

RISK ASSESSMENT - COVID-19 (Coronavirus)

The following risk assessment has been carried out to identify potential hazards which may be encountered whilst attending the school during the Covid-19 pandemic and measures already in place or to be introduced to reduce the level of risk to the lowest possible level.
To be used in conjunction with Local Authority guidance and associated risk assessments.

The main symptoms of coronavirus are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Assessment Date:	8.7.2020
Review Date:	1.9.2020 or if guidance measures change
Assessed By:	Lisa Jackson and Helen Dobson
Person's At Risk:	Pupils, Staff, Visitors, Parents/carers.

RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
IMPACT	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

What are the potential hazards / activities?	Risk including who may be harmed	Pre control Risk Rating	Control Measures already in place or required	Post control Risk rating
Limiting the Spread of Coronavirus (COVID-19) to and within the school premises.	Contraction of Covid-19. Staff, Visitors, Parents and pupils.	Medium	From September, all pupils will return to school.	Low
People congregating in playground upon arrival and leaving.	Contraction of Covid-19. Staff, Visitors, Parents and pupils.	Medium	<p>A staggered timetable has been devised for starting times and finishing for each class. One person to bring and collect children. This should reduce the amount of people visiting the school.</p> <p>Reducing congestion, for example, by having more entry and exit points to the school – see entry/exit doors timetable and entry/exit doors labelled to show year group entry points.</p> <p>Using markings and adhering to the staggered timetables throughout the school day.</p> <p>Start of school day - Teacher to open entrance door and greet pupils. Teaching assistant to remain in classroom.</p> <p>End of school day – Social distancing signage in place for parents. Children will be dismissed as quickly as possible.</p> <p>Class 1 and 2 – collect from KS2 entrance, with 2m markings.</p> <p>Class 3 and 4 parents – collect from porches, with 2m markings.</p> <p>Nursery – collect from sunbeam room with 2m markings.</p> <p>Parent/carers will be instructed to only enter the school yard 5 minutes before drop off or pick up time.</p> <p>Siblings – we will allow some discretion for drop off/pick up times for parents who have children in a number of bubbles. Parents who are experiencing difficulties with varied drop offs/pick-ups will be asked to ring the school office to discuss flexibility with Mrs Jackson. We are treating the Nursery and new Reception induction as totally separate and siblings in older year groups will attend at their allocated times.</p> <p>Where drop off for more than 1 sibling is agreed, each pupil will enter school at their entrance.</p>	Low
People in Reception Area and Office Counter.	Contraction of Covid-19. Office staff, staff, visiting person.	High	<p>Provide hand sanitiser for people entering and exiting the school via the main entrance and avoid using touch-based devices such as keypads and register.</p> <p>Ensure Reception office glass screen is closed to act as a barrier.</p> <p>Regulating the use of high traffic areas such as corridors.</p> <p>Apply outdoor markings to floor where possible to ensure safe distancing measures are maintained.</p> <p>Doors into practical area will be kept open using a doorstep.</p> <p>No parents/carers will be allowed into the school building (with the exception of specified children with an individual risk assessment).</p>	Medium

