



Eastington Primary School Risk Assessment Version 15 20.5.2021

Location / Site	
EASTINGTON PRIMARY SCHOOL	
Activity / Procedure	
OPENING OF SCHOOL FOR ALL CHILDREN	
Assessment date	
29.7.2020 – to be updated regularly in light of practical issues raised when open, further guidance issued	

Identify people at risk	YES or NO
Employees	YES – especially in clinically vulnerable/extremely vulnerable groups
Children	YES– especially in clinically vulnerable/extremely vulnerable groups
Visitors	YES– especially in clinically vulnerable/extremely vulnerable groups
Contractors	YES – especially in clinically vulnerable/extremely vulnerable groups

We are delighted that all our pupils will be returning to school – knowing school is a great place for children to learn, have fun and socialise. We do recognise returning a child to school in present times will understandably lead to worries for many parents. We share this risk assessment with parents/carers so they understand the measures we will make in our school to support the reduction of risk.

As school employers we are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. As a school we know that risk can be reduced but not eliminated – this is acknowledged in the guidance. We will work hard to reduce the risk of direct and indirect transmission of Covid-19 through the measures set out in this risk assessment while offering a broad and ambitious curriculum. We are not experts in virology, Covid-19 or risk assessment and so will follow Government guidance as much as possible.

Working with all children, while implementing measures in the risk assessment, is not the typical way of working for staff (and children). However, all staff have been involved in creating the RA and will continue to be asked for their input as we review our measures

when school opens and operates. Everyone in the staff team is committed to educating children while reducing risk as much as possible.

This risk assessment is dynamic and will be monitored, reviewed and amended, when needed, in light of practical issues raised or new guidance given. The most up to date version of the RA will be found on the school website.

Many thanks to Governors for their involvement in key decisions and staff for their continued positive engagement in the RA process to support children and each other.

Documents used:

Gloucestershire Local Outbreak Management Plan (LOMP)

The LOMP for our county states that in response to a local lockdown closing schools will be a last resort and other measures will be put in place first.

Government Guidance for Full Opening – Schools 2nd July 2020, updated 28th August etc

The system of controls provides a set of principles to help, if schools follow this advice and maximise use of control measures, they will effectively minimise risks.

System of protective measure should include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Reducing contacts will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Restricting attendance during the national lockdown: School Guidance Jan 2021

This document was used to amend our RA where needed to reduce risk for children & their families and staff. See section P of this RA for additional guidance in place for the January 2021 Lockdown.

Schools coronavirus operational guidance Feb 2021

System of controls include:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

- 7) Keep occupied spaces well ventilated.
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.
- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
A: Lack of social distancing in the classroom resulting in direct/indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Children will work in class groups. Each class group will work in the same learning space each day. 2. Contact with children in other class groups will be minimised as much as possible. EG: through staggered lunch/breaks, L&S being taught with the class teacher/TA, corridor use being minimised/timetabled etc. Classes will have staggered drop off/pick up time slots. 3. Desks will be set facing forwards in C2-C5 and spaced as much as possible. It will not be possible for children to be 1m apart due to the size of the rooms. 4. Children in class groups will have a desk space in their learning room. This will be their base. Tables will be cleaned before they move spaces wherever possible. <ul style="list-style-type: none"> -For children in Reception, we believe working at a desk full time will be harmful to their emotional and social wellbeing. Children at this age learn through play/socialising with others so there will be many times when they will be given play opportunities. Children will not be able to adhere to social distancing in Rec and will gravitate towards playing with others at times. We will remind children of social distancing in class/playtimes however this will not be achievable for significant periods of time in the school day. -Y1/Y2 children will work at their desk space as much as possible. Social contact for children at this age is very important and we believe they will find it difficult to be mindful of social distancing consistently. We will remind children of social distancing in class/playtimes however this will be achievable for periods of time during the school day, especially around transitions, active lessons and play times. -Y3-Y6 children will be encouraged to keep distant from others as much as possible. Social contact for children at this age is still very important and we believe they will be able to do this with a greater awareness of social distancing in class time. However, most children will not be mindful of social distancing during transitions/active lesson/play time. Some children will find understanding social distancing very difficult - individual RAs will be created for children if needed – parents will be consulted. 	

5. Bag, coat, PE kit, water bottle and lunchbox will be kept in cloakroom areas– use of the cloakroom will be discussed with children and monitored by staff. Children will not bring in pencil cases, birthday cakes to share, toys etc from home.
6. Classes will use the external doors to their classroom whenever possible at the start/end of the day to reduce potential corridor contact: C1 will use the main corridor/their external door; C2 will use their external door via the Rec play area / the main corridor on occasion; C3/C4/C5 will use the external door from the playground to access their rooms.
7. Registers will be left in the library by a TA after morning register. In the pm they will be left in the library/outside the classroom door – they will be collected by a member of the office staff.
8. Children will not be asked to undertake errands which involve them moving into other classrooms/areas where other children/adults are.
9. Class Charters/rules will be created with the children in September – these will be appropriate for age. These charters/rules/discussions will include how to: move around/social distance in school; line up and undertake fire evacuation; use toilets as well as handwashing (method + time to sing happy birthday twice; not touch mouth/nose/eyes; have good respiratory hygiene: catch it -bin it – kill it/ cough/sneeze using their arm if they cannot get to a tissue in time etc.. Charters/rules will be re-visited and linked to school behaviour system – lots of praise will be given for adherence. Children will be reminded if they forget.
10. Lessons inside will be planned for individual work as much as possible to reduce face to face talk. Pair work will be used if needed to deliver a full and ambitious curriculum. If outside, work will be planned for individuals but in active lessons such as PE/Outdoor Learning paired/group/team work will be planned to enable the curriculum to be taught.
11. Staff will work while socially distancing from children as much as possible – reducing time in face to face contact within 1 m proximity in particular: guided reading groups can be undertaken with children all facing the same way rather than in a circle if practical; feedback from staff can be given using a large whiteboard, visualizer, interactive whiteboard etc. In some situations staff will want to be close to children to mark/support etc – staff will need to manage the balance of doing this with the need to socially distance as circumstance arise. PPE/face coverings are not recommended in guidance but can be worn by staff if wanted.
12. Windows of classrooms will be opened to support ventilation. Children and staff will need to dress warm. In very cold weather doors might need to be shut to keep children warm enough to work/concentrate – windows will be kept ajar in this circumstance. If doors are shut then opening door/s at break/lunch to purge air will be undertaken. (See LA covid notes 15.10.2020 + Guidance to school updated 26.11.2020)
13. Staff working with classes will be as consistent as possible. This means L&S will be undertaken within classes. French lessons will be via Zoom. The school will use the class TA/a regular supply teacher for the class, wherever possible, to cover teachers if needed.
 - C1: Mrs Parsons, Mrs Williams, Miss Wardrop, Ms Levan - 5 ways of wellbeing through Forest School. (In T2 only – 5 ways of well-being through outdoor learning with Ms Colleen)
 - C2: Miss Smith, Mrs Bedwell, Mrs Curran - 5 ways of wellbeing through dance
 - C3: Mrs Burns, Mrs Morgan, Mrs Colleen – 5 ways of wellbeing through outdoor learning+games (In Term 4 - 5 ways of wellbeing through outdoor games+art with Mr Woolner)

-C4: Miss Pates, Mrs Rome, Miss Hathaway, Mr Dougan, Miss Mills – 5 ways of wellbeing through street dance

-C5: Miss Child, Mrs Yorke, Ms Avastu, Mr Meloscia – 5 ways of wellbeing through sport

Guidance does allow staff to move from group to group. We will do this if staff are absent/ill/self-isolating or to support 'catch-up' intervention. Staff will try to distance themselves from children as much as possible however we recognise this is not possible in a classroom of 30 children/2 adults.

