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|  Risk | Systems of control / Protective measures | Who? |
| **Cleaning and hygiene**Risk of infection from Covid-19for children and staff | * Caretaking and cleaning staff on site every day.
* High usage areas (door handles, touch points and bannisters) identified across school and cleaned daily by cleaning staff in addition to usual cleaning programme.
* Identified areas within classroom work spaces cleaned at a mid-point during the day by school staff (table surfaces, chair backs and touch points in particular).
* Sufficient supply of Milton, hand gel, cleaning spray, gloves and cloths for cleaning of resources as necessary by school based staff (following shared use of resources or coughs/sneezes) during the day.
* Shared resources cleaned daily or quarantined for 48 hours (72 for plastics).
* Doors kept open as appropriate (NOT fire doors) to allow good ventilation of all areas and to avoid further touch points.
* Sufficient supply of hot water, soap and paper towels across each work area and in toilet areas. Hand dryers disconnected.
* All children wash their hands on entry to school, before eating and after using the toilet. Children use hand gel after breaks and before home time. Any children with an allergy to hand gel wash their hands in place of using gel.
* ‘Catch it, bin it kill it’ is promoted across school with tissues and lidded bins available in every room.
* PPE (face masks, aprons, gloves, visors) available as required for agreed intimate care, cleaning up spills of bodily fluids or for emergency use if a child displays symptoms during the day and is awaiting collection.
* Regular reminders of the cleaning arrangements given to all staff including caretaking and cleaning staff.
 | CaretakerSchool cleaning staffSchool business managerAll school staff |
| **Staff**Risk of infection from Covid-19for children and staff | * All staff consulted as to individual health needs so these can be accommodated to facilitate a return to work with appropriate social distancing in place if required for staff extremely clinically vulnerable.
* Teaching staff and TA’s cover year group duties, where possible, outside over break times and lunchtimes.
* PPA teachers and midday supervisors work with up to 2 year groups as a maximum.
* Staff observe distancing guidelines in their interactions with colleagues.
* Staff room closed. Brief visits allowed to enable staff to use the facilities.
* ICT suite used by teaching staff as a PPA base to allow for social distancing.
* Physical contact with pupils and other staff avoided whenever possible. Wash hands as necessary if physical contact is made with a child or staff member.
* Handling of pupils’ books and resources kept to a minimum. Wash hands before and after handling pupils’ books and resources.
* PPE provided for necessary first aid.
* Staff on duty around the site at the beginning and end of the day wear face shields.
* Regular reminders of the new arrangements given to all staff.
 | Leadership team All school staff |
| **Pupils**Risk of infection from Covid-19for children and staff | * Pupils from Y1-Y6 remain in class ‘bubbles’ of up to 30 while inside the school building and outside during break time and lunch time.
* Children from EYFS remain in year groups ‘bubble’ of up to 60.
* Social distancing (or safe circle) promoted as much as possible and reflected in room layout and planned activities.
* Children who are old enough, supported to maintain distance (a safe circle) and not touch staff and their peers where possible.
* Adaptations made to the classroom to support distancing.
* Children from Y2 to Y6 seated with as much space as possible. Consideration given to children sitting side by side and facing forwards where spacing and furniture allows.
* Pupils reminded not to touch their faces.
* Pupils to use own named water bottles and not to share cups.
* Pupils are not to bring any unnecessary toys/equipment from home.
* Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).
* Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
* Individual risk assessments will be discussed with parents for children whose medical needs put them at greater risk of becoming seriously ill should they contract covid. Safe provision agreed with parents/carers as appropriate.
* Wearing of face masks in school is not recommended but will be allowed. Children arriving at school wearing a face mask will dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
* Signs around school remind children and staff of new procedures in place to keep everyone safe.
* Regular reminders of the new arrangements given to all pupils.
