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| **Risk assessment title** | Coronavirus: Wider Re-Opening February 2021 | | | **Risk assessment reference** | | | |  | | |  |
| **Employee group effected** | Teachers, TA’s, Admin,– all adults in school | | | **Location** (if relevant) | | | | Kimichi School | | | |
| **Assessor’s name** | S Alexander, C Passey | | | **Job title** | | | | Headteacher, Deputy Headteacher | | | |
| **Reason and date** | **Indicate below the reason for completion of risk assessment by inserting date** | | | | | | | | | | |
| **If assessment date is greater than 12 months report to health and safety team immediately.**  Review your assessment regularly to make sure you are still improving, or at least not sliding back. | **First and previous risk assessment date** | **Scheduled risk assessment review** | **Accident or incident** | | **New work equipment** | **New work processes** | **New employee or new role** | | **Change to method of working** | **Change to the work environment** | |
| NA | May 17th | NA | | NA | YES | NA | | YES | NA | |
| **List other relevant documents:** (or insert hyperlinks)  Behaviour policy updated  Safeguarding Policy updated  Individual Child Risk Assessments Updated from January closure (Vulnerable and ECHP)  Fire Risk Assessment updated  Governors meeting minutes and records  Records of communication with parents  Purchasing of resources to support opening | | | | | | | | | | | |



**Covid-19 Risk Assessment**

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| **Task no.** | **Area or activity** | **Hazard** | **Persons at risk** | **Recommended control measures** | **Risk rating**  (low, med, high) | **Additional controls/notes**  (to reduce the level of risk to the lowest practicable level) | |
| **Protective Measures** | | | | | | | |
| **Cleaning hands** | | | | | | | |
|  | Hygiene | Access to toilets to wash hands and ensure good hygiene routines  Transmission of germs / virus due to unclean hands | All staff and children / visitors | Provision of easy access to toilet facilities and more frequent breaks from work activity.  Pump soap and clean towels available in all bathrooms in use.  Hand sanitiser available in all bathrooms in use. All classrooms have access to a sink and handwashing products to enable regular handwashing.  Frequent reminders by staff of when children are to wash hands.   * On entry * Before eating * After toileting * Before lunch * After outdoor play * Before home time   Any other time deemed necessary.  Hand washing routine shared with staff and children. Adults remove rings/watches and leave at home if possible.  Hand sanitiser on reception for visitors to ensure hand hygiene. |  | Timetables to be adjusted/flexible to allow ample time for pupils to toilet and to wash hands regularly.  A regular reminder is given throughout the day to ensure that all pupils have washed hands thoroughly in each class. | |
| **Ensuring good respiratory hygiene** | | | | | | | |
|  | Learning Activities/PE  Social Activities  Assemblies | Transmission of germs / virus due to increased respiratory activity | All staff and pupils involved in activity. | PE in Autumn term will be based outdoor or and pupils socially distanced if it is an activity that will increase the respiratory rate. Pupils will be faced in one direction and the adult delivering the session at least 2m away from nearest pupils.  Outdoor play breaks are to be taken outside wherever possible. Pupils to be supervised to ensure 2m distance throughout breaks and on entry and exit.  Singing and use of musical instruments that require respiratory contact will be permitted at present but will take place outside, socially distanced, facing the same way and singers will be masked. Situation will be reviewed periodically in line with <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> |  | Face Masks and PPE equipment made available to staff who want it.  A music curriculum will be offered to pupils that involves instruments that do not require respiratory contact. Any singing will be limited. Any instruments used will be cleaned after use. SLT/Music teacher has read <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts> | |
| **Introducing enhanced cleaning** | | | | | | | |
|  | Cleaning | Transmission of germs | All pupils & Children | Classes/rooms used will be cleaned after school by all members of the school. All areas sanitized thoroughly, focus particularly on frequently handled surfaces:   * Door handles, light switches, table/counter tops, handrails/bannisters, chairs, computers (mouse/keyboard/screen-iPads), shared objects/toys, specialist SEND equipment, toilet handles sinks, taps, telephones   Any shared surfaces or equipment will be sprayed by teachers at the end of the indoor / outdoor activity /session.  A box of disinfectant spray, wipes, PPE and cloths will always be available.  Parents have been informed of the arrangements in place to limit the extent to which pupil belongings and school items are brought into school or taken home and store belongings safely when in school. |  | PPE is available for all staff if they wish.  Marking and feedback changes shared with all staff by SLT.  Approved cleaning sprays / materials always available for staff from the office or staffroom and can be sprayed liberally and then left. | |
