

RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8th March 2021



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FROM 8th MARCH, ALL PUPILS SHOULD ATTEND SCHOOL.

Persons at Risk: Pupils, Employees, Parents, Visitors and Contractors

HAZARDS	<ol style="list-style-type: none">1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed2. Social Distancing Measures Not Followed During Travel to and from School3. Inadequate Cleaning/Sanitising4. Shared Resources5. Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors6. Site User Becoming Unwell7. Site User Developing Symptoms8. Inadequate Hand Washing/Personal Hygiene9. Inadequate Personal Protection and PPE10. Visitors, Contractors and Spread of Coronavirus11. Inadequate Ventilation12. Fire and intruder alarms and emergencies
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Hazard 1: Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed																									
Control Measures	Additional School Information				YES	NO																			
					N/A																				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	<p>Children attending school will be assigned into Bubbles which DO NOT mix. Where possible, staffing will remain consistent to usual deployment</p> <table border="1"> <thead> <tr> <th>Bubble</th> <th>Nº of children</th> <th>Staff</th> <th>MDS</th> </tr> </thead> <tbody> <tr> <td>1 Nursery Class 1</td> <td>26 (10 lunchtime) 15</td> <td>CA/SG/AD/LD + SCITT</td> <td>LH/DH</td> </tr> <tr> <td>2 Class 2</td> <td>Y1 - 15 Y2 - 15</td> <td>JW/MR/AB</td> <td>MR/KR</td> </tr> <tr> <td>3 Class 3</td> <td>Y3 - 15 Y4 - 16</td> <td>AW/CC + SKITT</td> <td>AB/EG</td> </tr> <tr> <td>4 Class 4</td> <td>Y5 - 14 Y6 - 12</td> <td>JC/VF</td> <td>VF/MH</td> </tr> </tbody> </table>				Bubble	Nº of children	Staff	MDS	1 Nursery Class 1	26 (10 lunchtime) 15	CA/SG/AD/LD + SCITT	LH/DH	2 Class 2	Y1 - 15 Y2 - 15	JW/MR/AB	MR/KR	3 Class 3	Y3 - 15 Y4 - 16	AW/CC + SKITT	AB/EG	4 Class 4	Y5 - 14 Y6 - 12	JC/VF	VF/MH	✓
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The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	<p>This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome</p>				✓																				
Distinct groups or 'bubbles' that do not mix are maintained which makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible	<p>Details as above</p>				✓																				
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	<p>Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'</p>				✓																				
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	<p>Bubbles DO NOT mix.</p>				✓																				

Control Measures cont.	Additional Information	YES	NO	N/A
Schools with the capability to do it should take steps to limit interaction, and the sharing of rooms and social spaces between groups as much as possible	No interaction between Bubbles takes place. Separate areas have been allocated for each Bubble. The hall which is used on separate occasions is thoroughly cleaned between Bubble sittings.	<input checked="" type="checkbox"/>		
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	Children in the EY/KS1 Bubble cannot socially distance, however staff continue to give messages around 'safe spaces' to encourage/deepen understanding.	<input checked="" type="checkbox"/>		
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Breakfast and After-School Club are to open to all pupils. Children will be separated according to Bubble and use different areas of the hall.	<input checked="" type="checkbox"/>		
Siblings may be in different groups	Bubbles are organised by pupil age	<input checked="" type="checkbox"/>		
Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Staff have been deployed into specific Bubbles, as far as possible movement between Bubbles does not occur	<input checked="" type="checkbox"/>		
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Staff to maintain safe protocol	<input checked="" type="checkbox"/>		
The number of interactions or changes are minimised wherever possible	Bubble organisation and staff deployment will limit interaction	<input checked="" type="checkbox"/>		
Where possible adults maintain a 2 metre distance from each other, and from children	Staff will receive regular reminders regarding socially distancing measures.	<input checked="" type="checkbox"/>		
Adults avoid close face to face contact and limit time spent within 1 metre of anyone	<ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off contact or added up together over one day) with an infected individual <p><u>Guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</u></p>	<input checked="" type="checkbox"/>		
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	Meetings with parents of children with EHCPs have taken place Spring 2:2. Details of support can be found on their SEN Support Plans/CPOMS	<input checked="" type="checkbox"/>		