* Any child who needs toileting assistance due to soiling / wetting will be encouraged to be as independent as possible. The staff member assisting will talk the child through the process of self-care where possible. If the adult has to assist with physically touching the child then gloves and apron need to be worn (masks are optional). All soiled waste to be disposed of in a nappy bin. Find these situated in the KS1 disabled toilet and the nursery.
* Any child who has a continence care plan will be looked after as per their plan.
* Children not open to the continence team will be assisted by a staff member as above and a discussion with the family will be had with regards to a continence referral. In the absence of a care plan, family will be contacted if changing/ cleaning has to include physical intervention on a regular basis.
* Children will follow their current sensory diet. If physical touching has to take place the Occupational Therapy department will be contacted for support. All sensory aids used should be cleaned daily. Any chew aids that are used need regular cleaning throughout the day and must not be left accessible to other children. Ideally these will be worn on a land-yard or as a bracelet.
 | Leadership team All school staff |
| **Curriculum and activities**Risk of infection from Covid-19for children and staff | * Activities planned and resources used allow for safe delivery of the curriculum.
* Y2-Y6 individual resources such as pencils, rulers and rubber provided for all children along with a named pencil case.
* Reading books should be sent home each Monday and returned each Friday to allow for quarantine period over the weekend.
* Homework posted on Dojo to avoid the need for resources to pass between home and school.
* Y1 classrooms offer shared provision areas for a transition period with regular cleaning in line with EYFS guidance.
* Dough is made freshly and thrown away at the end of each day.
* Shared resources cleaned daily or quarantined as appropriate.
* All planned activities risk assessed to ensure they do not pose a risk of infection spread. (e.g. no activities that involve food/food production).
* IT suite out of use for children for at least the first half term.
* Mobile technology used to an agreed timetable allowing for a 72 hour quarantine period.
* Separate EYFS ‘good practice’ guidance used by all staff as appropriate.
* Outdoor learning opportunities utilised as much as possible.
* Children to come to school on PE days wearing their P.E kits to avoid the need to get changed in school.
* Desks in Y2 – 6 to be checked for ‘desk creep’ and moved back to original positions at the end of each session.
* No extra-curricular clubs to be delivered until Autumn 2 and then only in class bubbles.
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| **Movement of pupils around school**Risk of infection from Covid-19for children and staff | * Children use year group/department doors for entry and exit.
* Entry and exit from school supervised by staff to avoid creating busy corridors.
* Pupil movement around school is reduced as much as possible.
* Pupils directed to walk on the left hand side along corridors. Transitory contact, such as passing in a corridor, is deemed to be low risk.
* No whole school gathering such as assemblies take place. Assemblies to be delivered in classes by Microsoft Teams
* Break times and lunchtimes are staggered so that no more than 2 year groups are using the playground, each with a dedicated zone.
* Lunchtimes are staggered so that no more than 2 year groups are using the dining room, each class with a dedicated zone.
* Children on packed lunches will eat them in class to reduce numbers in the dining room / traffic around school.
* Pupil’s access to toilet areas are supervised by staff to avoid overcrowding during lesson and break times.
* Outdoor spaces zoned and timetabled to allow for safe use during lesson times.
* Regular reminders of the new arrangements given to all pupils.
 | Leadership team All school staff |
| **Visitors to school****(including parents / carers)**Risk of infection from Covid-19for children, staff, parents/carers and other visitors | * One way system in operation across the entire school site.
* Children arrive at school **between** 8.40am and 9am. Children are collected from school **between** 3.05pm and 3.15pm.
* Parents/carers must stagger times of arrival and collection and not all arrive at the earlier time.
* Parents/carers informed that they should not enter the school building other than in an emergency.
* Only one parent from each family is permitted to drop off/collect pupils from the school site.
* Parents/carers informed that they should wear face coverings, unless exempt, and observe social distancing on the school site and outside the school gates.
* Parents/carers informed that they should leave the site immediately after dropping off their children to avoid groups of people gathering on the playground or at the gates.