13. Pupils kept in same consistent bubbles during PE and sport. Contact sports will be avoided. Sports equipment cleaned after use/wait 48 hours/72 hours if plastic before another group uses. At present we will not participate in off-site sport events/events with other school: swimming/sport matches etc

14. With an awareness of cumulative aerosol transmission, dance & singing will take place outside or in the hall as much as possible. Floor spots can be used to help with social distancing for younger children. When singing in the hall/classroom, doors will be opened. If singing, children will be side by side and not face to face. Singing quietly will be encouraged. If instrument playing, instruments will not be shared unless necessary in ensuring children can learn.

15. French in KS2 will be via Zoom. Chanting repetition in French will be limited to groups not class wherever possible. If class chanting, children will be asked to use quiet voices. Children will sit in rows facing forwards.

16. Assemblies/gatherings with mixed classes will not happen – we will use have assemblies through Teams.

17. Music peripatetic teachers will not be onsite – the hall is heavily timetabled and finding another space where pupils/music teachers can socially distance is difficult. We will review this termly.

18. We have liaised with Mother Goose to support before/after school club on site as it is important for many families who work. Children in Mother Goose will maintain working in their class groups and away from other class groups.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
B: Lack of social distancing using toilets and poor respiratory hygiene resulting in direct and indirect transmission of the virus	
<u>Control measures</u>	
<ol style="list-style-type: none"> 1. C5 and C1 will use their toilet area exclusively over the day as much as possible. 2. C2, C3 and C4 will share the main toilet area. One child from each group will be allowed to go at a time. Children will be taught to wait outside the toilet room until the person using it has come out. Waiting spots away from the door have been marked on the carpet for children. 3. Children will review handwashing routine on return to school: they will wash hands/use sanitiser when they arrive at school/before they leave; before/after eating, after breaks, when changing rooms, after they cough/sneeze/toilet and any other time needed. 4. Children will review: catch it-bin it-kill it on return to school. They will also be taught to cough/sneeze using their arm if they cannot get to a tissue in time. 5. Child friendly signs in all toilet areas regarding washing hands. 6. We have a good stock of products: disinfectant, hand towels, soap, sanitiser etc 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
C: Lack of social distancing waiting to enter classroom in morning/leaving at end of day resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staggered drop off and pick-up times have been timetabled for classes to reduce crowding/cross contamination at the start/end of the day. Parents with children in more than one class will be able to drop off these children at the same time to reduce the number of parents waiting at the front of school. 2. Parents asked to wear masks around front of school/on school site. 3. Floor markers will be outside the school gate for waiting children / parents to support socially distancing while queueing. 4. Social distancing signage for parents and children will be displayed at the front of the school and in the playground. 5. Children in class 1 and 2 will enter through the staff car park and wooden gate. Staff will be asked to park their cars elsewhere to create waiting space during pick-up or drop off times. (cones/floor spots will be set out to support parents with this). 6. Children in C3, C4 & C5 will enter via the small gate in front of Mrs Birch's office and queue (if needed) - drop off will be at the main metal gate (cones/tape/floor spots will be set out to support this). 7. At the drop off gates, one of the staff team from the class will welcome the children and direct them to their classroom while the other staff member will be in the room waiting to greet them and support them as they join their class. 8. Parents will be asked not to enter the main school playground. 	

9. Parents will be asked to leave after drop off and not to congregate to reduce cross contamination/ ensure there is space for other parents to park in the next drop off/pick up time slot.
10. If a child is distressed at drop off, the parent/carer will be asked to take their child back to the car/away to a safe place until they become calm. The parent/carer can try to drop their child off again when ready or try again the next day. We will work with parents to support this.
11. At pick up time the teacher will accompany their year group to the gate. Parents will be asked to wait outside the main metal gate or the reception wooden gate. Parents have been asked to socially distance or queue using the floor spots. Children will line up and wait with staff away from children in other bubbles. Staff will call forward the child of the parent at the front of the line for C1/C2/ a parent they can see waiting in the queue/waiting opposite the school for C3, C4 & C5.
12. Information for drop off/pick up will be shared with parents.
13. Parents will be asked to walk/cycle to school wherever possible.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
D: Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand washing/sanitising in the classroom will be supervised before leaving and on returning from any outside time. Children will handwash/sanitise before/after eating. 2. Children will play outside if it drizzles – if it is exceptionally wet, wet play will be within the classroom in class groups. 3. Staggered lunchtimes have been timetabled. Two classes will lunch in the hall at the same time in different zones. Children will sit facing the same direction on the lunch tables/benches – space will be between each child. Floor tape markings give a buffer between each zone and create a corridor for safe entry/exit. Corridor and hall door use has been timetabled to reduce contact between children in different class groups. Tables will be wiped between groups. Lunch staff will keep the distance from children and children will be asked to open their own packets as much as possible. 4. Staggered playtimes have been timetabled. Two classes will play at the same time in different zones of the playground. A buffer between each zone will be created with cones to reduce contact between children in different class groups – this will be discussed with children and duty staff will monitor. A corridor will be coned on the playground to support movement of staff. The grass area will be used wherever possible too. 5. Each class has their own outdoor play equipment stored in their class. 6. The usual shared play equipment will be put away and not used. 7. One bench will be available for each class exclusively in each playground zone. 8. Exclusively, the trim trail will be used by C2, the A frames will be used by C3, the garden area will be used by C4 and the log seating will be used by C5 on the grass area. 9. Games will be discussed with children which encourage social distancing – tag with not touch but magic hand touch/soft ball (children have come up with ideas already) etc. However, staff will not enforce social distancing within a class group at break/lunch time as children need this social interaction for their well-being. 	

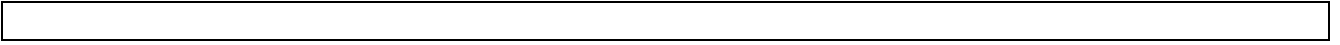
<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
E: Lack of social distancing when eating lunch resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Handwashing before and hand sanitising/washing after eating. 2. All children will have packed lunch. Children can bring in a packed lunch from home. Caterlink will provide packed lunch for UIFSM and FSM and others who want to purchase a packed lunch from them. (This will be reviewed termly in relation to 	

reducing risk at lunchtime and lunch supervisor capacity to carry out new duties/cleaning etc)

3. Staggered lunchtimes have been timetabled. Two classes will lunch in the hall at the same time in different zones.
4. Children will sit facing the same direction on the tables/benches with gaps if possible.
5. Children will open their lunch packets themselves. Clean, blunt scissors will be offered to them to help with opening yogurt tubes.
6. Floor tape marking a corridor will give a buffer between each zone to reduce contact between children and create a corridor for safer entry/exit and in which staff can stand. Corridor and hall door use has been timetabled to reduce contact between classes.
7. Tables will be cleaned between classes.
8. Children will take home their packaging in their lunch box to reduce crowding by bins/parents can monitor food eaten.
9. Staff in the lunch hall will wear a mask/visor and apron/tabard which will be changed daily – we know they will, on occasion, need to be close to the children to help. Children will be asked to do as much opening of packets themselves as possible.
10. Admin staff who drop off lunch to hall will wear a mask.
11. Packed lunches provided by Caterlink will be organised for collection by children in class groups to reduce contact at lunch time.