| **Toilets** | | | | | | |
|  | Toilets | Queues for toilets and handwashing risk non-compliance with social distancing measures | All pupils | Floor markings are in place to ensure social distancing.  Children to be reminded of increased personal hygiene practises when using the toilet and are encouraged to use the toilet throughout the school day to avoid queues.  Monitoring ensures a constant supply of soap and paper towels.  Bins are emptied after school. |  | Signage to toilet areas in place.  Toilets checked to ensure sanitary bins available where males/females use same toilet area.  Toilets cleaned two times daily. |
| **Wearing personal protective equipment (PPE) where appropriate** | | | | | | |
|  | PPE | Provision of PPE for staff where required is not in line with government guidelines | All Staff | Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.  PPE will be made available for all staff in school. Staff/adults working within certain risk groups within school are **directed t**hat PPE must be worn:   * Staff in close personal contact with pupils who can’t control behaviour such as spitting, coughing or sneezing * Staff working with those behaviour or learning needs to be physically managed. * First aiders when needed.   PPE will also be provided for staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school.  All designated first aiders to have immediate access to a full set of PPE. Once used, request stock from designated admin/office person.  Staff will be permitted to wear PPE of their choice if they choose not to use school PPE.  Staff are directed that they must wear face coverings at all times when outside their bubble. They can be removed to eat and drink and to attend a meeting if they are spaced 2m apart and not facing each other.  Staff must wear face coverings in classrooms where they cannot maintain a 2m distance between themselves and others except when this becomes detrimental to teaching, ie. Pupils with ASD. |  | Staff know that the office holds a supply of PPE and can ask for it on entry.  Vulnerable staff members will be risk assessed to ensure that the most appropriate PPE for their individual needs and nature of work.   * BSL users have access to clear masks/visors * Phonics teachers will have access to visors * Hearing aid users to wear visors and avoid ties around the ears |
| **Engaging with the NHS Test & Trace process** | | | | | | |
|  | Track & Trace | Pupil or staff member has symptoms or confirmed case of COVID-19 | All pupils & Staff | The school will comply with the NHS Test and Trace system to be communicated to all staff, students, visitors and parents.  Children or staff sent home with symptoms do not return to school until either the isolation period has passed, or a negative test result is provided. |  | QR code generated for Kimichi School track and trace app and will be displayed around school for parents to scan with smart phones. |
| **Managing confirmed COVID-19 cases in the school community** | | | | | | |
|  | Confirmed case of COVID-19 | Pupil or staff member has symptoms or confirmed case of COVID-19 | All pupils & Staff  Parents/carers | The school will follow DFE advice on sending home anyone who has been in close contact with confirmed cases and advising them to self-isolate for 14 days  Staff or children sent home with symptoms do not return to school until either the isolation period has passed, or a negative test result is provided.  Headteacher will liaise with the local health protection team as necessary and identify close contacts in the event of any confirmed cases.  The school will seek the advice of the local health protection team on sharing information about the identity of confirmed cases.  Close contact is defined as:   * **Direct close contact** - face to face contact with an infected individual within 1m, including being coughed on/ unprotected physical contact for any length of time * **Proximity contact** – close contact for more than 15 minutes with an infected individual * Travelling in a small vehicle/car with an infected individual   In the event of a confirmed case, advice regarding deep cleaning of school, will be taken and acted upon as quickly as possible.  Staff with positive test results/who are displaying symptoms would not be expected to work from home. |  | Staff and parents will be informed of the confirmed case and the advice from the DFE/Local authority at the earliest opportunity.  HT will engage with local PH bodies to review risk assessment procedures in school in the event of a positive case / outbreak. |
| **Containing outbreaks & minimising contact with those who are unwell** | | | | | | |