Electronic Register in Reception	Contraction of Covid-19. Staff, pupils, visitors.	High	Electronic register currently not in use. Display a sign to remind people 'Do Not Touch' to be displayed. Where electronic signing in screens are in use, the screen is to be cleaned after each use. Shared pen and book should not be used for signing in as an alternative to the electronic register.	Low
Photocopying and Printing	Contraction of Covid-19. Staff, pupils.	Medium	Office staff to load the photocopier every morning and evening, and to monitor throughout the day. Gloves provided. Only one person at a time to be at the photocopier and no waiting to use it. Thorough cleaning of the controls using disinfectant wipes either before or after use, or both.	Low
Social distancing at work not being adhered to.	Contraction of Covid-19. Staff, pupils, visitors.	Medium	Maintain 2m social distancing between staff wherever possible (1m+ minimum), including while arriving at and departing from work, while in class and when moving within the different areas of the school. Social distancing applies to all parts of the school, not just the place where people spend most of their time, but also entrances and exits, staffroom and similar settings. These are the most challenging areas to maintain social distancing.	Medium
Maintaining social distancing measures within classrooms.	Contraction of Covid-19. Staff, pupils.	Medium	Government guidelines state that pupils can return in their class bubbles. (Our Classes bubble sizes are as follows: Class 1 – 20, Class 2 – 24, Class 3 – 28, Class 4 – 34 (Class 4 are split across 2 rooms in the same bubble, Nursery 12, Reception new starts and current 22)). Children will be encouraged to keep their distance between others in their group, as far as reasonably possible (KS1 and KS2). Tables and chairs will be positioned in forward facing rows. Children will be sat next to another child. Pupils stay within their 'class bubble' in the designated classrooms at all times, this applies to pupils and staffing. Staff workstations in classrooms set out ensuring that social distancing measures are in place within classrooms. Staff always maintain social distancing with other staff members	Low
Maintaining social distancing measures within the office.	Contraction of Covid-19. Staff, pupils.	Medium	Initially only 1 member of staff in office on rota basis. As this increases layout of the Reception Office is to be designed so that it allows people to work side to side and not face to face and maintain the social distancing 2m between staff wherever possible (1m+ minimum), Application of floor tape to mark areas to maintain 2m distances between staff should be considered when more than 1 office staff member is in the office. Restrict others entering the office using signage to maintain social distancing. Staff to use designated work stations. In the event that a machine needs to be used by a different user (calling emergency services) cleaning workstations or any other equipment between different users must be carried out.	Low

			Tray outside office for paperwork to be delivered by members of staff without bursting the bubble. Same applies to HT office.	
Using toilet and welfare facilities	Contraction of Covid-19. Staff, visitors, pupils.	High	<p>Social distancing measures to be maintained around breaktimes and anyone using the toilet facilities, this includes having a set of toilets for each class rather than gender. Staff from KS2 to ensure practical area is clear of children from other class bubble before allowing a pupil to go to the toilet.</p> <p>Class 1 toilets - Girls KS2 Class 2 toilets - Boys KS2 Class 3 toilets – toilets between C3 and C4 Class 4 toilets – toilets in Nursery classroom</p> <p>Staff toilets – allocated staff/visitor toilet to avoid unnecessary contamination across bubbles. Key surfaces within staff toilet/visitor toilet to be cleaned (locks, handles, flusher, soap dispenser, tap etc.) after use by that member of staff. Staff room – staffroom to be used as welfare facilities for KS1/KS2 bubble staff members. Sunbeam room to be used by EYFS bubble staff members. Soft chairs will be removed from staff room and hard chairs will be placed in staff room areas. Allocated seat for each staff member – no sharing across sittings.</p>	Medium
Breaktimes	Contraction of Covid-19. Staff, pupils.	Medium	<p>Positioning tables / chairs so that social distancing measures can be maintained in line with government guidance, currently 2m wherever possible (1m+ minimum).</p> <p>Playground activities to be managed within groups in order to maintain social distancing measures wherever possible. This will be used in conjunction with guidance from county advisors linked to Physical education but for break times. Each teacher to provide children/lunchtime supervisor with suggested activities that promote social distancing.</p> <p>In line with the Government guidance for younger children (Class 4) the emphasis will be on separating groups, and for older children (Class 1, 2 and 3) it will be on social distancing to minimise the potential for contamination.</p> <p>Staff breaks will be staggered as per the class rotas.</p> <p>To maintain social distancing during staff breaks, the office bubble will be self -sufficient and a rota will be in place for the staff room.</p> <p>Notices promoting hand hygiene and social distancing will be placed visibly in these areas.</p> <p>Timetables for the front and rear yard will be in place so that the we maintain social distancing for each group of pupils and within groups.</p> <p>During wet playtimes, children will remain at their social distanced seat/desk for appropriate individual activities. Resources for wet playtime will be used within a class bubble.</p>	Medium
Kitchen activities including food preparation and serving.	Contraction of Covid-19. Staff.	Medium	<p>Staff to remember the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas.</p> <p>Frequently clean and disinfect objects and surfaces that are touched regularly, using the standard cleaning products.</p>	Low