Controls for when we can move to hot lunches on site:

- 2 menu choices (Caterlink to send us the adapted menu)
- One Caterlink staff member to work here + one new staff member
- Tables in hall to be altered so equal mix of benches/tables on each side
- Tables for each side of hall set up for meal collection by a class without mixing with another class
- Caterlink staff will wear face covering/masks when on site (we need to provide these to start). If the routine works well and Caterlink staff can keep distant from adults/children they can use their own face coverings as we move forward – this will be reviewed when initial problems have been ironed out.)
- Caterlink staff will work in the kitchen. They will put the hot food in the hot server so it stays hot when they arrive on site.
- Caterlink staff will serve meals onto the plastic plates with lids. Caterlink staff to serve up a portion of everything in separate piles as much as possible so children leave what they don't want to eat. **Gravy/custard to be in a jug on the class tables with the plates of food** – school inside lunch staff can help pour this for Classes.
- Caterlink staff will put these meals on class tables and enough cutlery for that class and then they go back to the kitchen.
- The children can pick their meal/cutlery from the class tables.
- After eating, the children put their cutlery/plastic trays back on the table they got them from. **(This means we will need two trays for collecting waste food/used cutlery/plastic plates+lids etc)**
- Five minutes before the next sitting of children come in, the Caterlink staff will plate up the next set of meals and put those on the tables. We have then move to the kitchen.
- Caterlink staff will take away the waste food and plastic plates (as they will need to be washed thoroughly) at the end of service. The cutlery can be washed on site.
- We have one or two children who are slow eaters. If having a hot lunch these children will need to finish eating in class/the library so children from different classes do not mix. They cannot eat outside with cutlery while other children are playing.
- School staff use the kitchen to make tea during lunch time. Staff have staggered lunch so they are not all having lunch break at the same time. Staff can either use the upstairs kitchen to make tea or use the hall kitchen if it can be done while maintaining safe distance of 2m from others.



<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
F: Lack of social distancing in the corridors/fire drills resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Staff to wear masks where social distancing is not possible. 2. Corridors are divided with masking tape and children will be taught to walk on the left. 3. Access to classrooms will be via external doors wherever possible. This works for C5 room, C3 room and C4 room. For C1 & C2 rooms children will need to walk down the corridor/use the external door at different times – this has been timetabled. 4. Classes will use the corridor with a staff member leading the line as they move to PE lessons-this has been timetabled. 5. Children working in C1 and C5 have access to their own toilets so do not need to use the corridor as frequently. 6. Children working in C2, C3 and C4 will need to access the main toilet block via the corridor/ICT suite. One person at a time from each of these hubs will use the toilet to reduce children crossing/waiting in corridors. 7. In the am, registers will be placed on the library table by staff, in the pm registers will be put on the library table/outside classroom doors for collection by Mrs Birch. 8. When classes move around the school/line up, we will try to use 1 metre between children– one adult at the front of the line (and one at the back if available) supporting the distance being maintained. Staff will practice this in the first few days. 9. Staff will enter / leave the building via the main metal, black gate when possible. Staff to sign-in in the library. 10. Staff will use corridors when needed while socially distancing as much as possible. 11. The present fire evacuation process will remain in place: children lining up and leaving a room via the nearest exit, with staff at the front of the line. C2 will leave via their external door to the Rec play area – they are used to using this exit as they move to lunch this way. LB will sweep the old school house and ZA will sweep the main building. Children will line up in the main playground for registration. We will encourage children to line up while socially distancing however the priority will be ensuring all children are out of the building/accounted for. Registers will be brought/taken in the usual way. Children will be asked to return to class in a way where hubs do not cross each other. Fire drills will be undertaken in the usual way to support children understanding this process. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
G: Contact with shared resources resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Where possible, children use table trays/wallets on their desks with high use equipment such as pencils/glue stick/ruler etc so commonly used equipment is not shared as much as possible. 	

2. Individual tubs of commonly used resources used by a child – maths cubes/word mats etc . will be stored in the table tray/wallets for the child, wherever possible.
3. The use of soft toys or that are hard to clean will be avoided in early years.
Equipment in early years will be cleaned more frequently.
4. Resources will be on tables ready for lessons where possible. Children will hand wash/sanitise if they help with distribution.
5. Lessons will be planned so resources are individual and not shared whenever possible. However, to teach a full and ambitious curriculum, primary aged children need hands on experience. This means equipment will be shared within a class at times. If equipment is needed to be shared over classes it will be cleaned or left 48 hours or 72 hours if plastic.
6. Reading books will be stored for 48 hours or covers wiped before they are re-issued. Staff to wash hands/hand sanitise before/after handling books.
7. Workbooks of children will not typically be taken home by staff. If books are taken home, staff to wash/sanitise hands before/after handling pupil books.
8. Children will be encouraged to wash hands regularly as set out in other areas in this RA.
9. Rec-Y2 fruit will be stored in the fridge for at least 1 day before use – as recommended by those who deliver it. Class staff will take the fruit for the children in their class to their rooms.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
H: Emotional distress of the children		
LOW	NEGLIGIBLE	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will have same staff working with them daily so staff can support their emotional needs. 2. Children working in class groups will get to know each other quickly, if they don't know each other already. Staff will help with this if we have a new pupil and new pupils will be buddied up with a classmate. 3. Wellbeing will continue to be prioritised – exploration of the 5 ways of wellbeing to drive PSHE for term 1: Keep Active, Give, Connect, Keep Learning & Take Notice. Each class will have a focus on this in a different way too: C1: through Forest School with Ms Levan, C2: through dance with Mrs Curran, C3: through art/games, C4: through street Dance with Miss Mills, C5: through sport with Mr Meloscia. 4. Staff have had further training in mindfulness in T1 to enable them to use techniques to support children. 5. Staff have up to date information on local organisations that will support children who need additional help with developing positive wellbeing. These will continue to be discussed/shared with parents. 6. After Lockdowns there will be a gradual increase of the cognitive load as we recognise children will have had different amounts of time away from school and different work patterns at home. 7. A full and ambitious curriculum will be taught so children will enjoy their favourite subjects whether it be science, art or PE. There will be a strong learning focus in R-Y2 on reading/writing word skill through two 'Letters & Sound' sessions daily. We are using 'Catch-up' funding to support children with their phonic skills. Y3-Y6 will have a strong focus on spelling, vocabulary and sentence work in daily SPAG sessions. All classes will have a short daily mental maths session as these skills underpin many aspects of maths. We are using tutoring judiciously to support specific children in 2020/21 (and in 21/22 if we can secure places). 		

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
I: Emotional distress of the staff		
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff are included in the risk assessment process – input into hazard identification and control measures through INSET meetings and discussion. 2. 1:1 RA undertaken with staff who are at increased risk from covid. These will be reviewed when significant changes to guidance are issued. 		