|  | Mild Illness / symptoms of coronavirus  Respiratory distress / extreme illness | Child or adult showing symptoms of the virus – fever, new dry cough. | All staff and children | Individual isolated to the first aid room. Contact made with parent / next of kin and sent home to be isolated for 14 days as per government advice. Area individual was working on will be cleaned as soon as possible and not used until cleaned.  Call 111 for advice/seek help from 999 in extreme cases.  All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells  Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Household detergent / disinfection fluid can be used. Full PPE will be worn.  Speak to those that the infected person had close contact with whilst in school. Seek advice on need for isolation from NHS 111 / PHE and make a decision about contacting parents/isolating the staff and children in the affected persons Bubble. Staff/adults in Bubble will be asked to isolate if anybody in Bubble tests positive in line with NHS guidelines.  If isolated person needs to use the toilet, they should be escorted (at a safe distance) to and use the closest available toilet. This toilet should not be used by any other person until cleaned.  If a child is in the isolation room when an evacuation sounds, they will be directed outdoors by the supervising staff member, keeping at least 1m distance (2 if possible) from others and will be isolated. They will return to the isolation room at the end of the evacuation procedure.  Any staff member who is with the child in isolation is directed to wear PPE and will be advised to get a COVID-19 test, if they show any symptoms, at earliest opportunity. They will be immediately sent home to wash and change clothes. |  | Staff will be told whenever a child or staff member goes home with COVID-19 symptoms.  Staff aware of where potential positive cases should go.  Assurance will be given that all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage  Trade union reps will be involved including in liaison with the local health protection team |
| **Social distancing** | | | | | | |
| **Grouping children** | | | | | | |
|  | Pupil “Bubbles” | Cross-contamination/ social distancing breach. | Pupils & staff | The school is so small that all pupils are considered one bubble.  No external support staff accepted at the moment. |  |  |
| **Movement around the school & minimising social contact** | | | | | | |
|  | Movement around school | Social distancing guidance is breached when pupils circulate in corridors  Entry and exits set up to manage footfall / foot traffic | Pupils and staff | Movement around the school is kept to a minimum.  Circulation routes are clearly marked with appropriate signage.  Pupils are briefed and reminded regularly regarding observing social distancing whilst circulating.  At least 1 teacher/TA to supervise pupils when circulating/moving.  No drop offs/pick ups allowed on site at the moment  Pupils who need additional assistance with movement or supervision whilst moving, will be identified and supported as needed. |  |  |
| **Ongoing Health & Safety Procedure Amendments** | | | | | | |
|  | Fire evacuation procedures | Safe exit from building / social distancing breached | Adults and children | Classroom staff will keep a GDrive register (accessible to all) during this period and will use this to register children in the event of a fire alarm. This register will be kept digitally and will be taken outside in the event of a fire alarm by the class teacher as part of the evacuation procedures.  The first priority is getting out of school. Walk in single file to the assembly point. Observe social distancing when lining up. Teacher to lead, nominated staff to sweep the designated rooms and follow on.  Line up in the assembly area – leaving 2m space between each child in the line and the adult / children in the line.  HT/DHT/designated staff duty members to act as Fire Marshals  Any doors labelled ‘fire door’, that are internal, will not be left open or propped unless they are on a release system. |  | Ensure staff are briefed in fire procedures.  Establish route to exit the building in a socially distanced manner. E.g. which staircase to go down, staff member at the start and end of the class line to ensure social distancing.  All staff will have training/briefing with new procedures from September. |
|  | Lockdown Procedure | social distancing breached | Pupils & staff | Pupils will remain in the classroom until safety is cleared.  If isolation room is in use pupil/staff will remain in room until safely cleared.  Only staff allowed to move around the building. |  |  |
| **Measures within the classroom** | | | | | | |
|  | Classrooms – distancing and resources | Social distancing  Shared resources | All staff and children | Children’s desks at least 2 metres away from teachers seating.  Staff to observe appropriate distance from children wherever possible and remain at the front area of the classroom as much as possible.  Tables and chairs set up so that no pupils are facing each other. Plastic screens on tables to be used to support distancing. Each child has an allocated seat and table position. Position those likely to require more support closer to the front.  Each pupil to bring their own set of resources every day.  Equipment sprayed at the end of sessions (iPads, bicycles, calculators, other resources) to minimise spread of virus. Staff to wear gloves to handle antibacterial spray which is kept out of the reach of children in a locked cupboard.  Limited movement around the class will be encouraged.  Children can bring in a water bottle and this will be taken home each day to be cleaned.  Spare furniture to be removed from classrooms so they cannot be used.  Signage displayed to promote social distancing where possible. |  | Ask site staff to move desks if necessary.  Staff to be vigilant in ensuring children use the assigned toilets  Closed rooms to be shut and not used  No intimate care or first aid will take place in this room unless it is an emergency. 2 members of staff will operate in this room. |