			<p>A mix of hot meals and packed lunches will be provided ensuring we cater for all children (allergies/vegetarians/religion).</p> <p>Both kitchen staff will return in September and social distancing measures will be required within the kitchen with designated workstations per each member.</p> <p>Equipment (fridge/freezers, stores, washing up facilities, etc.) should be used or accessed by one member of staff at a time.</p> <p>Trolleys will be used to dispense the packed lunches into the main hall where a designated member of staff will collect and deliver appropriately. All parties taking care to clean touch surfaces such as trolley handles for example.</p> <p>Meals will be provided in a polystyrene container and handed through the hatch from the kitchen staff to the lunchtime supervisors to then be distributed in class bubbles.</p> <p>Used plates, cups, etc should be replaced onto the trolley and taken back to the main hall by an allocated member of lunchtime staff where the kitchen staff can collect to be sterilised appropriately. Trolley to be sanitised after each use.</p> <p>No other members of staff or pupils will be allowed to enter the kitchen (with the exception of LJ/office member of staff if required for maintenance/checks when a member of kitchen staff is not present).</p> <p>Although it is very unlikely that coronavirus is transmitted through food, as a matter of good hygiene practice anyone handling food should wash their hands often with soap and water for at least 20 seconds. This should be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing. This is the responsibility of Taylor Shaw to instruct their staff.</p> <p>Taylor Shaw risk assessment in place for kitchen staff.</p>	
Lunchtime		Medium	<p>Lunchtime supervisor will come into school and follow handwashing guidance (see staff handwashing timetable).</p> <p>Lunches will continue to be eaten at their desk within their class bubble.</p> <p>Before eating lunch, they will clean the table of each child as that child washes their hands with a dilution of Sprint with blu roll in accordance with the guidance from DCC. The caretaker will ensure the bottles are refilled with the necessary dilution.</p> <p>They will collect lunches from the hall and hand out lunches to each child.</p> <p>Lunches will be eaten outside (in a socially distanced way) where the weather permits.</p> <p>Tables will be cleaned by the lunchtime supervisor after lunch has been eaten and pupils are washing their hands.</p> <p>For playground games/activities – see breaktimes.</p>	Low
Hygiene and infection control	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>Pupils parents/carers instructed to ensure wherever possible that pupils wear clean clothes each day, uniform is not required although is encouraged when they attend school. Our policy for staff clothing will resume in September.</p> <p>Pupils reminded of the correct hand washing technique by staff members. Any pupils that require support to wash their hands will be supported by a member of staff (from a social distance where</p>	Medium

			<p>appropriate) and extra antibacterial gel will be available for identified pupils with individual risk assessments where needed.</p> <p>Maintain awareness of good hand hygiene and handwashing techniques. Hand washing thoroughly should take at least 20 seconds.</p> <p>Avoid touching face and cough or sneeze into a tissue which is binned, or into the arm if a tissue is not readily available. Followed by thorough hand washing.</p> <p>Tissues to be made available in each classroom.</p> <p>Providing hand sanitisers in multiple locations in addition to hand wash areas.</p> <p>Staff to take responsibility for their own personal hygiene throughout the school day (basic outline of minimum hand washing times will be provided).</p>	
Cleaning by caretaker and cleaner	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>We have signed up for a SLA with County regarding cleaning (27/5/2020). Our contact is Beverly Attle who will liaise directly with the Caretaker.</p> <p>An Enhanced Cleaning schedule has been created (See guidance document + Caretaker/cleaner guidelines).</p> <p>Capacity of cleaning staff is adequate to enable enhanced cleaning schedule (this will continue to be reviewed).</p> <p>Cleaning response to a confirmed or suspected COVID-19 case will follow County guidance and advice from Beverly Attle.</p> <p>Sufficient time enabled for enhanced cleaning schedule i.e. all staff leaving school by a certain time to enable cleaning to take place. All staff to vacate the premises no later than 4.00pm.</p> <p>KW and JS will work within their own bubble – see guidelines.</p> <p>Handwashing guidance to be followed at all times by staff, pupils, visitors.</p> <p>All Caretaker/Cleaner cleaning products to be stored in the locked COSHH cupboard.</p> <p>Specific cleaning products ordered as advised by Beverly Attle for COVID-19 cleaning purposes: GLOVE NITRILE POWDER FREE DISPOSABLE DEXPURE 803-81 BOX/200LARGE DISINFECTANT CLEANER DUO MAX 750ML TRIGGER (only to be used if we have someone with symptoms or has tested positive). Both products ordered from Greenham’s – as advised by County.</p> <p>PPE to be provided and worn during cleaning in accordance with the guidelines and training delivered through DCC. The Caretaker to raise any stock level concerns with the Head teacher in relation to equipment/chemicals/PPE, etc.</p>	Low
Deep clean	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>At the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on guidance. The school will follow the guidance provided and where need identified the current cleaning regimes reviewed.</p>	Medium

