

Hazard or risk	How will risk be mitigated?	Risk before control measures	Risk after control measure
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Date of revision 16.7.2021

<p>Transmission of virus through close contact with direct transmission (coughing and sneezing)</p>	<ul style="list-style-type: none"> • Regular communication to parents so anyone who is unwell with CV-19 symptoms does not attend school setting and are aware of testing and isolation guidance. • Hand washing regularly throughout the day by all staff and pupils for at least 20 seconds and with running, hot water. All pupils will use hand gel on entrance to the school. • Hand gel points are situated at the main gate, in every classroom and on entrance to the dining hall. They are also now located ahead of sets of double doors where handles may need to be used to open and close. Additionally, there is now a hand gel point on either side of the door in the staff room. • Children will use hand gel before entering the school building. Teachers to administer hand gel. • Staff and children follow the Catch it, Bin it and Kill it routine of good respiratory hygiene. Pupils will be taught /reminded of the elements of good hygiene on a regular basis. • Classes to have antibacterial spray, wipes, tissues and gloves to clean surface areas following any one having either coughed or sneezed. • Lidded bins for all classes are provided to ensure that any related items are stored in a bin that cannot be open to air flow. • Social distancing rules adhered to where possible and appropriate. Staggered movement round the school to prevent bubbles crossing. • 1st Aid flow diagram and training for all first aiders. • Masks used by first aiders when dealing with all first aid issues. PPE worn at any point that symptoms of Covid are identified. • Pupils will now stay within their allocated class for the majority of the school day. At break and lunch times outside, children may now play across the year group. In the event of wet play, children will be kept in their class bubbles as usual. • Year group bubble principles are used to allow interventions and for extended schools to run. Assemblies and other group events such as sports days and fun afternoons can now take place as a whole year group bubble. • Site team to check that toilets and hand wash facilities are adequately stocked and cleaned. Cleaning rota provided for key areas to ensure regularity of cleaning and the times that cleaning has last occurred. • Windows and doors are opened throughout day where safe to do so. • Air conditioning/ heating can be used but rooms need to be well ventilated. • Windows in classrooms and offices should be open enough to provide constant background ventilation. • At times throughout the day such as break, lunch and end of the school day, classrooms should have all windows and doors opened for a 5 minute period to provide a fuller air flow. 	<p>HIGH</p>	<p>LOW</p>
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Transmission of virus through indirect transmission (touch and surface contact)	<ul style="list-style-type: none"> • Hot spots – staff room, staff toilets, photocopiers and high traffic areas are cleaned during the day multiple times– Cleaning log and checklist duties. All classroom tables are cleaned at the end of the day. • Staff will be responsible for wiping their own shared equipment – i.e. telephones, resources etc. • Areas used for lunchtime and meals are cleaned between each year group using the space. Staggered timings are in place to support this. • Where shared spaces are used such as the library or music room, hot spots will be cleaned after each bubble's use. • Staff and pupils will use hand gel prior to entrance of shared spaces. • Children will bring their own equipment essential for learning, which will be kept in their tray. • Children have their own designated workspace and location within the classroom for the bubble that they are in. Children are seated facing in the same direction and side by side to each other. • Prior to using resources that are shared amongst groups in class pupils will use hand gel, shared resources such as maths counters will then be sterilised before being used by a different class. • Any other resources that will be shared between classes need to be meticulously cleaned or quarantined for 48 hours (72 hours for plastics). • Teachers wash their hands before and after handling pupils' books. • Anti bac gel at each entrance to the school and at each transition point – E.G dinner hall and toilets in addition to hand washing regime. • Uniform and clothing to be kept with the pupil and at their work station and not lying around. • Break times and lunch times are staggered. • Drop off and collection of children uses a one way system around the school. These times are staggered to avoid congestion and large groups of parents. • Drop off collection point is designated and parents are asked not enter the school site and to communicate via email or telephone. • Masks or visors can be worn at staff's discretion throughout entire day when on site. All staff are now to wear masks in shared areas such as corridors, staff room and if visiting. • Parents have been advised not to send pupils in masks due to risks associated with children wearing masks (heightened transmission) this situation will be monitored. • Where parents insist upon their child wearing masks, a signed agreement is completed by them to indicate that they have provided enough masks for the duration of the day and that their child has been shown how to safely remove masks themselves. • Soft furnishings in classrooms are now either removed or inaccessible for pupils. • Lap tops cleaned at the end of each day and allocated to a particular child where numbers allow. • Bins changed when surfaces are wiped. • No use of wooden outdoor play equipment. • Play resources allocated to each 'bubble' to prevent cross contamination. 	HIGH	LOW