Control Measures cont.	Additional Information	YES	NO	N/A
Schools, local authorities, health professionals, regional schools commissioners and other services work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers	In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility. Our guidance on supporting pupils at school with medical conditions remains in place			
Pupils are seated side by side and facing forwards, rather than face to face or side on	Furniture is arranged in accordance to this control measure. For those children who need to lip read staff will take extra precaution whilst face to face, remaining socially distanced	✓		
Unnecessary furniture has been moved out of classrooms to make more space	Some items of furniture has been moved to allow compliance	✓		
Large gatherings such as assemblies or collective worship with more than one group do not take place	For those children who need to lip read staff will take extra precaution whilst face to face, remaining socially distanced	✓		
The timetable and selection of classroom or other learning environment has been used to keep groups apart and reduce movement around the school or building	Consideration to designated rooms by each Bubble has been given. Staff will avoid creating busy corridors, entrances and exits.	✓		
Break times are staggered so that all pupils are not moving around the school at the same time	EY/KS1 Bubble: Access outdoor provision (flexible) KS2 Bubble: Use areas on school site	✓		
Lunch breaks are staggered	EY/KS1 Bubble: 11.45am – 12.45pm KS2 Bubble: 12.15pm – 1.15pm Tables and shared touch points are sanitised by staff between sittings	✓		
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered to ensure that staff maintain 2 metres distance from each other	The taping off or removal of chairs may be needed to ensure staff cannot sit within 2 metres of each other. Staff must still have a break of a reasonable length during the day Only one member of staff is allowed in the staffroom at any given time. Drinks are taken, using provided lidded cups, to rooms where children are not occupying, to ensure staff have a break	✓		
Staff meetings take place remotely where possible. Where this is not possible staff meetings take place in a large well ventilated room ensuring 2 metres social distancing at all times	Virtual staff meetings take place where staff stay in their classrooms and join the meeting.	✓		
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish times do not reduce the amount of overall teaching time	✓		
Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Letter sent to parents, 26 th February 2021, gives further detail	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
All parents/carers entering the school premises (and in other congested areas around school premises) wear a face covering in addition to social distancing	This is an extra safeguard to reduce the transmission of the virus. Please note that this does not apply to those who are medically exempt	✓		
Ensure that you inform those travelling by car that they should wait in their car until the specific drop off time	This will reduce the amount of people assembling in and around the school grounds and will help with social distancing	✓		
Ensure that you inform parents to maintain social distancing from others when dropping off and collecting pupils from school	Letter sent to parents, 26 th February 2021, gives further detail	✓		
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use, only one adult per family should enter school grounds to drop off or collect)	Letter sent to parents, 26 th February 2021, gives further detail Signage is in place. Parents have been notified. Reminders given in letters, newsletters and social media. Signage in place.	✓		
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Signage has been purchased and installed Letter to parents sent from Chair of Governors 15th March '21	✓		
Educational Visits must not take place at this time	No educational visits will take place or be authorised by the HT	✓		
From 8 March, school will work to resume all before and after-school educational activities and wraparound childcare for pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training	Breakfast and After-School Club are now open to all pupils. Children will be separated according to Bubble and use different areas of the hall. Other extra-curricular activities will not take place 2:2	✓		
You should advise parents that where they are accessing this provision for their children, that they must only be using this, where: <ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) • the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution • the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group 	Letter to parents whose children access extra provision have been notified	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
School works closely with any external wraparound providers which their pupils may use, to ensure as far as possible, children can be kept in a group with other children from the same bubble they are in during the school day	School will work with known external wraparound providers	✓		
Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also: <ul style="list-style-type: none"> advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. encourage them to check providers have put in place their own protective measures send them the link to the guidance for parents and carers 	School will work with known external wraparound providers	✓		
If school premises are hired out for use by external wraparound childcare providers, such as after-school or holiday clubs, school have made sure these organisations have: <ul style="list-style-type: none"> considered the relevant government guidance for their sector put in place protective measures 	Not applicable			✓