3. Staff meeting time will be given to review control measures as we return to school/implement the RA measures. Staff have been asked to share concerns/ways of working better with SLT, so we can explore options/further measures needed.
4. The risk assessment is dynamic and will be reviewed every day initially and weekly after that –it will be updated/amended as needed/in light of new guidance too.
5. PPA time has been allocated to support a balanced workload for teachers. Additional time can be gained if needed by asking the class TA to lead for a lesson when needed.
6. At least one SLT member of staff on site every day to support staff.
7. HT has made it clear that staff need look after themselves as well as the children. If overwhelmed by work staff can talk with the HT - we recognise the additional worry over Covid-19 affects every person. OH support can be offered to any staff member who wants it.
8. The staff team are incredibly supportive of each other and break/lunch being timetabled two classes at a time will support staff having time to talk to colleagues.
9. Lunch/breaks can be taken outside where socially distancing is easy, in the hall kitchen with the door open (max 4 people), in the upstairs Staff Room with window open (3 people max). The maximum in the music room is 3 people with the window open. Social distancing needs be maintained between staff wherever possible.
10. If staff want a comfort break in the afternoon/need help for any reason they will call LB/ZA who will support. This can be done via the walkie talkie system. Walkie talkies are to be charged daily by staff so they are ready for use. Talk on walkie talkies could potentially be overheard by others tuning in to our frequency - staff will use first names of children and not discuss personal details on the walkie talkies.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
J: Risk of spreading virus due to close contact with children – working with young children, children who do not understand social distancing & 1:1 first aid resulting in direct transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • A paediatric first aider will be on site – we have 3 members of staff trained (unless we have high staff absence in which case we will call them at home for support/call ambulance support if in doubt.). • A system is in place for any child/adult developing COVID 19 symptoms on the school site to be taken to a safe space away from others (music room/outside bench by black gate dependant on weather) while parents/carers are called to collect the child. • When a staff member is caring for a child/adult with symptoms of covid-19: <ul style="list-style-type: none"> -A face mask (Type IIR) should be worn if a distance of 2 metres cannot be maintained (all classrooms have a store of these, as does the isolation room and main supplies are in the library cupboard too.) If in doubt, wear a mask. -If contact is necessary, then gloves, an apron and a face mask should be worn. If in doubt, wear an apron/gloves. -Eye protection (goggles/face visor) should be worn if there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. If in doubt, wear a visor. 	

- If a child has a toilet accident they will be encouraged to change themselves. Spare clothes can be provided by parents. If spare clothes are not provided, school spares will be used. These have been bagged into individual sets ready so staff will not need to handle them. If a child is not able to change themselves, we will discuss with parents/carers and parents may be called to collect their child.
- When undertaking general first aid staff will not be expected to maintain 2m distance. The following measures will be adopted: washing hands/using sanitiser before/after treatment or wear gloves when dealing with open wounds; wear PPE that is appropriate for them/the first aid being given. Gloves, aprons, masks, goggles, visors are available to all staff members for any first aid administration. Staff to wear masks if helping a child from another class group.
- Visors are available for staff for general use if wanted. They will be named and looked after by the staff member. They will be stored away from children when not in use. Visors are not a replacement for socially distancing or mask wearing as they do not offer protection from fine aerosol.
- If children need medicine at school (antibiotics), parents will be asked to come to school to administer it at the appropriate time by the front entrance or this will be discussed with parents.
- If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives.
- If CPR is required on a child, use a resuscitation face shield (available in 1st aid kit in classes/library)

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
K: Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Hand soap (bar and liquid) / paper towels / sanitiser available in all rooms. These will be checked by cleaner. 2. Children handwash/sanitise on entry/before leaving school, before/after eating, after a break, when changing rooms, after using the toilet and any time they cough or sneeze. 3. Hand washing to be monitored by staff in classroom (every class has a sink) 4. Child friendly washing hands posters replaced in all toilet areas/sink areas. 5. Staff reminders how to wash hands properly – videos and posters – class practise/modelling and praise. Happy Birthday x2 singing and all areas of hand cleaned. 6. Staff reminders of Catch it-Bin it-Kill it/sneezing into their sleeve if they are unable to get a tissue in time. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
L: Risk of spreading virus due to visitors on site resulting in indirect transmission of the virus	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Visitors will be limited to the site as much as possible. 2. Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible. Staff and visitors will be asked to provide their own face covering. 3. Parents will be asked to drop off/pick up children at the main wooden and black metal gates at the front of the school in line with a staggered timetable. 4. Teachers continue to welcome contact with parents. They can be contacted by phoning the office – they will call back the same day. Parents can also use the class e-mails-the response may not be on the day as teachers are teaching full time now. If a face to face meeting is needed social distancing will be in place. 5. Hand sanitiser is available in the front entrance waiting area, shared areas, classrooms. 6. Office staff will limit the numbers in the front entrance, keep glass panels shut when talking with parents/visitors in the front entrance. If paperwork needs to be shared with parents this will be done while socially distancing. 7. Visitors will be admitted to the school will be through the side front door/outside black gate wherever possible and not through the Administrators room. 	

8. Any visitors/remedial premises work needing to be undertaken will be in line with social distancing.
9. We do not let our site except to Mother Goose. RA measures have been discussed fully with her.
10. Socially distancing and wearing masks will be discussed to support meetings in restricted spaces in the office area where rooms are small/poorly ventilated.
11. Window/door of other school areas: the admin officer will purge air over the day by opening her door/the main front door, esp after visitors have spent time in her room. When meetings happen with visitors in the upstairs staffroom/music room, windows will be opened, doors will be opened unless issues being discussed are confidential.
12. Contractors will undertake work outside school working hours wherever possible. Covid control measures relevant to their work will be shared with them, EG: when mask wearing is necessary, building access, toilet use etc
13. Visitors who support the education & development of individual children will be allowed on site and should always report to the office/sign in. These visitors will hand sanitise/wash on entry to school and before leaving. The room they work in will be ventilated as much as possible and the visitor and child/ren/other staff will socially distance within the room. Visitors and masks may be worn by visitors. These will be used if a visitor needs to be close to a child to undertake their work.
14. Parent Information Evenings: These will take place after school hours to support the education of the child/ren. If in person below is the outline of measure to reduce risk:

parents will be social distanced from each other and staff socially distanced from parents

masks will be worn by parents on site

staff will wear masks if social distancing cannot be maintained

pinch points will be considered for entry/exit

staggered start times for groups of parents will be planned if needed/possible

meetings will be as short as possible – adult toilet will always be available though numbers will be restricted – in line with guidance at the time

parents will be asked not to bring children to prevent bubble mixing – exception is PGL meeting which is Y6 only event where children join the meeting

the hall will be used wherever possible as it is the largest space or groups of parents will be in different rooms to limit bunching at doors

rooms will be set up to support parents social distancing

doors/windows will be open to support ventilation

parents will hand sanitise on entry/exit

rooms may be cleaned after parents have left site

parents will be informed about the measures in place to support social distancing/asked not to move to other rooms/touch items unnecessarily

list of parents attending will be taken/kept for 21 days to support Test and Trace

15. New prospective parents/carers: We recognise choosing a school in an informed way is an important for parents. However, this needs to be balanced with increasing risk for present children/staff. As such, school tours by children/open days will not run in Autumn Term 2020. As an alternative, a short 5-10 min 1:1 tour after school will be offered with the headteacher so prospective new parents can discuss their child's needs/view the site etc. Prospective parents will be asked to not touch anything/hand sanitise when entering/leaving site/wear masks. Tours will be socially distanced. The majority of the tour/discussion will be outside. We will visit C1– the HT will open doors etc.

