



**Title:** St. John's C of E Primary Academy - COVID-19 reopening of school risk assessment

**Owner:** Sarah Cockshott/Andrew Fisher

**Drafted:** 06.01.2021

**Consultation:** Submitted to LAC

**Reviewed:**

**Amended:**

**Approved by the trust:** TBC

This Risk Assessment will be reviewed weekly by the Senior Leadership Team. Any changes will be immediately communicated to all staff, the LAC and parents.

# Risk Assessment

Service Area:	COVID-19 lockdown period 05.01.2021- 12.02.21	
Area / Activity to be assessed :	Whole School – Re-opening	
Name of person carrying out the assessment:	A.Fisher	
Others inputting to the assessment:	S Cockshott, D Carlile	
Date of assessment:	10.07.2020	Review date: Weekly

L: Likelihood, S: Severity, R: Risk Rating.

Likelihood (Probability)	Severity (consequences)
5. Almost Certain: More likely to occur than not	5. Fatality: 1 or more persons
4. Probable: Likely to occur	4. Major injury or illness: more than 3 days absence
3. Possible: Reasonable chance of occurring	3. Moderate injury or illness: up to 3 days' absence
2. Unlikely to occur	2. Minor injury or illness: requiring first aid
1. Very unlikely: Will only occur in exceptional circumstances	1. Insignificant: No injuries or illness

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
Risk Matrix		1	2	3	4	5
		Severity				

**High risk: Score between 16 and 25.**

High Risks activities should cease immediately until further control measures to mitigate the risk are introduced.

**Medium risk: Score between 9 and 15.**

Medium Risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

**Low risk: Score between 1 and 8.**

Low Risks are acceptable to adequate: ensure controls are maintained and keep it subject to review periodically, or after significant changes etc. Make improvements where possible.

Description of Hazards	Persons at risk from harm and how	Existing control measures	L	S	R	Further actions / control measures required, by whom and when	L	S	R	Complete
Arriving at school	Staff, pupils	<ul style="list-style-type: none"> <li>Social distancing to be upheld for staff throughout the working day.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>All staff will be given an arrival/departure time. Please see separate timetable.</li> </ul>	3	5	15	
		<ul style="list-style-type: none"> <li>Each member of staff is to sign on the electronic signing in system after using the hand gel provided.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Although deemed a low risk, passing in corridors has been reduced for all staff and pupils.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Each member of staff must wash their hands with soap and water for at least 20 seconds on entrance to school and at regular times throughout the day as per the government guidelines. Paper towels will be provided for single use only.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>One-way system in operation down the admin corridor.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>There are to be no parents allowed onto school premises without prior appointment arranged with the Executive Principal or SLT.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Cleaning staff to monitor soap and paper towels levels daily and replace as necessary.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Each class will be assigned a staggered entrance/ exit gate. Yellow lines are now painted outside of the entrance/exits gates at a two metre distance.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Parents will be encouraged to communicate with school via the school office telephone, email, School Comms or Virtual Learning Platform.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>There will also be a late gate for children who are late, this will be supervised by a member of staff.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Parents who are entering school must use anti-bac hand gel and follow social distancing guidelines.</li> </ul>	1	5	5	
			2	5	10	<ul style="list-style-type: none"> <li>We are encouraging parents to remain in their vehicle until its time there allocated time slot to drop off.</li> </ul>	1	5	5	
						<ul style="list-style-type: none"> <li>Children and staff who wear a face mask to school, must remove their face mask on arrival, place into a plastic bag, then put in to their school.</li> </ul>	1	5	5	

		<ul style="list-style-type: none"> <li>There will be a member staff at each entrance/ exit gate maintaining the two metre social distancing rule.</li> <li>No loitering or chatting in groups by parents will be permitted.</li> <li>Face to face contact with parents during arrival/collection times will be limited.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Face masks are available for staff at their request.</li> <li>Posters on display on gates.</li> <li>Staff reminding parents of social distancing guidelines whilst using footpaths.</li> <li>Parents directed to use the communication methods listed above as a first point of call and follow social distancing guidelines should face to face contact be required.</li> </ul>	1	5	5	
			4	5	20		3	5	15	
			5	5	25		2	5	10	
Meetings with outside agencies	Staff/ visitors	<ul style="list-style-type: none"> <li>Face to face meetings can happen within school.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Meetings are by prior appointment only.</li> <li>A leaflet has been created by the school for visitors, outlining our procedures for COVID-19. This will be sent out to all participants at least 24 hours before the meeting takes place.</li> <li>NHS Test and Trace app is now been launched. Visitors are encouraged to sign up this upon arrival.</li> </ul>	1	5	5	
<b>DFE Guidance 'Implementing Protective Measures in Education and Child Care Settings' (11<sup>th</sup> May 2020) states</b> <i>We know that, unlike older children and adults, Early Years and Primary aged children cannot be expected to remain 2 metres apart from each other and staff...Where settings can keep children and young people in those small groups 2 meters away from each other, they should do so.</i>										
Learning space: Environment	Staff, pupils	<ul style="list-style-type: none"> <li>The learning space tables have been placed into forward facing rows.</li> <li>Staff and pupils to only use resources that have been provided according to DFE and cleaning guidelines.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Furniture has been positioned to allow for social distancing between pupils and staff. This should not be moved.</li> <li>Classroom layout modified to prevent staff and pupils from accessing additional resources including soft furnishings, toys,</li> </ul>	3	5	15	
			5	5	25		2	5	10	

