have regular contact from school to check well-being and offer support with remote learning. PP children given a pencil case with stationery for home learning.	Ensure staff know which pupils are self-isolating. Contact families regularly.	Admin team Teachers	As required	

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. STAFFING AND STAFF WELL-BEING						
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 st September 2020 and 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	
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 for own wellbeing and work/life balance. Staff will be encouraged to take PPA and leadership time at home to support well-being.	Communicate with all staff	DW	Before 1 st September 2020	YES

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. STAFFING AND STAFF WELL-BEING						
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	

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.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