16. Teacher-Parent/carer Consultations: These will take place as we believe it essential to gather/share information with parents. They may be by phone or in person – the decision will be made dependent on the local situation at the time. If they run on site in person:

masks will be worn by parents when on the site

parents will be asked not to bring children to prevent class bubbles mixing. If a single parent has difficulty attending they will need to call school to discuss the matter – if a child has to come to school they will be kept in their class group while waiting-we are planning how to do this in the best way.

parents will be asked not to congregate at the school front before or after their meeting but to wait in their cars, adjust their walking/cycling time so they arrive on time.

parents will be asked to enter the site 2-3 mins before their allocated time and leave straight after so pinch points for entry/exit should be avoided/numbers of parents waiting will be limited. Arriving on time will also reduce the time waiting outside when it is cold/wet for parents.

parents will hand sanitise on entry/exit the site.

parents will be asked to wait in the playground for their appointment – cones with class labels will be set out so parents of children in different classes know where to wait. If parents arrive 2-3 minutes before their appointment then the number of people waiting to see a teacher will be very low.

If dry, we could run the parent evening using the hall/ playground/grass outside areas. They will be collected by the teacher of their child for their consultation.

If wet, parents will enter the classroom from external doors for: C3, C4 and C5. Parents in C1 and 2 will need to walk down corridors to reach the classrooms – masks must be worn. They will be collected by the teacher of their child for their consultation.

rooms will be set up to support parents social distancing

all doors/windows will be open to support ventilation

staff will wear masks to greet parents & walk to room/along corridors etc & social distancing. When talking with parents for the consultation, staff can take masks off if they are 2m+ away from parents.

chairs will be cleaned between parents

parents will be informed about the measures in place to support social distancing/asked not to move to other rooms/touch items unnecessarily

a list of parents attending will be taken/kept to support Test and Trace

17. Flu Immunisation: Guidance states we should continue to support NHS immunisation. The hall will be used exclusively for the day for this purpose. Children will have their packed lunch in their classrooms – the lunch timetable should run as normal. Inside PE will be cancelled for the day. All doors will be open in the hall to support air flow. Children whose parents have booked the immunisation will enter the hall in small groups from their class (not year groups) to prevent cross contamination – class TAs will support this (if not another TA will do this while socially distancing/wearing PPE wanted. Clinicians will prepare early morning in the music room. Three clinicians will undertake the immunisation with one wiping down after each child. Clinicians will change PPE between each child. The hall floor will be mopped after the immunisation program has been completed.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
M: Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. As much as possible, soft furnishings, soft toys, toys with intricate parts and clutter will be removed from use in classrooms as these are difficult to clean. This might be more difficult in C1 where reception children learn. 2. Toys/equipment will be disinfected/sterilised at the end of the day in Early Years. 3. The end of day the cleaner will wear a new top to school and a new apron for cleaning to prevent cross contamination from previous settings to school and vice versa. Hands will be washed on entry to our site. Gloves are available if wanted. 4. All rooms used to be cleaned daily with disinfectant including: tables, door handles, light switches, taps, toilets, floors etc 5. Disposable paper roll will be used for cleaning wherever possible. A new cloth will be used for each classroom if needed. Cloths will be boil washed before reuse. 6. The cleaner will quadruple line tissue bins ready for use through-out the day. Spare bags can be left at the base of the bin too. 7. Classroom tables, door handles etc will be cleaned by staff over lunch time. Gloves/disinfectant/paper rolls/wipes are available in class (stored high so out of reach of children). Steriliser is also available too. 8. Main toilets which are shared between 3 classes will be cleaned at lunch time by staff. 9. If tissue bin bags will be removed, tied and put in the main classroom bin at the end of the day. 10. Computers will be cleaned after use by the staff/child if older. 11. To teach the full curriculum primary aged children need hands on experience. This means equipment will be shared within a class at times. If equipment is needed to be shared over classes it will be cleaned or left 72 hours. 	

12. Reading books will be shared with home (please see staff). On return to school reading books will be placed in a separate box and not reissued for at least 72 hours /covers will be wiped. Staff will wash hands before and after handling books.
13. After a confirmed case of Covid on site, the latest cleaning guidance will be used- see below for present advice. Up-to-date guidance will be sought if/when this situation arises.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
N: Risk of illness for vulnerable children, staff and family members through direct and indirect transmission of the virus	
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Guidance states face coverings do not need to be worn by children under 12/school staff. If children wear masks on the way to school they will need to be stored away from others safely for the school day. Ideally, masks will be given to parents at the school gate or if not put into a named plastic bag and put into the child's bag for use again at the end of the day. Hands will be washed/sanitised after mask use on arrival to school. 2. From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply. 3. The majority of pupils will be able to return to school. A small number of pupils/staff will still be unable to attend in line with public health advice because they are self-isolating, they have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). 4. Guidance states staff who are in the clinically vulnerable/extremely clinically vulnerable groups can return to work. Those who live with people who are clinically extremely vulnerable can also return to work. 5. Advice will continue to be sought from LA HR & OH when needed to support staff in clinically vulnerable/clinically very vulnerable groups. 6. Guidance will be followed for pupils who are CV/ECV. SLT are happy to discuss any concerns with parents. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
O: NHS Test and Trace process is not fully understood by – increasing the risk of direct/indirect transmission of the virus.	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. The latest information from <i>Guidance for full opening: schools 2nd July Updated 28 August 2020</i> in relation to Test and Trace has been shared with parents and staff. See below and parent letter 31.8.2020. 2. A summary of what to do if we have a case of covid on site will be kept in the library 1st aid cupboard door. Advice can be sought from the School Education Helpline: Telephone: 0800 046 8687 Monday to Friday, 8am to 6pm 3. If a pupil/adult is confirmed as having Covid -19, we will share this with parents within the class. Names will not be shared. We will follow PHE advice. (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf) 	

4. In Autumn, school was allocated a few home-testing kits for those unable to access testing centres.

If anyone in school has COVID-19 symptoms they will be advised to follow: [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) which sets out that they should self-isolate for **at least 10 days** and should [arrange to have a test](#) as soon as possible to see if they have COVID-19.

If they 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.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Guidance states pupils/adults do not need to go home if they have been in contact with a person who is ill unless they develop symptoms. They will need to wash hands and the area where symptomatic person was should be cleaned with bleach.

School will contact School Education Helpline + our local [PHE health protection team if needed](#), as soon as we have a confirmed case or an overall rise in suspected cases. Our actions will be guided by their advice.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

P: More transmissible strain of Covid-19.

Additional Measures to reduce direct/indirect transmission of covid 19 during Lockdown starting Wed 6th January - 8th March 2021 to support children & their families & staff working on site.

Guidance used: Restricting attendance during the national lockdown: School Guidance - Jan 2021

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Main RA updated after discussion with staff.
- 1:1 RA for staff will be updated for the clinically extremely vulnerable/clinically vulnerable and for staff over 60 as it is an identified risk factor.
- Remote learning will be provided by teachers – this includes a mix of live Zoom lessons (live lessons will be recorded to support pupil/staff safety), links to lessons on Oak Academy & White Rose Hub maths, posted powerpoints/work, interaction/marking using Google Classroom. French for KS 2 pupils will continue through an additional Zoom lesson on Friday.
- For staff wellbeing & work/life balance, work handed in after 4pm/e-mails sent after this time might not be answered until the next day. (This will allow staff needed time to upload the timetable/work for the next day by 6pm.)

For onsite working:

Staff will be mindful and respectful of colleagues on site by keeping their distance from other staff-guidance states this is ideally 2m. Guidance also states minimising time spent within 1M and avoiding close face to face contact with staff and children is ideal – DfE guidance does recognise that this will not be possible with younger children/children with complex needs and that provision should be made for these children as usual.