		<ul style="list-style-type: none"> <li>Each child will be allocated a place at the table.</li> </ul>	5	5	25	<p>shared resources and objects that cannot be easily cleaned.</p> <ul style="list-style-type: none"> <li>Class teacher to enforce pupils stay at their dedicated learning spaces.</li> </ul>	3	5	15	
		<ul style="list-style-type: none"> <li>The classroom must be well ventilated.</li> </ul>				<ul style="list-style-type: none"> <li>New guidance has meant windows and doors can be opened/shut throughout the school day. Email sent to all staff stating when windows/doors should be opened/closed.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Each classroom will have a swing bin lid.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Work stations to be cleaned twice a day with additional deep cleaning once a week.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>No cloak rooms to be used. (exceptions for EYFS)</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Classroom door to be wedged open. Windows to be opened (weather dependent)</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Each child will enter/exit via the fire exit.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Bins with lids provided to prevent spread of the virus. Bins will be emptied at various points through the day.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Teaching staff to arrange a rest break if required with their allocated LSP.</li> </ul>	3	5	15		2	5	10	
			4	5	20					
		<ul style="list-style-type: none"> <li>Supporting SEN/ children with an EHCP</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Should a member of staff need to leave the learning space, they must contact another member of staff via LAN messenger.</li> </ul>	3	5	15	
						<ul style="list-style-type: none"> <li>Pupils have their own individual risk assessment where required.</li> <li>Staff who are wearing a face shield must sanitize the shield between each bubble.</li> <li>Staff to ensure they wash their hands between bubbles to avoid cross contamination.</li> </ul>	1	5	5	
Learning space:	At St. John's we value all children as precious individuals who have the right to equality. Keeping all pupils and staff safe and secure is paramount. We have closely considered all pupils and the provision they require, including those children within the Early Years and Foundation Stage.									

Pupils in school	<ul style="list-style-type: none"> <li>Each child will be given their own individual learning pack, this will consist of exercise books and stationary.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Staff to give out on the pupil's first day.</li> <li>Pupils to be responsible for collating their own resources throughout the day.</li> <li>Pupils will use their existing tray units.</li> <li>In the case additional plastic resources being required (e.g. counting cubes) they will not be shared between pupils and will be cleaned by cleaning staff at the end of the day.</li> <li>Cleaning staff to check daily of stocks of soap and hand towels throughout the academy.</li> </ul>	1	5	5	
	<ul style="list-style-type: none"> <li>Each child must wash their hands on arrival to the classroom with soap and water for 20 seconds under the direction of the class teacher.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Each classroom will be assigned a box of tissues. Cleaning staff to replenish daily.</li> </ul>	1	5	5	
	<ul style="list-style-type: none"> <li>Staff and pupils to follow the 'Catch it, Bin it, Kill it' approach.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Staff must not refill the children's water bottle. Children can refill their own water bottles.</li> </ul>	1	5	5	
	<ul style="list-style-type: none"> <li>Each child will bring their own ruck sack, which will be hung on the back of their chair. Children in Reception Year 1 &amp; Year 2 can now use their classroom coat pegs.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Paper cups will be available should a child require a drink.</li> </ul>	2	5	10	
	<ul style="list-style-type: none"> <li>Each child will supply their own water bottle</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Children are not to use the water fountains.</li> </ul>	2	5	10	
		5	5	25	<ul style="list-style-type: none"> <li>Children in year 3 can use the coat pegs inside their classroom.</li> </ul>	1	5	5	
		5	5	25	<ul style="list-style-type: none"> <li>Year 4/Year 5 children can use their cloak room for coats only.</li> </ul>	2	5	10	
	<ul style="list-style-type: none"> <li>Where children may require extra assistance staff can spend a</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Year 6 children can roll up their coats and be placed under there table.</li> </ul>	1	5	5	