|  | Classrooms – ventilation | Cleaning / door handles / ventilation and tables | All staff and children | Where possible leave classroom windows and doors open to minimise the need to touch door handles.  Anti-bacterial spray and wipes available in school for table cleaning in the event of sneezing / coughing etc.  Outdoor learning is strongly encouraged when and where possible.  Classes to be cleared of all soft furnishings, toys and equipment that can easily /potentially transmit virus. |  | School has anti-bacterial wipes to use / soap and water to clean and wipe resources. |
|  | Classroom resources / Teaching | Toys in mouth / contamination | Children and adults | Children instructed not to put things into their mouths. If children need to have chew resources for sensory needs, they must bring them from home.  Each child to have their own resources – pens/pencils/rulers etc |  | Spray / disinfectant available from office. |
| **Lunch & Breaktimes** | | | | | | |
|  | Break time / lunch time | Hygiene | Children and staff | Hygiene routines observed before and after lunch / play time.  All break times to be taken outside wherever possible. If inside, pupils must remain in their own form rooms and not move around the school.  1:1 staff will support their child through the lunch break/outdoor break and then will have their lunch when the children return to class and other staff can supervise the 1:1 children.  Pupils are reminded about social distancing when break times begin and during as necessary.  First aider will always be on duty.  **Drinking water**  Water dispensers have been switched on and checked for safe use.  Cups or mugs must be washed straight after use.  Children should have own water bottle. Staff must wash hands before and after using water dispenser. Water dispenser will be cleaned daily. In the event that the equipment has been used by a person who has taken ill with suspected coronavirus, it will be professionally cleaned. |  | Ensure there is always a first aider outside with the children. |
|  | Childcare / physical activity | Sweating / transmission of the virus | All adults / children | Physical activity only to take place outdoors or in large ventilated spaces.  Pupils will be encouraged to wear sports appropriate shoes to school and girls can wear/bring shorts to wear for physical activity to avoid changing. |  |  |
| **Measures for arriving at and leaving school** | | | | | | |
|  | Dropping off and collection at start and end of the day | Transmission of virus through close contact with adults.  Lack of social distancing.  Increased footfall at drop off/pick up times due to wider opening. | Staff standing at classroom doors to welcome / dismiss children. | The school gates will be open until 10am at which point they will be locked until 4.30pm. Parents are not allowed on site to drop off or pick up their child. Admission to site after 10am will only be allowed on phoning the school.  Staff are directed to wear face coverings when out on the playground at morning drop off/afternoon pick up times.  Parents / carers have been asked to wear face coverings at all times on the school site, unless exempt, and to limit the number of adults coming to collect children to 1 per family.  Staff will supervise the front gate to ensure that social distancing is adhered to and unauthorised visitors are not permitted.  Class teachers will supervise the classrooms where pupils will enter (maintaining social distancing)  Letter sent home to parents to advise them of safe and appropriate social distancing measures / to telephone if they want to talk to a member of staff.  Staff to be told not to take anything handed to them by parents – children must handle their coats/bags etc. |  | All contact is to be made via telephone and email.  A detailed letter will be sent to all parents to inform them of the procedures from drop off and pick up. This will also include procedures for late arrivals and departures.  Any amendments to the procedures will be fully documented to all parents. |
| **The school workforce** | | | | | | |
| **Staff who are vulnerable or otherwise at increased risk** | | | | | | |