Cleaning by teaching staff and lunchtime supervisors	Contraction of Covid-19. Staff, pupils, visitors.	High	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products (staff cleaning schedule). Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards and place in the bin immediately after use. Enhancing cleaning for frequently touched areas – See staff cleaning schedule. Communal facilities such as fridge doors, kettles, toasters and microwave doors etc – see staff cleaning schedule. KS2 entrance/exit door handles – see staff cleaning schedule. Practical area door – propped open. Access to relevant cleaning products within classrooms for teaching staff/lunchtime supervisors to use – each class to have a designated area out of reach of children. PPE sourced following direction from County and purchased from YPO.	Medium
Visitors/Contractors, Agency Staff, Volunteers and Support Agencies working in the building contracting/transmitting COVID-19	Contraction of Covid-19. Staff, pupils, visitors.	High	All pupils to be dropped off/picked up at designated entrances and parents/carers not to enter the school. All communication via telephone/Email. Provide clear guidance on social distancing and hygiene to people on arrival. Eg. signage or visual aids and if applicable prior to arrival. Eg. by phone, email or on the school's website. Updated Visitor Procedure to be followed including asking any parents/carers of the people we support if they have any symptoms before entering the school. Should any visitors have symptoms (inc. Parents and/or carers of the people we support), they must be told that they must not enter the premises. A member of staff should then be contacted if this affects someone being dropped off at school. In the vast majority of cases, people will be required to make an appointment to enter school. However, we recognise that there are some maintenance visits where this will not be possible. Visitor toilet will not be in use for contactors/maintenance visits.	Low
Deliveries	Contraction of Covid-19. Staff.	High	Only essential items are ordered by the school. Identified staff (Lisa Jackson/Avril Wilkinson/Ann Scott) take responsibility for deliveries made to the school. This will be done whilst staying behind the existing screens. Staff members wash their hands before and after receiving deliveries and placing them into storage or use. Kitchen deliveries are made directly to the kitchen area via the side entrance – delivery times altered to ensure school cook is in the kitchen area to receive deliveries as no other member of staff will enter the kitchen. Packaging to be placed in the external bin store.	Low
First Aid	Contraction of Covid-19. Staff, pupils, visitors.	High	For any first aid needs, full PPE provided by the school (including disposable gloves/aprons/masks) must be worn by the designated first aider in each class bubble. (PPE sourced following direction from County and purchased from YPO). Any used materials, dressings, etc to be disposed of appropriately.	Medium