Hazard 2: Social Distancing Measures Not Followed During Travel to and from School				
Control Measures	Additional Information	YES	NO	N/A
Parents and pupils are encouraged to walk or cycle to their education setting where possible	Where possible children are encouraged to walk to school. However as so many live out of the village the majority of pupils are driven to school.	✓		
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	<u>Safer travel guidance for passengers</u>	✓		

Hazard 3: Inadequate Cleaning/Sanitising				
Control Measures	Additional Information	YES	NO	N/A
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	Caretaker to meet with cleaning staff to inform, instruct on new proposals and requirements.	✓		
Frequently touched surfaces such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	Cleaning equipment in each Bubble and staff will take place regularly during the day.	✓		
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Antibacterial wipes are available to sanitise these areas. Hand gel is also available for users.	✓		
Bins for tissues and other rubbish are emptied throughout the day	Disposable tissues are provided. Lidded pedal bins in place in all classrooms, designated for used tissues, and are emptied daily.	✓		
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Stock level of supplies to be checked with Site Supervisor and Senior Administrator.	✓		
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	Designated items of play equipment is available for use in each Bubble.	✓		
Outdoor playground equipment should be more frequently cleaned	Separate outdoor play equipment is available for use in each Bubble. Equipment is sanitised between sessions if required to be used by others.	✓		

Hazard 4: Shared Resources				
Control Measures	Additional Information	YES	NO	N/A
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Items of stationery is provided for pupils and staff.	✓		
Classroom based resources, such as books and games, can be used and shared within the group; these are cleaned regularly, along with all frequently touched surfaces	Equipment is sanitised between sessions if required to be used by others.	✓		
Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups	Steps have been taken to minimise the use of shared resources, where resources are shared they are quarantined and/or sanitised thoroughly before use	✓		
Pupils can bring essentials such as lunch boxes, hats, coats, stationery and bags in to school	Only KS2 children may bring their own stationery into school	✓		
The ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment has been assessed and where cleaning or disinfecting is not possible or practical, resources will be either: <ul style="list-style-type: none"> • restricted to one user • left unused for a period of 48 hours (72 hours for plastics) between use by different individuals 	Most equipment is put into quarantine after cleaning. Where equipment can withstand cleaning and disinfecting between each use, it is put back into general use.	✓		
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	It is very difficult to adequately clean books, any borrowed reading books will be quarantined for 48hrs before being borrowed by another child.	✓		
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Antibacterial wipes are available in each Bubble.	✓		