|  | Vulnerable staff | High risk of complications if contract the virus | Adults with underlying health conditions | Staff familiar with government list of vulnerable groups / underlying health risks.  Government guidance states that from the 1st August clinically vulnerable and extremely clinical vulnerable no longer need to shield – the school will keep this under constant scrutiny and review.  Any vulnerable staff who return to school will be fully risk assessed and any necessary amendments to their role will be addressed such as PPE/timings to reduce impact if travelling on public transport. |  | No clinically vulnerable staff. |
|  | Staff with underlying health issues | Staff with underlying health issues or those who are shielding are not identified and so measures have not been put into place to protect them |  | Members of staff with underlying conditions have been asked to seek and act upon the advice of their GP/consultant/midwife or current government advice.  Current government guidance is being applied. |  | One member of staff (identified) – not classed as vulnerable – asked to check with GP |
|  | Age of staff | Staff aged 60 or over | Increased risk of catching virus | No staff of this age |  | No staff of this age. |
|  | Race / BAME | No staff -  Children who identify as BAME | Increased risk from virus | Reminders of stringent social distancing, use of PPE when appropriate, government guidance, PHE guidance, rigorous hand hygiene.  As above |  |  |
| **Supporting staff – workload and wellbeing** | | | | | | |
|  | Staff areas | The configuration of staff rooms and offices makes compliance with social distancing problematic | All staff | Reconfiguration of staff room and offices have been undertaken to allow for social distancing between staff or the use of plastic screens to assist alongside ventilation. |  |  |
|  | Staff entry and exit. | Transmission of virus through close contact with adults. | All staff using entrance/exit | Staff to have temperature checked and immediately use hand sanitiser then to move to form room or staff room only.  Door manned at all times throughout entry period.  Front reception doors closed. Buzzer and intercom used for staff entrance.  Hand sanitiser and anti-bacterial wipes at reception for adults coming into school to use. |  | Intercom to be cleaned regularly. |
|  | Stress / wellbeing issues | Individual vulnerable to stress due to impact of the current situation | All staff and children / parents. | Information shared on handling mental health and wellbeing for all staff.  Wellbeing activities for children in classrooms.  Any member of staff who feels that they are anxious or scared to come to work must speak to the HT and are advised to speak to their doctor. Adjustments to their working hours / duties will be made for staff where necessary for health or wellbeing issues. Headteacher will make / maintain positive contact and support to staff isolating / have tested positive at home to assess their needs and emotional wellbeing. |  | The school will review and identify additional support for newly and recently qualified staff, staff new to the school, and any staff anxious about returning or continuing to work at home.  INSET days will be used in a way which best supports staff in relation to wider opening. |
|  | Bereavement support | Students and staff are grieving because of loss of friends and family. | All pupils and staff | The school has access to trained staff who can deliver bereavement counselling and support.  Support is requested from other organisations when necessary.  HT/DHT to maintain and share records of affected families and monitor students who may be a cause for concern to plan appropriate support. Class teachers involved in these discussions as necessary. |  | Staff directed to speak to member of the pastoral team / alert on GDrive if worried.  Results of parents survey shared with class teachers and any significant issues highlighted by pastoral team. |
|  | Staff meetings | Risk of close contact / virus transmission | All staff | Information shared via remote / electronic means where possible.  Staff briefings to be carried out remotely or in well ventilated space.  App used to disseminate urgent messages. |  | Explore remote meetings, facetime and online solutions to meetings. |
|  | Injuries | Cuts/falls/bleeding – risk of viral transmission through fluids or droplets caused by injury | Staff and children | Any injuries only to be treated by trained first aider.  All designated first aiders to have immediate access to a full set of PPE (within first aid bags). Once used, request stock from designated admin/office person.  First aiders to wear gloves and PPE at all times and treat injuries at point of injury if possible.  Injuries detailed on accident form and print out given to child to hand to parent at collection time.  Play time staff will have access to a walkie talkie and can use the walkie talkie to contact the office to make any necessary requests in the event of any emergencies at break/lunch times. |  | Protective gear is to be stored in the medical room.  Latest government / PHE guidance on covid:19 has been provided for first aiders and any future updates will be given out regularly. |
| **Multi agency meetings, support staff and visiting specialist staff; supply staff; and staff taking leave** | | | | | | |