Social distancing as much as possible will reduce the risk of transmission and support the school remaining operational for as long as possible.

'Close contact' will need to be shared with Test and Trace/ PHE. Close contact between all staff members is to be avoided:

- face-to-face contact including being coughed on or having a face-to-face conversation within one metre (this will include times where a face mask has been worn)
- being within one metre for one minute or longer without face-to-face contact
- being within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

New hubs of children/staff have been created for this lockdown. These are limited to 15 to support TAs capacity to run a hub effectively in terms of managing behaviour & learning of the children; reducing risk of transmission for staff, children & their families, reducing the risk of a hub being closed and therefore affecting all parents in the hub in relation to their work.

Within their hub staff will try to keep distant from each other as much as possible, though we/guidance recognises this might be difficult at times.

Staff leading hubs will be able to avoid close contact with adults outside their hub.

Staff may work on site for a few days while remote learning is established/secured. Then staff onsite will be reduced in line with lockdown expectations.

1. Reduce possible contacts in line with lockdown requirements: all staff work at home wherever possible; visitors to site to be limited to those essential; repairs/works being organised after school wherever possible; HT to work at home one day a week – the Dept HT will be onsite during this time; staff room has limited numbers to reduce risk/discussed how to use by waiting at a distance for the kettle.
2. Fire: LB will sweep old hose and ZA/JC will sweep the main building. The rest of the fire procedure is as normal.
3. Two vulnerable/critical worker hubs created with reduced numbers (15 in each hub) With this number TAs will be able to support meaningful access to remote learning provided/manage behaviour/offer breaks to each other. These numbers are in line with the previous lockdown recommendation to reduce potential transmission between children, their families and staff in school (Transmission of the new strain is 30-70% more transmissible, 1/3 of those infected are asymptomatic, younger children rate of having covid is increasing.)
4. Staff leading hubs will be kept as consistent as possible: younger hub: Mrs Williams, Mrs Bedwell, Miss Wardrop. Older hub Mrs Yorke, Miss Hathaway,

Mrs Morgan, Miss Pates. ZA will cover hubs when needed wherever possible if needed.

5. Class 1 and Class 5 will be used for the hubs as they both have toilets and will prevent toilets being shared between groups. ICT suite will not be used by children/staff as hub leaders need access to the printer. Class 1 hub may take children to C2 if needed to support concentration/group work.
6. Both hubs will be set up with tables facing one way – children will be spaced as much as possible. A distance will be left at the front of the rooms for adults when needed.
7. Hub staff will work side by side with children when needed rather than face to face.
8. Cleaning will be undertaken at lunchtimes by TAs on site, including toilets for their hub. TAs are to wear disposable aprons when cleaning toilets. Gloves can be worn if wished or hands can be washed after.
9. The cleaner can help clean resources in the younger hub to help TAs to save time.
10. Caterlink lunch will be provided for those who want it. This will be checked by admin officer and then be available for pick up from the library.
11. Staff working on site to enter/exit site via main black gate wherever possible (if not use the side door). Hand sanitiser is in the library by the sign in table for all staff to use as they enter the site. ZA/JC/LB will open school doors/wedge to support reducing door touching where possible.
12. Staff will continue to wear PPE as outlined in this document. Additional PPE/face coverings are not recommended in guidance but can be worn by staff.
13. On returning to school, TAs will lead a session with their groups reminding them of hand washing, catch it – bin it- kill it etc Older hub children will be asked to socially distance from adults.
14. Children will have an individual pack for their regularly used items: pencil, ruler etc. Children will use the same laptop daily as much as possible – these will be temporarily named to support this.
15. Books will be changed for children onsite - staff will isolate them/wipe them before re-issuing.
16. Children on site will do PE in the hall/outside. Staff will not touch children to physical correct them in PE sessions. Staff will be mindful of social distancing children as much as possible. Doors of the hall will be open for PE sessions.
17. During lockdown, hubs will not sing inside due to aerosol transmission. Singing outside can be undertaken with children lined up/spaced.
18. Parents will drop off between 8.40-8.50am. Children will be collected at 3.15pm. Parents are asked to wear a mask around the front of the school, socially distance and leave as soon as possible after pick up. The younger hub will use the wooden gate by reception. The older hub will use the main black metal gate.
19. Children to wear uniform and bring coats, water bottle, PE kits & reading records to school but not toys.

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
<p>Q: Lateral Flow testing of staff twice a week - leading to covid-19 being transmitted to others when kits are shared with staff; tests not being used correctly; results not being reported correctly; staff not following the RA measures if they have a negative test result.</p>	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<p>The purpose of using this lateral flow device test is to catch asymptomatic staff and so reduce/break the transmission of covid-19 to others. Staff engagement in testing is a choice. Staff can opt in/out at a later date. Testing is open to staff working on site regularly. ZA/LB will share the roles of COVID Coordinator and Registration Assistant. ZA/LB will implement the roll out of testing and share information provided with staff. ZA/LB will keep a log of kits issued and test results as requested. These records need to be stored for 7 years.</p> <ul style="list-style-type: none"> • If staff have symptoms of covid they should book a PCR test in the usual way asap. • Test kits will be stored in the upstairs staff room (between 2-30C). Staff will not take kits unless issued. • Staff will be asked to collect test kits + correct instructions from LB/ZA in the library – this will be one at a time. The library external door will be open. Staff issuing kits will wear masks/remain 2M away. Staff collecting kits to wear a mask if needed. • Staff will sign to agree to testing/say they have the correct instructions/consent to the privacy notice which has been shared with them. This will be explained at the first time test kits are given by ZA/LB and in SM (1.2.2021) • Information on LFD testing has been shared with staff at Staff Meetings, in an e-mail summary and original docs. This has covered the purpose of testing (to reduce transmission through catching asymptomatic cases), what to do before a test, how to test, how to share results with NHS Test and Trace, how to inform the school, the reliability of the test etc.. Staff have been signposted to the Primary Testing platform so they can read all documents if wanted. Staff have been signposted to a recommended YouTube clip on how to administer the test by Dr Amir Khan. • Staff must keep the tests away from direct sunlight & not store them in the car/fridge. The test needs to be undertaken at 15C+ so staff need to bring the test to this temperature before use. Staff are not to eat/drink 30 mins before using the test (water is allowed) • Staff will be able to ask any questions they have when they collect kits, at staff meeting or when they are onsite. ZA/LB are not experts but will work hard to answer/find the answer to any question asked. • Staff to request a new box of kits form LB when they have 2 kits left in their box-this can be done via e-mail. LB will agree a time for the tests to be shared with the person. We are awaiting instructions on how to order more test kits when the ones we have run out – we will follow the instructions given when they arrive to ensure we have stock ready. • Staff onsite everyday/nearly everyday should test on Sund & Wed evening. Staff working on site less regularly may have a different timetable – this will be agreed 	

when test kits are issued. Test results and result card identification code need to be sent to LB via text or e-mail (as agreed with the staff member when test kits are issued) before 7pm to allow ZA/LB to amend the operation of the school/contact parents. Staff to contact Test and Trace (website/number in instruction booklet). All test results need to be reported (whether positive, negative or void).