			<p>In the unfortunate event that CPR is required, under current HSE guidelines; <i>do not check for normal breathing by placing your ear and cheek close to the casualty's mouth, rescue breaths are NOT to be administered only continuous chest compressions and early defibrillation until the emergency services arrive. Ensure any bystanders, including your helper, stand at least 2 metres away wherever possible.</i></p> <p>In the case of a paediatric casualty, the following guidance is also given;</p> <ul style="list-style-type: none"> • <i>Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival.</i> • <i>It is likely that the child/infant having a cardiac arrest will be known to you. It is accepted that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant and a face shield or face mask should be available.</i> • <i>However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</i> <p>The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.</p> <p>After performing chest-compression-only CPR, you should wash your hands thoroughly with soap and water for at least 20 seconds.</p> <p>First aid will be performed by a member of staff within that group's 'bubble'.</p> <p>Where a fully trained paediatric first aider cannot be present in the bubble, at a minimum there will be a member of staff who has access online paediatric support modules (St John's Ambulance).</p> <p>A first aid kit will be situated in each classroom (including a mouth shield for CPR).</p> <p>When a member of staff takes their group outside, the first aid kit from their classroom will be taken outside.</p> <p>Medication – if a child is on medication we will not administer it in school (other than an inhaler) and parents will be required to keep their child off school for the period of the prescribed medication/come to school at an agreed time to administer the dose required through the day (this only applies to medication that is needed 4x daily/evenly spaced throughout the day). This be reviewed in line with government guidance in September.</p>	
Changing a child	Contraction of Covid-19. Staff, pupils.	High	Intimate care policy still stands and a child should be changed in accordance to this. PPE must be worn (as provided by the school, PPE sourced following direction from County and purchased from YPO).	Medium
Contractors	Contraction of Covid-19. Staff, pupils, visitors.	High	Contractors only to visit site to carry out essential maintenance and repair work needed for the safe and continuous running of the school. Social distancing measures to be maintained. Contractors to thoroughly sanitise any equipment or appliance they have come into contact with and dispose of any materials appropriately including any PPE they have used.	Low

Fire Safety	Contraction of Covid-19. Staff, pupils, visitors.	High	A paper register will be completed by each teacher in their class bubble. This will be taken out by the teacher if the fire bell alarms. Ensure social distancing measures are maintained in the event of a fire evacuation. To be maintained in line with government guidance, currently 2m (minimum 1m+). Signage for new class bubble lining up locations to ensure adhering to social distancing between class bubbles at assembly points. Staff and Pupils should re-enter the building on a staggered basis via their designated entry/exit points. Staff and pupils are to thoroughly wash their hands once they re-enter the building.	Low
Register/attendance	Contraction of Covid-19. Staff, pupils, visitors.	Medium	A paper register will be completed by each teacher in their year group. This will be taken out by the teacher if the fire bell alarms. The SIMs register must be taken by 9.45am. All staff must contact the HT by phone to speak to her on the first day of absence. If a member of staff is delayed and not present in their bubble by 8.40am, a member of staff in that bubble must email the HT by 8.40am to facilitate planning.	Low
Staff Meetings	Contraction of Covid-19. Staff.	Medium	Under the current restrictions, staff meetings will be conducted via TEAMS video link. This enables remote linking for attendees who have the facility to do this. They could alternatively take place in the school hall, socially distanced, with good ventilation (doors/windows open). To ensure confidentiality the gate to the side(kitchen) will be locked.	Low
Isolation whilst waiting for parent/carer pick up following symptoms of COVID-19 showing.	Contraction of Covid-19. Staff, pupils, visitors.	High	If showing symptoms of COVID-19, the pupil will move to the library and be supervised from a distance by a member of staff from their own bubble. Member of staff from that bubble will go to LJ office door to report child symptoms, LJ ring parents to come to main entrance to collect child. PPE will be put on by the accompanying member of staff as soon as symptoms are displayed within the class bubble. The windows in the library will be opened to allow for ventilation and the member of staff will stand at least 2m away from the child. There will only be a wipeable chair in the area where the child will sit when showing symptoms. The member of staff will continue to supervise until the child is collected. The member of staff will then remove all PPE and dispose of it by placing in a tied yellow medical waste bag. Handwashing routine will then be carried out. There will be a deep clean of the room. Staff members to be assessed as to whether they are fit enough to drive them selves' home. If they are not fit to drive their next of kin are to be contacted. Staff and pupils presenting with symptoms at the start of the school day are isolated and taken to a separate room and next of kin/parents contacted.	Medium
Marking and cross contamination	Contraction of Covid-19. Staff, pupils, visitors.	Medium	Staff to leave the premises by no later than 4pm unless distanced TEAMS staff meeting (Wednesday when children leave the premises) to allow caretaker/cleaner time to carry out their role. Minimising staff marking through self-marking, but NO peer marking will reduce the amount of marking. Limiting staff taking books home.	Low