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	<ul style="list-style-type: none"> • Staff follow correct procedures in staffroom to ensure transmission risks are mitigated: No shared cups, wiping down hotspots, wearing mask at all times, using sanitiser before and after entering. • Kitchen risk assessment in place to ensure effective service of food and cleaning. See separate document. 		
<p>Spreading infection due to excessive contact and mixing between pupils and staff or parents.</p>	<ul style="list-style-type: none"> • Staff to wear masks in all common use areas such as staffroom, corridors, offices and toilets. • Screens fitted in reception area to ensure shield between staff and any contact they may have with people here. • Desk screen fitted for staff member(s) who have most amount of face to face contact with other staff members. • As per guidance, pupils are able to be grouped into year group bubbles for the provision of extended schools and the running of intervention groups. These are small and consistent where possible. • Staff working across bubbles or year groups such as Midday Meals, PPA Staff and SEND staff need to keep their distance from staff and pupils wherever possible, ideally at a distance of 2m. • All classrooms are set up so pupils are facing the front to minimise transmission. • Pupils reminded to observe distancing, touching and contact measures with children and adults. • Regular hygiene measures in place. • Physical activity – no contact sports and use of outdoor space prioritised. • Music lessons involving singing will be held outside, shared equipment will be sterilised before use by another pupil. • When cover is required it should be a TA or staff member from the year group to cross into that bubble wherever possible. • Any staff crossing bubbles needs to ensure social distancing measures are in place. • Observation protocol for all staff needed to observe lessons is in place. Observations should be less than 15 minutes with staff visiting the lesson maintaining a 2m distance at all times. • Whole school staff meetings, support staff, TA or Teacher meetings and any briefing where staff from different year groups or areas of the school will be present should continue to take place via zoom or outside. • Any smaller meeting involving staff from different year groups or areas of the school (e.g Finance, Extended Schools, ICT, SLT) should continue to be held via zoom or via any other online format, or outside. • Only meetings that will be less than 15 minutes can take place in person. Masks should be worn and all present should be at a 2m distance. • Shared PPA and meetings within Year Groups can take place in a room provided that the room is well ventilated, that staff wear masks throughout and that all present are seated at a distance of 2metres. • Reduction of staff working across the school to only two year groups to ensure that full school closure risk 	<p>HIGH</p>	<p>LOW</p>

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	<p>is minimised.</p> <ul style="list-style-type: none"> • Additional contract for cleaning of hot spot areas. • Additional hand gel and soap to be provided at all times in the staff room for replenishment. • Office staff to work in isolation or in bubbles of no more than 3 if not possible (Office, LC/SH SEN). Staff in this category to take additional precautions -forward facing desks/ screens/ masks. • For Year 6 Assembly and parents on site, face masks will be worn until they are seated outside and only external routes will be used to get to the location of the assembly. Hand gel will be administered on point of entry to the school. • Seating will be spaced at a distance of 1m between chairs. Parents bringing children will be instructed to have them seated on laps or a chair next to them to prevent mixing at close proximity to others. • If toilet facilities are needed, parents will access the Year 6 block of toilets and use one that is signposted for them. This toilet will be cleaned prior to and post the event. Additional wipes and hand gel will be provided for use. 		
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staggered year group drop off and collection times for all pupils. • SLT and teaching staff to support drop off and collection process. • Staggered year group break and lunch times. • Pupils will stay in assigned bubbles throughout break and lunch and at drop off points. • Rooms will be accessed from outside wherever possible. • Movement around the school will be kept to a minimum but it is unlikely that groups of children will be meeting in corridors due to staggered break and lunch times. • Maximum numbers in toilets which teachers need to ensure pupils are aware of. • Maximum numbers of staff in shared spaces will be adhered to. • Review of behaviour policy to ensure compliance from all pupils in terms of new requirements. • Staff to sign code of conduct for working guidelines and rules. Restricted access onsite, anyone who enters the building needs to have details taken and this should be by appointment only. • Consistent groups and year group bubbles maintained at ASC – separate risk assessment following all school policies and procedures. • Use external doors to classrooms and buildings rather than main entrances. • Meetings will be held by zoom for staff, parents and governors. • Policy and risk assessment for essential visitors to school has been undertaken (SEN support, counselling, safeguarding). • Sports coaches attending the site complete lateral flow testing twice a week and work outside with children for the provision of PPA. They are provided with a copy of our risk assessment. • In addition, they sign and agree to our code of conduct for visiting coaches. 	<p>HIGH</p>	<p>LOW</p>