- Staff and SLT know the actions to be followed after testing:
 - A negative result means the staff member continues to work & follow the measures outlined in the RA.
 - A void result means the staff member undertakes another test. Another void result means the staff member (not contacts) self isolates and seeks a PCR test. The PCR test results will dictate whether the staff member can return to work or not. In this case ZA will support a hub staying open.
 - A positive result means the person + **contacts*** will self-isolate for 10 full days. The person will seek a confirmatory PCR test asap. If the PCR test is positive the self-isolation continues, if negative, the self-isolation for all ends. In this case ZA/LB will communicate parents/carers in the children & other staff will be close contacts. ZA will also contact DfE school helpline + PHE if required.
- Staff have been made aware that LFD tests are usually accurate when the results are positive but that negative results are 60-70% accurate. If staff results are negative they know this does not mean that they do not have covid-19 and all the measures in this RA need to be adhered to as usual.
- Parents have been informed of the start of testing and how we will respond.

****What is meant by a contact***

A contact is a person who has been close to someone who has tested positive for COVID-19 with a [polymerase chain reaction \(PCR\) test](#). You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A contact can be:

- anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

From: Guidance for contacts of people with confirmed coronavirus infection who do not live with the person - Update Jan 21 2021

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

R: Tutoring working with children from different classes onsite from March/April 2021.

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Tutor to wear mask when entering/leaving site/moving in areas in old building/areas where social distancing is not possible. Tutor will ring bell and enter site via side front door. LB to sign-in tutor and give visitors badge. Tutor to stay in old building section of school.
- Tutor to work with one group of 3 children at a time - children will not be mixed over classes within a group.
- Two groups from C4 on one day with tutor, C5 on another day with tutor. Work with tutor in the Staff Room upstairs. Children to use their class fob to enter old building via library. Admin/staff know the timing of the groups and that masks need to be worn when going upstairs at these times.
- C2 and C3 groups to be taught on one day. There will be a 10 minute gap between groups so children from different classes do not cross. Class fob to be used so children can enter the building. C2 will be in Staff Room and C3 will be in the Music Room upstairs.
- Window and door of room left ajar.
- Tutor to keep as distant as possible from the children while working within the rooms.
- Classteachers will talk with tutor in Staff room upstairs/music room while socially distancing/wearing masks.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

S: Parent helper working with children. (If allowed in guidance for Summer Term 2021)

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Typically parent helpers do not work in the classes where their children are however parent helper (PH) will work as part of their child's class bubble at this time – challenges around this will be discussed.
- PH to be DBS checked and have safeguard induction with the DSL before starting work on site as usual.
- PH protocol discussed with parent as usual.
- PH will wear a mask when entering/leaving/in shared areas. Masks do not need to be worn when working with children – this is their choice.
- PH to wash hands/sanitise when entering/leaving site and when needed at other times.
- PH to ring front bell and come in via side front door/black gate. They will be given visitor badge. They will leave this way too.

- PH to be based in the same class with their child. PH to work in the area allocated by their teacher and keep distance from all children/adults not in their class.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

T: Staff led activity clubs (If allowed in guidance for Summer Term 2021)

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Clubs to be run by staff for their class bubble.
- Club size will be 15 max.
- Children will wear school PE kit as usual for all clubs. They will change back into school clothes at the end of the session so PE kits are in school for the next day.
- Clubs will be run on different days after school as much as possible – they will use different spaces for clubs so children in different class bubbles do not mix.
- Children will leave by the C1/C2 wooden gates if in KS1 and the main black gate if in KS2. We will stagger end times if needed to support safe collection of children.
- Parents will be asked to wear masks at pick up time.
- Parents have been asked to pick up children promptly at 4pm. If parents are late the child will be asked to sit outside HT door so they are safe. Club leaders will inform ZA/LB when they do this. Children from different class bubbles will not be put together – in this case see ZA/SLT on site.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

U: Transition of Reception children (Summer Term 6 2021)

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- Transition sessions are led/planned/organised by playgroup team using our site. They will collect contact + medical information from parents in advance of sessions. They will take registers of children/adults in their sessions. They will liaise with school in relation to covid tracing if/when needed. School and playgroup leaders have shared numbers to support with this out of hours. Both playgroup staff are undertaking lateral flow testing twice a week.
- **Dates of transition: Fri June 11th, 18th, 25th and July 2nd between 1.45pm and 2.45pm.** All school staff aware of dates. Times do not clash with pick up/drop off times of main school or lunch.
- No child/adult should join the school site if exhibiting a covid symptom.

- Playgroup staff to wash/sanitise hand when entering/leaving site. Playgroup staff to sign in/out using the bottom of the sign in book in the library. Playgroup staff to wear masks in areas on site where social distancing from other school staff is not possible: EG kitchen area, corridors.
- Parents asked to wear face coverings/socially distance at drop off/pick up.
- Children **dropped off/picked up at the main black gate** where playgroup staff will be to help. Children to hand sanitise on way in /out. We have an outside hand sanitiser station that can be moved to the gate to help with this or children can sanitise in the hall.
- C1 staff to work with new reception children in the hall while socially distancing. (Other children in the school will not mix with the new Rec children.)
- New reception children to use main toilet block. (This is cleaned at lunch time and at the end of the day.)
- The above controls will be shared with parents through e-mail.
- If a child is not able to attend the above sessions, school will arrange a session for the child to work in the hall with any other children who are unable to attend the playgroup sessions. The above measures will be in place. C1 TA or teacher will work with these children when on site in the hall. **Dates of transition: Tues June 29th/July 6th between 1.45pm and 2.45pm.**

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
V: Performances in Summer Term 6 2021 —will dependent on guidance for Summer Term/staff capacity	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • EG Y6 end of year performance • Children from other classes will not mix so will not join to watch performances live • Parents from different classes will not be onsite at the same time. • Parents will need to be social distanced from each other and staff socially distanced from parents • masks will be worn by parents on site • staff will wear masks if social distancing cannot be maintained • pinch points will be considered for entry/exit • staggered start times for groups of parents will be planned if needed/possible • adult toilet will be available for visitors • numbers will be restricted – in line with guidance at the time • the hall will be used wherever possible as it is the largest space • the space used will be set up to support parents social distancing • doors/windows will be open to support ventilation • parents will hand sanitise on entry/exit 	

- rooms may be cleaned after parents have left site
- parents will be informed about the measures in place to support social distancing/asked not to move to other rooms/touch items unnecessarily
- list of parents attending will be taken/kept for 21 days to support Test and Trace

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

W: Swimming – Summer Term 6 2021

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

- As classes need to work in bubbles, class 5 will be prioritised for swimming to support Y6 children meeting the expected standard before leaving school.
- The pool has said: they have a one way system to support social distancing around the site/poolside; they will clean the changing rooms between schools; lessons are staggered to prevent crossover of children from different schools; they have reduced the numbers swimming; three swim coaches will be available; swim coaches will socially distance from children.
- Anyone showing covid-19 symptoms will not go swimming/be in school.
- Coaches will be booked so children arrive on time for sessions/do not need to congregate around the pool site.
- Class T/TA will accompany children swimming - in line with LA supervision numbers. Staff will wear masks in areas where social distancing may not be possible/when the pool requires.
- Class TA/TA to support children following the covid-19 guidance at the pool – following the one way system etc.
- Children will be 'swim ready' before leaving the school site. They will wear swim clothes to school or change in C5 toilet before leaving at 1pm. Children will need to be able to tie hair/put on swim hats+goggles with independence.
- After swimming children will change in single gender changing rooms allocated to our school.
- Children & staff will hand wash/hand sanitise on school exit and on entry at the pool.
- Children & staff will hand wash/hand sanitise when exiting the pool and on coming back to the school site.
- If a staff member/child later becomes ill with covid19, we will contact the pool and coach company to support test and trace.