Testing	Contraction of Covid-19. Staff, pupils.	High	<p>If a child displays symptoms, parents will be asked to collect the child immediately and have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a parent is unable/does not want to take a child for their test, the school will be issued with a small number of tests to give to them.</p> <p>Whilst waiting for the test result, the class bubble remains at school.</p> <p>If a test is returned positive, that child must isolate for 7 days and their family for 14 days.</p> <p>We ask that parents inform us immediately of the results (we do not need to see physical confirmation of the test result).</p> <p>Schools should contact the local health protection team when we become aware that someone who has attended has tested positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <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 <p>This will be reviewed in line with all further government and medical information including the test, track and trace system.</p> <p>If a Pupil or member of Staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.</p> <p>Other members of the household can stop self-isolating.</p> <p>The school will contact the Health Protection Agency -Contact - 0300 3038596-Option1</p> <p>The Health Protection Team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school /works at the school– as identified by NHS Test and Trace.</p>	Low
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			Where need identified The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.	
Sun care	Contraction of Covid-19. Staff, pupils.	High	Sun cream must be applied by parents/ carers before entering the school building. A sun cap/hat must be brought in to school and will be worn during outdoor playtimes and lessons. Usual school procedures, policies and permissions for sun care/application of sun cream by staff will not apply at present.	Low
Individual risk assessments – Staff and pupils	Contraction of Covid-19. Staff, pupils.	High	Prior to the phased reopening of school, identified pupils and staff will have individual risk assessments completed. These risk assessments will be reviewed daily in the first week and then dependent on the child/staff, these may then be reviewed weekly.	Medium
The School being placed on lockdown	Contraction of Covid-19. Staff, pupils, families. Wellbeing of pupils	Medium	Wellbeing checks carried out for staff and pupils. Work with the Health Protection Team. Head teacher/SLT to develop remote education so that it is integrated into school curriculum planning: should such an event occur. IT audit of all families carried out in September to allow us to plan successfully for further lockdowns. Following the guidance provided by the Health Protection Team.	Low
Transport to and from school	Contraction of Covid-19. Staff, pupils, visitors.	High	Where possible Parent/Carers to Transport pupils to and from school. Pupils and Parents/Carers will be made aware of the instructions to follow to ensure the safety of the transport driver and pupils when accessing the vehicle; Parents/Carers are to ensure that pupils are to wash their hands for 20 seconds prior to leaving their home. Pupils not able to wash their hands/apply hand sanitizer are to be supported by Parents/Carers to wash their hands prior to leaving for school. The school are to ensure that all pupils are met at the identified drop off points at the school (in staff car park so escort does not enter school grounds).	Medium
Pupils /Staff independently travelling to the school site.	Contraction of Covid-19. Staff, pupils, visitors.	Medium	Designated car parking area available to staff. Social distancing guidance to be followed when accessing/egressing from car vehicles. Staff and Parents/carers and pupils advised on the current guidance regarding accessing public transport. Staff /Pupils to be advised to adhere to staying alert and social distancing guidance when away from the school.	Low
Use of face coverings	Contraction of Covid-19.	Medium	Pupils and staff who use face coverings remove them when they arrive in the school building.	Low