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	<ul style="list-style-type: none"> In the instance that due to weather conditions a session must be held inside, the main hall will be used as a large ventilated space. TA's will support coaches in the cleaning of equipment between sessions. Coaches will be asked to ensure that pupils antibac at the start and end of the session and leave enough time for this. 		
Spreading infection due to school environment	<ul style="list-style-type: none"> Systems of Control are in place throughout the school as outlined throughout this document. Movement of pupils is limited and bubbles are maintained wherever possible. Checks to premises will be done to ensure school is up compliant with Health & Safety standards prior to re-opening. Fire procedure amended to ensure pupils are able to line up at a greater distance. Fire drill has been undertaken to ensure that everyone is able to evacuate and use assembly points effectively and in a timely manner. Lidded bins to dispose of tissues in all classrooms and shared areas. 	HIGH	LOW
Staff or pupils become symptomatic whilst in school	<ul style="list-style-type: none"> Flow chart of actions for suspected Covid case in central file and shared with all staff. Temperatures taken using digital thermometer. Home is telephoned immediately and parents must collect in line with social distancing protocol. Staff member to wear PPE when moving patient to correct location Nominated use of specific area for CV-19 symptomatic pupils or staff. Deep cleaned if used. PPE has been ordered to cover urgent requirements. Call 999 if symptoms are such that life appears at risk. 	HIGH	LOW
Pupils or staff have been in contact with other people in the setting who may have demonstrated symptoms which are potentially symptomatic of CV-19 or	<ul style="list-style-type: none"> Follow good hand and respiratory hygiene at all times. Clean the immediate affected area and record on a cleaning log for that area. Lateral Flow testing in place for staff to opt in. See separate risk assessment relating to this. Parents of pupils attending on site have also been advised to undertake lateral flow testing for children who are currently attending the setting. 	HIGH	LOW

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have been in contact with people who are asymptomatic.			
Contact with a diagnosed case of CV-19	<ul style="list-style-type: none"> • If a staff member or pupil develops symptoms compatible with CV-19 then they will be sent home to isolate for 10 days or until a negative test result is received. • Review of risk to other staff members and bubbles to assess who may be a contact and who will need to isolate themselves. • Heightened alert to other symptoms in bubbles across the school. • If positive, all members of teaching group and teacher self-isolate for 10 days. Class deep cleaned and all resources cleaned or discarded. • Whole school will be notified of positive coronavirus case on site. • SLT to contact Public health and advice followed. • Members of that household must also self-isolate for 10 days. 	HIGH	LOW
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • The school will continue to follow any shielding guidance in place to decide who should come into school. • Members of staff who are CEV work from home. • Separate risk assessments for staff members who are at a higher risk of infection: Category A, Category B and BAME. • School to be aware of any pupils/families who fell under government shielding advice and provide support. 	HIGH	LOW
Staffing – in school if teachers and or TA’s are asked to self isolate or are unwell (not with Covid).	<ul style="list-style-type: none"> • If teachers/ TA’s are absent but their bubble remains open, in the first instance this will be covered by a TA from that year group. If this is not possible, then another member of staff from a different year group will be moved to supervise the bubble. • Recommended regular testing of staff and children on site to reduce the risk of asymptomatic spreading leading to outbreak and impact on staffing. 	HIGH	LOW
Significant numbers of staff contract Covid 19	<ul style="list-style-type: none"> • Bubbles prevent likelihood of multiple teachers contracting Covid 19 in the same year group at the same time. • Remote learning can be run by one teacher in the year group with less live interaction if other staff are unwell. 	MEDIUM	LOW
Plan	<ul style="list-style-type: none"> • Complete all plans in good time and share with stakeholders for sign off and approval. Guiding principle of 	MEDIUM	LOW

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insufficiently communicated or risk assessed.	<p>H&S not just mobilising workforce.</p> <ul style="list-style-type: none"> All information (or signpost to) shared in numerous forms - Parentmail, Twitter, Website and direct call for those without electronic communications. Identify to stakeholders how concerns raised in survey have been addressed or where risk factors cannot be reduced. Folder of all information compiled and held centrally in main office. SLT walk through Risk assessment prior to agreed date of opening. Regular updates to staff regarding content of this document, updates and related steps. Regular staff bulletin to provide regular reminders. 		
Review and monitoring of Risk Assessment	<ul style="list-style-type: none"> Fortnightly review of Risk Assessment to ensure any new advice and local information is considered and further measures are put in place. Daily opportunity for staff to feedback on any concerns by 4pm so they can be considered, and if necessary, SLT can mitigate ahead of the following working day. 	LOW	LOW
Yr 2/3 Transition	<ul style="list-style-type: none"> Desks cleaned prior to yr 2 pupils entering classroom Desks cleaned when yr 2 pupils exit classrooms. Yr 2 pupils handgel on entry to classroom. Photograph of whole class in seating arrangements so that pupils can be identified. Pupils from yr 2 to bring their pencil cases with them. All additional measures as per risk assessment such as ventilation, and non movement around the class to be adhered to. Parent meetings to be held outside per class, socially distanced with only one member per family. Bubbles from the infants will not mix. Year group activities will be held outside. Year 2 pupils to eat lunch seperatley -outside if possible. 	HIGH	LOW
In school class transition	<ul style="list-style-type: none"> Desks to be cleaned prior to new pupils entering classroom. Desks to be cleaned on exit of the classroom. Whole class to be photographed in seats so contact tracing is possible. Children to mix to new bubbles outside and to use outside routes as much as possible when moving round the school. Pupils to take their own pencil cases to their new classes. Existing measures in all classes – ventilation, hygenie, pupils staying in their seats. Pupils to hand gel on entry and exit. 		