Identify hazard

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

X: Sports day – In summer Term 6

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Guidance issued on June 2021 might allow us to run our usual sports day however we need to plan in case this is not possible/guidance is not released in time for us to plan. • If we are not able to run sports day in the usual way, the below could be put into place if guidance allows: <ul style="list-style-type: none"> • Class sports afternoons on site so classes do not mix – one class per pm over the week. C1: Monday/C2: Tues when sports leader is available to support. C3: Wed. C4: Fri pm when TA is available. C5: Thurs pm. • School onsite grass and playground to be used. Grass could be marked out with event pens • Equipment to be cleaned before use by next class (soaked in Milton's/sprayed with detox/wiped with disinfectant) • Activities altered to allow for working on playground/field. Adapted to support children working as independently as possible. Class grouped to facilitate relay race • Class teacher to explain activities with children in advance of sports day • Class TA asked to swap am/pm so available to support children in their class • 1 member of staff on grass area/1 in playground area for supervision • Volunteer parents from the class to run specific activities if needed. Parents to hand sanitise when entering/leaving site. Parents to socially distance from children other than their own when leading an activity. Parents to social distance from other adults. 	

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Y: Teaching in year groups for RSE in Summer Term 2021	

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ul style="list-style-type: none"> • Our RSE curriculum unit in Summer Term is planned for single year groups. To facilitate this important teaching: • Y5 will work in C4 with KR. KR will socially distance from children not in her class. Groups of Y5 children from C4 and C5 will be separated in her room. The room will be vented well for the 45 minute session. • Y4 will work in the hall with SP. SP will socially distance from children not in her class. Groups of Yr4 children from C4 and C3 will be separated. The room will be vented well for the 45 minute session. • Y1 will work in the C1 with CP. CP will socially distance from children not in her class. Groups of Yr1 children from C1 and C2 will be separated. The room will be vented well for the 45 minute session. The Reception children will be taught outside by the C1 TA. 	

- Y6, Y3, Y2 will be taught in their classrooms by their class teacher.

Assessor's comments	Insert comments relevant to findings as appropriate
	<p>The space in classrooms will not allow for 30 children/2+ adults to work at 2m distance so 'stringent' social distancing is not possible. Even though stringent social distancing will not be possible in school the measures we will take outlined in this RA will reduce risk.</p> <p>We do not believe children will be able to adhere to social distancing measures fully at break/lunch/transition times or that playing while socially distancing will be conducive to positive social & emotional development.</p> <p>This RA has been created with input from Governors on key decisions on balancing teaching the full curriculum with minimising the risks of Covid-19 in July 2020 when first created. The staff team have also shared ideas to support the RA being effective operationally and review it regularly at staff meeting.</p> <p>Though the RA cannot be 'signed off' by the LA, it has been shared with the SHE team twice and feedback acted on.</p>

Name of assessor	Signature of assessor	Date
Zoe Avastu	<i>Zoe Avastu</i>	11.5.2021

Risk assessment reviews	<p>All staff will continue to be asked on ways we can work as safely as possible with children on our site as they have different roles/responsibilities within the school.</p> <p>There will always be a member of SLT on site so any concerns around H&S/the measures can be shared swiftly.</p> <p>The RA will be reviewed daily with staff for the first few days on our return to ensure measures are as effective as possible and then weekly at staff meeting.</p> <p>The RA has been shared with parents and the most recent copy is on the school website.</p>
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Governor comments	Insert comments relevant to assessment as appropriate
The school has undertaken a detailed risk assessment to reduce risk for children, staff and parents. This will be reviewed regularly and altered when new guidance at local/national level is issued.	

Name of Governor	Signature of Governor	Date
All Governor team reviewed RA		July 2020
All Governor team reviewed RA		2.9.2020
All Governor team reviewed RA		23.1.2021

<u>Review Date</u>	<u>By whom</u>	<u>Outcome</u> <small>(change /no change needs to be recorded)</small>
28.8.2020	Zoe Avastu	Updated in line with guidance issued Aug 28 2020
1.9.2020	Zoe Avastu + staff team	E: PPE at lunch time for midday supervisors working in the hall / /gaps between children as much as possible when eating lunch L: Visitor info amended
3.9.2020	Zoe Avastu + staff team	O: Summary sheet in case of covid on library door for staff D: Pathway created on playground to support movement of staff/children
4.9.2020	Zoe Avastu + staff team	No change
7.9.2020	Zoe Avastu + staff team	A: Social distancing in Y3-Y6 not likely at playtime/transition times./pair learning outside. G: Delivered fruit left 1 day before use as advised by those who deliver it L: Visitor information amended O: confirmed covid case – follow PHE advice around sharing information with parents.
11.9.2020	Zoe Avastu	L: Visitor information amended J: First aid/CPR information added
14.9.2020	Zoe Avastu + staff team	A: 4, 9, 12, 13 amended G: 4 amended I: 8 amended
21.9.2020	Zoe Avastu + staff team	No change
28.9.2020	Zoe Avastu + staff team	No change
5.10.2020	Zoe Avastu + staff team	F: 10 amended
7.10.2020	Zoe Avastu + staff team	A: 12/14 amended
12.10.2020	Zoe Avastu + staff team	No change

19.10.2020	Zoe Avastu + staff team	No change
2.11.2020	Zoe Avastu + staff team	No change
9.11.2020	Zoe Avastu + staff team	No change
16.11.2020	Zoe Avastu + staff team	No change
23.11.2020	Zoe Avastu + staff team	No change
30.11.2020	Zoe Avastu + staff team (guidance update 26.11.2020)	A: 7 D:9 E: 9, 10
7.12.2020	Zoe Avastu + staff team	No change
14.12.2020	Zoe Avastu + staff team	J M:1
4.1.2021	Zoe Avastu + staff team (guidance update 30.12.2020)	See section P for update
11.1.2021	Zoe Avastu + staff team	See section P for update
25.1.2021	Zoe Avastu (discussed with staff at SM + when issuing test kits on 27.1.21 onwards)	See Q section
1.2.2021	Z Avastu + staff team	See Q Section for minor amendments
1.3.2021	ZAvastu + changes discussed with staff team ready for school return on 8.3.2021	Intro 1:1 staff RA updated in light of returning C: Parents wear face masks around school front F: mask wearing by staff where social distancing is not possible F: Fire sweep by ZA/LB
10.3.2021	Z Avastu + Sarah Pates + Lynne Birch + Emailed to staff	New section R for tutoring on site
15.3.2021	Zoe Avastu + staff team	No change
16.3.2021	Z Avastu+midday supervisors+Caterlink	E: Hot school meals on site – draft controls/practicalities
20.3.2021	Z Avastu + emailed to staff 25.3.2021	New section S for Parent volunteer on site in Summer Term New section T for clubs on site in Summer Term
22.3.2021	Zoe Avastu + staff team	No change
19.4.2021	Z Avastu+staff	No change
20.4.2021	Z Avastu Sent to SHE team, staff & Governors	D: 10 removed
1.5.2021	Z Avastu	U: added
3.5.2021	Z Avastu+staff	No change
10.5.2021	Z Avastu+staff	No change
11.5.2021	Z Avastu + shared with staff & Governors	V: added W: added X: added
20.5.2021	Z Avastu + shared with staff	Y: added W: amended