	Staff, pupils, visitors.		<p>Staff and Pupils instructed not to touch the front of their face covering during use or when removing them.</p> <p>Staff/ Pupils must wash their hands immediately on arrival /hand sanitizer (as is the case for all pupils), dispose of temporary face coverings in a tied bag and place in the bin or place a reusable face covering in a plastic bag that is to be placed in their school bag/work bag so that they can re wear it to travel home.</p> <p>Staff/Pupils wash their hands again before heading to their classroom/work area.</p> <p>Whilst the guidance is that staff and pupils are not to wear a mask, individual cases will be discussed with the Head Teacher as circumstances change. This will be in line with supporting the mental health and wellbeing of pupils and staff.</p> <p>Staff and Pupils advised prior to the start of the Autumn term the procedure to follow when removing face coverings when entering the school building.</p>	
<p>Transmission of COVID-19 to Pupils/Staff</p> <p>- Items from home</p>	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>Pupils store outdoor clothing and bags on their own peg at the back of the classroom.</p> <p>Staff store their bags in their lockers. EYFS team store their bags in the cupboard in the sunbeam room.</p> <p>Those pupils with clearly named packed lunches and water bottles are to store them on their desk.</p> <p>Staff members will wipe packed lunch boxes and water bottles over with a cloth that has had anti-bacterial spray applied to it.</p> <p>Reading book will be kept Monday – Thursday by each pupil. During this time, it will be allowed to go home each night and returned each morning. On a Thursday after school, a staff member from that bubble will collect all books in and leave them to quarantine over the weekend. On a Monday morning, books will be put back on the book shelf and a new book selected for each child.</p>	Medium
<p>COVID-19 spreading from person to person within the school building</p>	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>Pupils taught how to wash their hands by staff members. Pupils that need support to wash their hands are supported by a member of staff.</p> <p>Where need identified hand sanitiser be made available to staff and pupils.</p> <p>Pupils are supervised throughout the school day to wash their hands for 20 seconds by staff members, throughout the school day. Staff follow the guidance provided</p> <p>Where hand washing facilities are limited due to the number of pupils, hand sanitizer stations have been located in identified areas. Pupils are supervised when accessing the hand sanitizer.</p> <p>Handwashing posters located in pupil and staff toilet/sink areas and in the classroom areas.</p> <p>Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p>	Medium

			<p>Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</p> <p>Pupils and Staff ensure that they thoroughly dry their hands.</p> <p>Infection Control Risk assessment in place to manage other biological hazards within the school community.</p> <p>Cleaning products readily available in the immediate area of the classroom/toilet areas for spot cleaning.</p> <p>Pupils encouraged throughout the school day to socially distance themselves from staff and other pupils (Classes 1, 2 and 3)</p> <p>Hard surfaces and key touch point areas, such as doors, door furniture, light switches and handrails are disinfected rather than simply cleaned on a frequent basis.</p> <p>Communal fridge doors, kettles, toasters and microwave doors etc and water cooler handles are included in the daily routine cleaning carried out by identified staff.</p> <p>Toilet and hand washing facilities are adequately stocked with soap, hand towels, toilet rolls and that the waste bins are emptied each day and taken out to the external bins.</p> <p>Staff and pupils wash their hands/apply hand sanitiser at the end of the school day</p> <p>Where available windows to be opened in corridor areas/school halls during the school day to allow natural ventilation.</p> <p>Staff to take responsibility for their own personal hygiene throughout the school day.</p> <p>Parents advised to ensure that pupils wash their hands when they return to the home environment.</p>	
Tissues	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>Handwashing <u>posters</u> located in pupil and staff toilet areas and in the classroom areas.</p> <p>Pupils and Staff follow the ‘Catch it, Bin it, Kill it’, guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p> <p>Catch it, bin it, kill it posters located in pupil, staff toilet areas and around the school site.</p> <p>Pupils taught to cough and sneeze into their elbow and away from the direction of other pupils and staff.</p> <p>Staff and Pupils are directed to wash their hands before and after eating and following coughing and sneezing and where additional need identified.</p> <p>Pupils and Staff ensure that they thoroughly dry their hands.</p> <p>Tissues to be placed in a fastened plastic food bag once used and placed in the waste bin (this will be reviewed after week 1 in September).</p>	Medium
SEND and Interventions/support	Contraction of Covid-19.	High	<p>Pupil face to face working to be limited to 15 minutes.</p>	Medium