Hazard 5: Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors				
Control Measures	Additional Information	YES	NO	N/A
Contact with individuals who are required to self-isolate is minimised by ensuring they do not attend the school	Staff to contact HT immediately on receiving a positive test result	✓		
Anybody contacted by NHS Test and Trace or local health protection team and told to self-isolate because they have been a close contact of a positive case, has a legal obligation to do so	Staff have been notified	✓		
Pupils, staff and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more <u>coronavirus (COVID-19) symptoms</u> • a member of their household (including someone in their <u>support bubble</u> or <u>childcare bubble</u>) if they have one) has coronavirus (COVID-19) symptoms • they are required to <u>quarantine having recently visited countries outside the Common Travel Area</u> • they have had a positive test 	Staff have been notified	✓		
School makes everyone onsite or visiting aware that they must immediately cease to attend and not attend for at least 10 days from the day after: <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a <u>Lateral Flow Device (LFD)</u> or <u>Polymerase Chain Reaction (PCR) test</u>) 	Staff aware and understand need of current practice. LFD Tests are carried out on a Monday and Thursday of each week, results are reported to senior staff and NHS Track and Trace. Where positive a PCR test is booked. <u>Reordered: 15th March '21</u>	✓		
The school recognises that if they have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required	You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case	✓		
Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils should be able to continue attending both settings.	While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
Where individuals are self-isolating and are within the definition of vulnerable, school has put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	No staff are classed as Critically Extremely Vulnerable	✓		
Where schools and colleges are carrying out their own testing regime, they make it clear to staff and pupils that a negative test result does not remove the risk of transmission	In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested	✓		
The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally	You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place	✓		
CEV staff are advised not to attend the workplace	Staff who are CEV will previously have received a letter from the NHS or their GP telling them this	✓		
Current DHSC guidance, informed by PHE, currently advises that CEV individuals should continue to shield even after they have been vaccinated	This may change as we get further data on the effects of vaccination	✓		
Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings	The Head Teacher is aware of staff who are in this situation. Support is in place for them.	✓		
CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission	No staff are classed as Critically Vulnerable	✓		
Pregnant women are in the 'clinically vulnerable' category	School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
Whilst pregnant women are at no greater risks of catching Covid, there is evidence that those in later pregnancy are at greater risk of severe illness if they contract the virus and may give birth pre-term. Therefore, from now on pregnant employees in their 3 rd trimester should be directed to work from home if they are currently attending a workplace. This should happen as soon as possible, and so managers are required to send home any pregnant employees who have reached the start of their 28 th week of pregnancy	As per recommendation	<input checked="" type="checkbox"/>		
Pregnant workers in their 3 rd trimester are now to be treated in the same way as CEV staff		<input checked="" type="checkbox"/>		
Volunteers may be used to support the work of the school, as would usually be the case	Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible	<input checked="" type="checkbox"/>		
Specialists, therapists, clinicians and other support staff for pupils with SEND provide interventions as usual	Visiting colleagues will ensure they minimise contact and maintain as much distance as possible from other staff	<input checked="" type="checkbox"/>		
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year	<input checked="" type="checkbox"/>		
Specialists, therapists, clinicians, support staff for pupils with SEND, supply teachers, peripatetic teachers or other temporary staff, can move between settings	Visiting colleagues will ensure they minimise contact and maintain as much distance as possible from other staff	<input checked="" type="checkbox"/>		

Hazard 6: Site User Becoming Unwell				
Control Measures	Additional Information	YES	NO	N/A
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms	<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> If staff have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms	✓		
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. A window should be opened for ventilation.	Children will wait to be collected in an area which is distanced, yet fully supervised.	✓		
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	Toilet will be cleaned afterwards, if used by the waiting child	✓		
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	Please see Inadequate Personal Protection & PPE section of this risk assessment	✓		
In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household	Parents informed	✓		
In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result	If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms	✓		
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.	Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated) • they have tested positive from an LFD test as part of a community or worker programme 	<p>Contact care incidences are recorded so that they can be contacted if they were to test positive for coronavirus</p>	<input checked="" type="checkbox"/>		
<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell</p>	<p>Hypoallergenic liquid soap is available for all site users to use. Hand washing signs are displayed and good hygiene is modelled by staff</p>	<input checked="" type="checkbox"/>		
<p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people</p>	<p><u>COVID-19: cleaning of non-healthcare settings guidance</u></p>	<input checked="" type="checkbox"/>		

Hazard 7: Site User Developing Symptoms				
Control Measures	Additional Information	YES	NO	N/A
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>book a test</u> if they are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit	The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed	✓		
School have received an initial supply of 10 home PCR (polymerase chain reaction) test kits and information about how to order to replenish this supply when they are running out	Tests are stored securely and overseen by school administrator.	✓		
School determines how to prioritise the distribution of their PCR test kits in order to minimise the impact of the virus on the education of their pupils.	The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance <u>Coronavirus (COVID-19): test kits for schools and FE providers</u> .	✓		
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace	Information has been communicated to parents/carers. KS2 Bubble records seating arrangements.	✓		
The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines	Staff have been informed	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
Those with symptoms are expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus	Staff have been informed and understand expectations	<input checked="" type="checkbox"/>		
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)	Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms	<input checked="" type="checkbox"/>		
Where pupils who are self-isolating and are within the definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support	Where required, HT will liaise with the child's social worker, to agree the best way to maintain contact and offer support to the vulnerable child.	<input checked="" type="checkbox"/>		
Parents and staff are asked to inform the school immediately of the results of a test	Schools will not share the names or details of people with coronavirus unless essential to protect others	<input checked="" type="checkbox"/>		
If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact	Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.	<input checked="" type="checkbox"/>		
Someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period	Someone could still develop coronavirus within the remaining days	<input checked="" type="checkbox"/>		
Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious	<p>Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	<input checked="" type="checkbox"/>		