* Parents/carers needing to pass messages on to staff should do so by Class Dojo or by phone whenever possible.
* Parents/carers who need to visit the school office must ensure social distancing: only one person may enter the reception space at a time. Door fastened open and signage displayed.
* Essential visitors to school reminded about social distancing measures in place upon entry to the school building.
* Visitors to complete track and trace form on arrival.
* Contractors should only visit school premises outside of pupil hours unless responding to an emergency call out.
* Essential visitors and contractors to use hand sanitising gel before entering the building
* Regular reminders of the new arrangements given to all parents/carers.
 | Leadership team Office staff |
| **Pupils becoming ill during the school day**Risk of infection from Covid-19for children and staff | * A child who becomes unwell with any of the updated coronavirus symptoms will be sent home and advised to follow the [staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection).
* A child awaiting collection, should be moved to an isolation room (music room / room opposite wellbeing room / nursery base) where they can be isolated, a window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet facility. The toilet area should be cleaned and disinfected using standard cleaning products before being used by anyone else. Adults supervising children who display symptoms should wear PPE.
* A member of staff who has helped someone who was taken unwell with coronavirus symptoms does not need to go home unless they develop symptoms themselves, or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
* All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested.
* Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.
* Electronic forehead thermometers are available in the Reception kitchen and the main school office.
 | Leadership team |
| **Managing Pupil Absence**Risk of infection from Covid-19for children and staff | * All parents, carers and school staff have a clear understanding of recognised symptoms of Covid-19. Anyone displaying symptoms is not allowed into school. Temperatures taken if necessary.
* All parents and carers report reasons for pupil absence.
* Office staff record reasons for absence and notify Head or Deputy of any symptoms related to Covid-19.
* Parents and carers engage with NHS 111 for relevant testing if displaying symptoms.
* Anyone in school who becomes unwell is sent home immediately. If a child is awaiting, collection procedures from ‘Pupils becoming ill during the school day’ are followed.
 | Leadership teamOffice staff |
| **Pastoral support** Managing risk of infection from Covid-19 while addressing pastoral needs of all children. | * Members of the well-being team available in school for support as and when required. Staff from the well-being team to maintain appropriate distancing from individuals so as to maintain the integrity of the class ‘bubbles’.
 | Pastoral team |
| **Peripatetic teachers and support services**Risk of infection from Covid-19for children and staff | * Peripatetic teachers (music) and external support services follow the same rules as school staff: social distance and use of hand gel. They can also wear a face shield if they / their organisation choose.
* Small group lessons take place in suitable rooms to allow for distancing between pupils.
* Any visiting staff to maintain a safe distance from all pupils so as to maintain the integrity of the class ‘bubbles’.
 | Leadership team |
| **Breakfast and After School clubs**Risk of infection from Covid-19for children and staff | * Pupils registered for Breakfast or After School Club wash hands on entry and exit. Appropriate distancing promoted within each group through relocation of both clubs to dining room.
* Guidance for suitable activities taken from the ‘Curriculum and activities’ section of this risk assessment.
* Guidance for keeping pupils and staff safe taken from the ‘Pupils’ and ‘Staff’ sections of this risk assessment.
* Guidance on appropriate cleaning and hygiene taken from the ‘Cleaning and hygiene’ section of this risk assessment.
 | Leadership teamClub staff |
| **Monitoring and Review** | * Members of the school leadership team will monitor the implementation of this risk assessment over the course of each week in school. Any issues will be reported directly to the Head or Deputy.
* For the safety and protection of the entire school community, all staff are expected to report any non-compliance with this risk assessment to their departmental leader.
* This risk assessment will be formally reviewed in response to any new guidance that is issued at either a local or national level.
* A formal review of this risk assessment will take place towards the end of the first half term (autumn 1) so that any adjustments can be made ready for the second half of the term (autumn 2).
 | Leadership team |
| **Relevant Guidance** | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools><https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19><https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield><https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people><https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> |  |