	Staff, pupils, visitors.		<p>Where pupils require support from a Staff member or TA support to be given side on and not face to face.</p> <p>SEND resources e.g. sensory toys – wiped down at end of day by an identified staff member in that class bubble.</p> <p>A space is identified in each classroom for interventions to take place, and set up with two separate desks placed a suitable distance apart</p> <ul style="list-style-type: none"> - A sensory area, without soft furnishings, will be set up in Class 4 and the sunbeam room. - A quiet safe space has been identified for KS2 children with individual risk assessment. 	
EYFS	Contraction of Covid-19. Staff, pupils.	High	<p>From 20 July, early years settings will no longer be required to keep pupils in small, consistent groups within settings.</p> <p>Stringent handwashing procedures in place. Where pupils are unable to wash their hands, they are supported to do so.</p> <p>Identified area in place where personal care activities carried out. Areas are cleaned following use.</p> <p>PPE worn when providing support with personal care.</p> <p>Personal care risk assessments in place where need identified.</p> <p>Where possible, staff socially distance when working together.</p> <p>We have consolidated our nursery session. All nursery pupils attend the same session 10am – 1pm.</p>	Medium
Challenging behaviours	Contraction of Covid-19. Staff, pupils.	High	<p>Parents/Carers advised prior to the pupils returning to the school that all pupils will need to adhere to hand washing and social distancing measures to ensure pupil and staff safety.</p> <p>We will continue to follow our Respectful Relationships policy.</p> <p>We do not anticipate any refusal to adhere to social distancing/hand washing, but for specified children we will continue to update individual risk assessments.</p> <p>Relevant staff are Team Teach Trained.</p> <p>Where need identified Team Teach techniques are applied, including restraint.</p>	Medium
Pupils not currently attending the school	Wellbeing	Medium	<p>We have been in touch with all of our families and we only have one pupil who is shielding and will continue to do so in September.</p> <p>Resources available through BBC bitesize and Oak National Academy.</p> <p>We will continue to work alongside home and hospital service to provide education for this child.</p>	Low
Music lessons- violin teaching	Contraction of Covid-19. Staff, pupils, visitors.	High	<p>Lessons will take place by appointment and be delivered within class bubbles in the group room.</p> <p>Lessons can take place where physical distancing can be assured.</p> <p>During lessons position pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p>	Medium

Educational visits	Contraction of Covid-19. Staff, pupils, visitors.	High	We have made the decision that we will not be doing visits or having visitors in autumn term. We will utilise technology options instead.	Low
Swimming	Contraction of Covid-19. Staff, pupils, visitors.	High	Not currently permitted under current guidance documentation. Guidance to be provided to schools when the guidance is updated by the DfE.	Low
School Assemblies/Worship- Large gatherings	Contraction of Covid-19. Staff, pupils, visitors.	High	Use digital technology within school for a Friday assembly in order to maintain a sense of community when large gatherings are not possible. HD to continue to provide whole school assembly plan to be followed within classes.	Medium
Outdoor Play Areas/Equipment	Contraction of Covid-19. Staff, pupils, visitors.	High	Large fixed play equipment will not be used for autumn 1st – EYFS/KS1 and KS2 yards. The KS2 trim trail will be used by identified children for movement sessions and as a quiet space.	Low
Staff/pupil wellbeing	Wellbeing – pupils and staff	Medium	Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) . <ul style="list-style-type: none"> - Staff have been provided with COVID-19 mental health link - Staff receives sufficient breaks during the school day. - Staff encouraged to leave the school site shortly after the end of the school day. - The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing - Staff members with health concerns to speak with the Head teacher in the first instance if they have concerns regarding returning to school. - Where need identified staff are to be referred to the DCC Occupational Health Team- occhealth@durham.gov.uk - Staff to be reminded of the counselling services available to all DCC staff-Health Assured on 0800 716017. - Staff workload monitored by the SLT. - HR colleagues contacted for support where need identified. <p>Ensure that staff are aware of the healthy child programme</p>	Low
Waste Management on the school site	Contraction of Covid-19. Staff, pupils, visitors.	High	<ul style="list-style-type: none"> - External bin store in place - Contractor SLA in place to remove waste materials from the school site. - Waste removed from the school building at the end of each day and placed in the designated bin store area. 	Medium

REVIEW OF RISK ASSESSMENT

DATE	REASON FOR REVIEW	DETAILS OF AMENDMENTS	SIGNED
8.7.20	Planning for wider school reopening	Changes to social distancing following 2.7.20	Lisa Jackson
14.7.20	In light of revised Durham guidance	See amendments in red	Lisa Jackson
15.7.20	Following staff consultation	See amendments in red	Lisa Jackson
1.9.20	Next scheduled review		