|  | Contact on school premises for LAC | Safety issues, risk management of 3rd parties, hygiene issues | All staff, 3rd parties, LAC | Under certain circumstances it may be deemed acceptable to use a designated space in school to hold contact visits for LAC and their families.   * Large, ventilated space * Cleaning before/after organised * All hygiene and social distancing observed * Parties must advise are in good health before admittance * No toilet facilities available * RA must be received prior to visit. |  |  |
|  | School Visitors | Safety issues, risk management of 3rd parties, hygiene issues | All staff, 3rd parties, LAC. | The school will strongly consider alternative arrangements for contact with external agencies. A risk assessment will be required in advance.  If meetings are necessary the same requirements as above (LAC contact) will be employed.  If used, supply staff will be fully briefed by the office manager regarding the safety measures in school and given PPE. |  |  |
|  | School Governor visits | Safety issues, risk management of 3rd parties, hygiene issues | All staff, Governors, 3rd parties, | Governors should let the school office/Headteacher know in advance when they would like to visit school, stating dates, times and duration of visit if possible.  Where possible visits should be arranged after children have left for the day.  Full PPE is available on entry to school. Hand sanitiser and antibacterial wipes are available at reception. Governors should wear face coverings, unless exempt, when moving around the school. These can be removed for eating/drinking or in meetings as long as 1m+ distancing is observed, and Governors are not facing each other directly.  Governors should not enter into any areas in which there are children/staff.  Remote meetings can be arranged for Governors meetings for any staff who prefer to work remotely or are isolating. |  |  |
|  | Multi-agency meetings | Safety issues, risk management of 3rd parties, hygiene issues | All staff, 3rd parties, | Multi agency meetings will he held when needed to enable support for most vulnerable families and family’s with unmet needs.  Visitors will be informed that Covid restrictions are in place in school and will be asked to not attend if displaying symptoms, no access to toilets or refreshments  Families with very young children will be telephoned by HT to see if alternative childcare arrangements can be made. If not then  family can attend with child in pram/buggy – made aware that would need to change nappy / toilet child immediately before they attend meeting and child must remain in pram/buggy or on family members knee.    Organiser of meeting must ensure room is wiped before and after the meeting  - room to be ventilated. Rooms will also be cleaned as per the usual cleaning schedule.    Times of meetings will be spaced out so time for cleaning and airing of room   Attendees must sit at least 1 meter apart unless from same household.  if number of attendees exceeds maximum safe capacity then they must be asked to leave. Chair of meeting will make these decisions in advance and reports can be sent from agencies to reduce attendees. |  | If young children need to attend, seating arrangements in room must be reconsidered and the chair of the meeting will evaluate spacing and ensure social distancing can be maintained. If not then attendees will be evaluated. |
|  | Staffing shortages or restrictions | Not being able to cover classes safely | Children and adults in school | All adults to follow absence reporting procedures as early as possible so that cover arrangements can be made.  In the event too many staff are absent / ill to provide childcare then parents/carers to be contacted ASAP and remote learning to take place. |  |  |
|  | Contractors working on the school site | Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control | All staff, 3rd parties, cleaners, LAC | Contractors only on site during school hours where absolutely necessary.   * Sign in * PPE available * Instructed to socially distance * Asked to declare if they or anyone has had Covid symptoms in last 7 days – appropriate action taken based on response. * Non-compliance will be dealt with by HT/DHT.   Contractors will provide own Risk Assessments and Method Statements for approval prior to works commencing. |  |  |
|  | Teaching / intervention from external specialists (language, dyslexia, sensory, hearing impaired etc) | Social distancing  Virus transmission  Close contact  Working in a bubble | Specialist support / intervention staff | Visits from external educational support staff will be monitored by HT/DHT and planned in advance. Only those absolutely necessary will go ahead  All visitors to school will wear face coverings at all times Strict hand hygiene will be enforced and social distancing measures in place. Visitors will be directed to hand sanitise prior to entry.  Staff will work in a well ventilated space and contact with the child will be minimal. Gloves to be worn if any personal equipment needs to be handled (hearing aids etc).  School will obtain copies of risk assessments from each external agency used. |  | CW is EVC at present. |