Control Measures cont.	Additional Information	YES	NO	N/A
School must take swift action when they become aware that someone who has attended has tested positive for coronavirus and must contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority	This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice	✓		
Public Health England has good evidence that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	Follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u>	✓		

Hazard 8: Inadequate Hand Washing/Personal Hygiene				
Control Measures	Additional Information	YES	NO	N/A
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff have sufficient time to wash their hands regularly, as frequently as pupils	✓		
Consideration given to how often pupils and staff will need to wash their hands and incorporated time for this is in timetables or lesson plans	Staff informed	✓		
Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff	Not applicable			✓
Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands and this has been considered	Not applicable			✓
Help given to pupils with complex needs to clean their hands properly	Staff will model and assist in the hand washing routine.	✓		
Risk assessments for pupils with complex needs that may struggle to maintain good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them	Not applicable			✓
Hands are washed with liquid soap & water for a minimum of 20 seconds	<u>Guidance on hand cleaning</u>	✓		
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	Sanitiser available in every classroom and shared area. Routines for handwashing clearly embedded	✓		
Alcohol based hand cleansers/gels can only be used if soap and water are not available, but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION. In normal circumstances pupils should not be using alcohol based hand cleansers because of the risk of ingestion.	Skin friendly cleaning wipes can be used as an alternative	✓		
School has embedded hand washing routines into school culture, supported by behaviour expectations to help ensure younger pupils and those with complex needs understand the need to follow them	Staff will model and assist in the hand washing routine.	✓		

Control Measures cont.	Additional Information	YES	NO	N/A	
The 'catch it, bin it, kill it' approach is very important and is promoted		Posters are displayed around the school site	✓		
Disposable tissues are available in each room for both staff and pupil use		Caretaker checks and replenishes when needed. Stock levels checked	✓		
Bins (ideally lidded pedal bins) for tissues are available in each room		New lidded bins have been purchased and are in each classroom. They are emptied daily.	✓		
School has embedded the 'catch it, bin it, kill it' approach to ensure younger pupils and those with complex needs get this right, and that all pupils understand that this is now part of how the school operates		The e-bug website contains free resources for schools, including materials to encourage good hand and respiratory hygiene	✓		

Hazard 9: Inadequate Personal Protection & PPE				
Control Measures	Additional Information	YES	NO	N/A
Adults (staff and visitors) in Primary schools DO wear face coverings in areas outside of the classroom	Visors and face coverings are worn in communal areas	✓		
Children in Primary schools do not need to wear a face covering	Letter to parents 26 th January 2021	✓		
Transparent face coverings can also be worn, but only to assist communication with someone who relies on lip reading, clear sound or facial expression to communicate	Visors are worn	✓		
It is not necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they could inhibit learning	All staff are wearing both a face mask and visor in all areas of the school	✓		
In such circumstances as face coverings are allowed to be worn in school they must be worn correctly	Reminders are given	✓		
Clear instructions are provided to staff and pupils on how to put on, remove, store and dispose of face coverings, to avoid inadvertently increasing the risks of transmission	Training and guidance given to staff, staff have signed they have read and understood this guidance	✓		
Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use	Staff have been notified	✓		
Where a face covering becomes damp, it should not be worn and the face covering should be replaced	Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day	✓		
Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school has taken steps to have a small contingency supply available to meet such needs	Supplies are kept in the main office	✓		
School has a procedure for removing face coverings when those who use them arrive at school, and when to wear face coverings at school in certain circumstances	Trust policy of wearing a face mask and a visor is adhered to.	✓		

Control Measures cont.	Additional Information	YES	NO	N/A
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>All staff wear face covering and visor and will continue to do so if a child becomes ill. If deemed necessary, staff's face covering and visor will be discarded if closer contact had taken place. This will illuminate surface contact risks. <u>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</u></p>	✓		
<p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, is worn</p>		✓		