		<p>maximum of 15 minutes with the child. As per DFE guidelines.</p> <ul style="list-style-type: none"> <li>A basic skills and PSHE led curriculum to be operated throughout the academy and at home.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Mind-set and healthy wellbeing of pupils learning across the academy community supported.</li> <li>No whole school collective worship or gatherings of any other kind to be held within the academy.</li> <li>Reflection and worship time to be provided to pupils on a daily basis.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Marking to reflect social distancing guidelines and school policy.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Marking policy updated to include social distancing assessment from pupil facing staff.</li> <li>Pupils highly encouraged to self-assess.</li> <li>Pupils to use stickers and stamps provided as a reward system.</li> <li>Each classroom will be provided with some laptops/netbooks.</li> <li>Star of Week certificates to be posted home weekly by admin team as directed by class teachers.</li> <li>Staff should not be meeting in their classrooms. All meetings/training should take place in the communal areas to avoid cross contamination.</li> </ul>	1	5	5	
Learning space: Pupils at home		<ul style="list-style-type: none"> <li>Promoting equality across all learners</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Virtual Learning Platform to be updated on a daily basis with the same learning tasks that pupils in school are completing.</li> <li>Identical resources provided for every child across the academy community where possible.</li> <li>Feedback and assessment via Virtual Learning Platform.</li> <li>Virtual mini lessons have been created for contingency purposes.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Monitoring vulnerable pupils who are choosing to shield at home</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>Activities set require photographic and/or video evidence</li> <li>Family Support Worker in contact with pupils and their households who are not engaging with the Virtual Learning Platform.</li> </ul>	2	4	8	



						<ul style="list-style-type: none"> <li>Designated Safeguarding Leads are onsite all the time and liaising with outside agencies who are involved with supporting vulnerable families</li> <li>Home visits to be carried out in accordance with social distancing guidelines and the Safeguarding policy.</li> </ul>				
Children requiring the Toilet in lesson times	Staff, pupils	<ul style="list-style-type: none"> <li>Social distancing guidelines to be applied to the use of pupil's bathrooms.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Gender neutral toilets created to reduce footfall.</li> <li>Urinals to be covered.</li> <li>Feminine hygiene facilities to be placed as required.</li> <li>A set of toilets will be assigned to each classroom.</li> <li>Only one child to the toilet at any given one time.</li> <li>Intimate can be carried out but staff must wear PPE.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Staff to re-teach personal hygiene through PSHE based curriculum.</li> <li>Posters displayed by all sink areas.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Children to wash their hands prior to entering the classroom and at regular intervals throughout the day (alternative route to toilets first if practicable) then sanitize upon entry to the room.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Cleaning staff to check soap and paper towels daily replenish stocks as required.</li> <li>Should a child require assistance with intimate care staff should wear PPE at all times.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Helping with intimate care</li> </ul>	5	5	5					
Outside activities: Playtime, lunchtime and learning	Staff, pupils	<ul style="list-style-type: none"> <li>Use of outdoor space</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>A timetable of using outside spaces to be followed for playtimes, lunchtimes and outdoor learning.</li> <li>Staff provide non-contact activities and games for pupils.</li> <li>Plastic equipment is to be used on the rota provided.</li> </ul>	1	5	5	

						<ul style="list-style-type: none"> <li>Equipment to be cleaned after use and left for 72 hours.</li> <li>Staff must ensure that pupils do not swap the equipment they are playing with.</li> <li>Outdoor fixed climbing equipment is closed to all children. This includes, but is not exclusive of, benches, soft furnishes and goal posts</li> <li>Staff to monitor pupils at all times.</li> <li>Behaviour policy has been updated to support social distancing.</li> <li>The EYFS terrace is a dedicated outside space for these pupils to have continuous outside provision.</li> <li>School have now purchased wipe able plastic equipment.</li> </ul>				
Communal areas for staff	Staff	<ul style="list-style-type: none"> <li>Social distancing guidelines to be followed in communal areas and offices.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Furniture has been reset to allow for 1 metre plus social distancing.</li> <li>Staff must not move furniture.</li> <li>Timetable created to ensure all staff have staggered, timetabled breaks in the staffroom.</li> <li>Social distancing posters to be displayed in communal areas.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Reduce infection risk via the sharing of communal cups.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Hot water facilities, fridge and microwave will be provided for staff to use.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Reduce infection risk via the sharing of communal tableware.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Staff are to provide their insulated cup with a screw top lid. All cups should to be taken home each night.</li> </ul>	1	5	5	
			4	5	20	<ul style="list-style-type: none"> <li>Staff place own used tableware in the dishwasher provided.</li> <li>Dishwasher set throughout the day.</li> </ul>	2	5	10	
Safeguarding	Staff, pupils	<ul style="list-style-type: none"> <li>Safeguarding remains priority throughout the academy.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>A member of the safeguarding team is on site at all times.</li> <li>KCSIE with updated addendum remains in place.</li> </ul>	2	4	8	