| **Dedicated school transport** | | | | | | |
|  | School Minibuses | Social distancing | Any users staff and children | When school minibus is used:   * Sanitiser, PPE available for staff * Supervision of boarding and disembarking * Touch points wiped * Arrangements will be made for additional cleaning of vehicles   Sanitiser and wipes will be placed in the minibus. |  |  |
| **Wider public transport** | | | | | | |
|  | Wider Public Transport | Contamination of pupils/staff | Children and staff. | In September a parental/staff questionnaire, we will ascertain how many pupils currently travel to school using public transport and monitor these pupils carefully for symptoms.  Staff who use public transport to get to work have been asked to identify themselves so arrangements can be made to reduce their risk on their journey to work. Masks available for all staff. |  |  |
| **Student attendance** | | | | | | |
|  | Attendance | Low attendance | Children | The HT/DHT will work with parents to alleviate concerns and anxieties surrounding the return to school.  Pastoral support will be in place to support families of BAME students, students with SEND and others who may have increased concerns about resuming full attendance.  Arrangements remain in place for remote education for students who cannot attend schools. Pupils will be provided with ongoing work for home. |  | The school has developed a ‘FAQ document’ to plan how they will best communicate the plans in place to reduce the risks to pupils. |
| **Educational visits** | | | | | | |
|  | Educational visits | Contamination and reduced social distancing | Pupils and staff | Educational visits will take place in guidance with government guidelines and have their own risk assessments attached.  Staff will be fully consulted on the resumption of a programme of educational visits. |  | . |
| **School uniform** | | | | | | |
|  | Uniform | Pupils wearing school uniform/contamination | Pupils | Full school uniform – PLAIN and DARK - expected from autumn term.  School will encourage regular washing of uniform. Pastoral contact will be made with the family of any pupil who is a concern in this area. |  |  |
| **Curriculum expectations** | | | | | | |
|  | Curriculum |  |  | We will deliver a curriculum which attempts to support:   * the mental and physical wellbeing of the pupils returning to school * the need to provide consistency and routine * need to begin to assess where pupils are at with their learning.   Staff have been consulted on changes to the curriculum aimed at ‘recovery’ that is relevant and responsive to children and communities. |  |  |
|  | Marking & Feedback | Contamination | Pupils & Staff | Teachers are encouraged to explore other avenues to mark and provide feedback to pupils other than written marking. |  |  |
| **Behaviour and pastoral issues** | | | | | | |
|  | Pupil Behaviour | Pupil’s behaviour does not comply with social distancing guidance | Staff & pupils | Social distancing is reinforced throughout the school day through posters, floor markings and verbal reminders.  Staff model social distancing consistently.  Movement around the school is minimised.  Large gatherings are avoided.  Breaktimes and lunchtimes are outside where possible. |  |  |
| **Assessment and accountability** | | | | | | |
|  | Assessment & accountability | Workload/stress | Staff | A new assessment system has been introduced, but this is expected to take time to embed. |  |  |
| **Contingency planning** | | | | | | |
|  | Contingency Planning | Stress & workload | Staff and pupils | The school will ensure that its workload impact assessment includes possible remote education for all students in the event of the school needing to close.  The school will ensure that staff and students have full access to Government schemes around the provision of IT equipment.  There be full consultation with trade union reps on contingency plans.  Remote learning policy available |  | Home learning packs are on the shared drive in the event a child or class is isolating. |

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| **Risk assessment title** | | Coronavirus | **Risk assessment reference** | | | February 2021 |
| **Risk assessment action plan** | | | | | | |
| **Task no.** | **Action** (make sure that you have reduced risks ‘so far as is reasonably practicable’. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done) | | | **Completion date** | **Person(s) responsible** | |
|  | Review risk assessment as opening progresses | | | Ongoing | S Alexander, C Passey | |
|  | Share with staff in briefing | | |  |  | |
|  | Provision of equipment regularly checked | | |  |  | |
|  | Additional procedures for lone working / working off site made available to staff | | |  |  | |

The risk assessment should only be approved once all hazards have been identified, the control measures to be used are agreed, and the risk ratings are considered acceptable.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Declaration** | | | | | |
| **Assessor** | C Wilkinson, C Hyland, S Murphy | **Signature** | S Alexander, C Passey | **Date** | 17th February 2021 |