Hazard 10: Visitors, Contractors & Spread of Coronavirus				
Control Measures	Additional Information	YES	NO	N/A
All visitors and contractors must make pre-arranged appointments or they will not be allowed on site	Social distancing for essential deliveries takes place. Non-essential visitors have ended	✓		
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Arrangements are only made by the head teacher/school administrator	✓		
Where visits can happen outside of school hours, they are arranged as such	If possible arrangements are made out of school hours	✓		
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Arrangements are only made by the head teacher/school administrator	✓		
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits	✓		
As normal, school engages with their local immunisation providers to provide immunisation programmes on site, ensuring these are delivered in keeping with the school's control measures	These programmes are essential for children's health and wellbeing	✓		
Where schools are satisfied that it would be safe to do so, they may choose to open up or hire out their premises for use by external bodies or organisations, such as external coaches or after-school or holiday clubs or activities	Not applicable			✓
A record is kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.	Visitors are recorded on entry, records are kept and can be referred to when necessary.	✓		

Hazard 11: Inadequate Ventilation				
Control Measures	Additional Information	YES	NO	N/A
Occupied spaces must always be well ventilated and a comfortable teaching environment maintained	Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	✓		
Ventilate spaces with outdoor air	Natural ventilation – if necessary external opening doors may also be used provided this doesn't compromise safeguarding measures	✓		
Where possible, occupied rooms (including toilets) windows should be open	Where possible, to avoid direct drafts, tables/chairs have been moved	✓		
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice .	✓		
Prop doors open. Fire doors must not be propped open unless they have a self-closing hold open device fitted.	The use of door handles will be reduced and air will circulate	✓		
In cold weather where the school heating system is activated, windows are open to provide trickle ventilation rather than being fully open	When it is cold windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.	✓		
Consideration given to opening high level windows to reduce draughts		✓		
Consideration given to only opening every other window instead of all windows when the heating is activated		✓		
The school offers flexibility to allow additional, suitable indoor clothing	For more information see https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak#school-uniform	✓		
Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces	Children are encouraged to wear layered clothing and checks are made regarding comfort levels.	✓		
When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air	Where desk fans are used they pointed away from people and pointed at walls	✓		
If school needs to use additional heaters they only use sealed, oil filled electric heaters	Additional heaters: where used are appropriate.	✓		

Hazard 12: Fire and Intruder Alarms and Emergencies, including Lockdown				
Control Measures	Additional Information	YES	NO	N/A
All staff and children to undergo induction in the fire and emergency routines accident/first aid procedures and lockdown procedures. This may not be the usual routes.	Staff will notify children of evacuation routes and assembly points. Half termly evacuation drill practices will continue. Drill records kept. Spring 2:1 Evacuation Drill - 26.1.21 - 11.00am 43 children in attendance. Building evacuated in 1m 36s. Spring 2:2 Evacuation Drill -16.3.21 - 2.15pm 106 children in attendance. Building evacuated in 1m 16s	✓		
Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior designated member of staff and that details of emergency contacts for utilities are readily available	All staff have been informed. A map marking positions of emergency cut off points is displayed in the staffroom and school entrance.	✓		
If there is a 24-hour monitoring system in place for alarms (fire &/or security) the monitoring centre will need to be aware of new emergency out of hours contact details	Head Teacher and caretaker to liaise with provider.	✓		
An up-to-date log has been maintained with regards to checking and testing of fire safety equipment.	Recorded in the fire log book.	✓		

The Teaching of Music, Dance and Drama During the Pandemic

This risk assessment must be read in conjunction with the FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8th MARCH risk assessment

Persons at Risk: Pupils, Employees, Parents, Visitors and Contractors

HAZARDS	<ol style="list-style-type: none"> 1. Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed 2. Cumulative Aerosol Transmission 3. Shared Resources 4. Inadequate Hand Washing/Personal Hygiene
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Hazard 1: Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed

Control Measures	Additional Information	YES	NO	N/A
Adults maintain a 2 metre distance from each other, and from children		<input checked="" type="checkbox"/>		
Individual lessons in music, dance and drama can resume in schools				<input checked="" type="checkbox"/>
During 1-2-1 lessons 2 metres social distancing between pupil and teacher is maintained				<input checked="" type="checkbox"/>
Particular care is taken in music, dance and drama lessons to observe social distancing where possible	This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama	<input checked="" type="checkbox"/>		
Where it is necessary to use peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff	TVMS peripatetic teachers will resume visits week beginning 12 th April 2021, in line with COVID-19 safety measures			<input checked="" type="checkbox"/>
If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell				<input checked="" type="checkbox"/>

Control Measures cont.	Additional Information	YES	NO	N/A
School ensures that peripatetic teachers maintain distancing requirements with each group they teach				✓
School ensures that peripatetic teachers avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing				✓
School ensures that peripatetic teachers make efforts to reduce the number of groups taught and locations in school worked in, to reduce the number of contacts made				✓
In individual lessons for music, dance and drama, social distancing should be maintained, meaning teachers should not provide physical correction		✓		

Hazard 2: Cumulative Aerosol Transmission				
Control Measures	Additional Information	YES	NO	N/A
Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly		✓		
Microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing		✓		
Performances with an audience do not take place	Any performances will be streamed virtually, subject to the usual safeguarding considerations and parental permission	✓		
Playing instruments and singing in groups should take place outdoors wherever possible	If indoors, consider limiting the numbers in relation to the space	✓		
If playing indoors, use a room with as much space as possible, for example, larger rooms	Rooms with high ceilings are expected to enable dilution of aerosol transmission	✓		
If playing indoors, numbers are limited to account for ventilation of the space and the ability to social distance		✓		
If playing indoors, rehearsals are for limited periods of time at a reduced level of loudness using microphones for amplification if necessary		✓		
Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained	Singing in large groups will not take place			✓
In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians/accompanists	Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate	✓		
Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) Where practicable , performers should wear a face covering to mitigate mass aerosol expelled during singing	Principles of Safer Singing	✓		

Hazard 3: Shared Resources				
Control Measures	Additional Information	YES	NO	N/A
If possible, do not share microphones	If they are shared, follow the guidance on handling equipment	✓		
Avoid sharing instruments and equipment wherever possible	Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets	✓		
If instruments and equipment have to be shared they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment	Instruments should be cleaned by the pupils playing them, where possible. <i>This will only apply to percussion instruments</i> Hygiene: Guidance			
Handling of music scores, parts and scripts is limited to the individual using them				✓
The number of suppliers is limited when hiring instruments and equipment				✓
Schools should agree whose responsibility cleaning hired instruments is with the suppliers				✓
Hire equipment, pupil's own instruments, instruments brought on site by peripatetic teachers, tools or other equipment is cleaned on arrival and before first use				✓
Equipment, pupil's own instruments and instruments brought on site by peripatetic teachers should be stored in a clean location if brought on site before they are needed, and they should be cleaned before first use and before returning the instrument		✓		
Pick up and drop off collection points are created, to avoid passing equipment such as props, scripts, scores and microphones hand-to-hand		✓		

Hazard 4: Inadequate Hand Washing/Hygiene				
Control Measures	Additional Information	YES	NO	N/A
Handwashing, with soap and water, of 20 seconds duration takes place before and after handling equipment and before and after lessons	Staff notified	✓		

Summary			
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment			Yes
What is the level of risk for this activity/situation with existing control measures			Med
Is the risk adequately controlled with existing control measures			Yes
Have you identified any further control measures needed to control the risk and recorded them in the action plan			No
ACTION PLAN		To be actioned by	
Further control measures to reduce risks so far as is reasonably practicable		Name	Date
Working from Home Risk Assessment completed by all members of Teaching Staff		SH, JW, SG, CA, AW, JC	12th February 21
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment			Med
Is such a risk level deemed to be as low as reasonably practical?			Yes
Is activity still acceptable with this level of risk?			Yes
If no, has this been escalated to senior leadership team?			N/A
Assessor:	Mrs. S. Hawes	Signature:	
Position:	Head Teacher		
Date:	17 th March 2021	Review Date:	19 th April 2021

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME					
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely
LIKELIHOOD					