						<ul style="list-style-type: none"> <li>The school's behaviour policy has been adjusted according</li> <li>Whistle Blowing policy shared with staff</li> <li>Health and Wellbeing policy shared with staff</li> </ul>				
PPE	Staff	<ul style="list-style-type: none"> <li>Government guidance suggests that PPE is not required for teachers/staff who are working in the academy.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>PPE is available to all staff who request it. (In the form of gloves, face shields, masks and aprons.)</li> <li>Staff to only wear PPE provided by school.</li> <li>PPE request forms are available from the school office.</li> <li>On Arrival to school, your personal PPE must be removed. At the school office there will be disposable masks available. These need to be disposed of in the bin provided at the end of each day. The bin is located by the sign in system.</li> </ul>	1	5	5	
Lunch times in classrooms		<ul style="list-style-type: none"> <li>Movement around school to be minimised.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Pupils to eat in classrooms.</li> <li>Year 3 lunch boxes to be placed in the boxes provided.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Reduce the risk of infection passing between surfaces.</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Tables to be cleaned between use.</li> <li>Staggered timetable for using outside space</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Packed lunches from home.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>The tables in the learning space must be wiped down before and after the pupils eat.</li> <li>The chemical to wipe the tables is stored in the classroom. COSHH sheet are available.</li> <li>Single use cloth, Cloth must be disposed at the end of each lunch time.</li> <li>Children are encouraged not bring nuts into school.</li> <li>Packed lunches from home to kept in pupil's rucksacks.</li> <li>Pupils to place their own rubbish in the bins provided in the learning space.</li> </ul>	3	5	15	
Cleaning		<ul style="list-style-type: none"> <li>Reduce the risk of infection spreading across the academy.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>All cleaning staff have been provided with PPE: Single use apron, gloves.</li> <li>Face shields are available, upon the staff members request. Request forms are available from the school office.</li> </ul>	1	5	5	

		<ul style="list-style-type: none"> <li>Contamination limited</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Bins will be emptied at various time throughout the school day.</li> <li>Touch points are cleaned regular, through the school day.</li> <li>Enhanced daily cleaning will be undertaken between 15:00-18:00.</li> <li>Single use cloths</li> <li>Deep cleaning to be undertaken each Friday.</li> <li>Bleach is temporary allowed in school. COSHH sheet is available. Bleach is ONLY to be used by cleaning staff. Milton to be used for EYFS cleaning of toys.</li> <li>School pay for PHS, a private contractor, to remove sanitary waste.</li> <li>Contaminated waste will be double bagged and held for 72 hours prior to putting in the bin.</li> </ul>	1	5	5	
Illness, First Aid and medication	Staff, pupils	<ul style="list-style-type: none"> <li>Bodily fluids</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Spillages of bodily fluids will be cleaned up immediately in line with academy policy and Government guidance.</li> <li>PPE to be used.</li> <li>Parents to be contacted to collect pupil immediately.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Pupils self-administrate first aid.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Staff to assess the first aid need.</li> <li>In the case of minor needs, such as small grazes or small bumps to the body that are not neck or above, the first aider to verbally guide pupil through self-administration. (e.g. medicated wipes, single use cold compress)</li> <li>Pupils to be continuously reassured through the process.</li> <li>Pupils to be monitored by the first aider.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Adult required to administer First Aid</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>In the case of more serious needs, such as deep cuts, bumps to the head or suspected broken limbs the allocated First Aider to be called immediately.</li> </ul>	2	5	10	

		<ul style="list-style-type: none"> <li>Serious (life threatening) incidents that require external support</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Named first aiders will wear full PPE consisting of: single use gloves, single use apron, face shield.</li> <li>Face shields are disinfected after every use by the owner.</li> <li>Should CPR be required the first aider is only to given chest compressions.</li> <li>Where applicable, named first aider to direct the calling of 999.</li> <li>Where possible, SLT ring.</li> <li>First aiders remain with the casualty.</li> </ul>	2	5	10	
		<ul style="list-style-type: none"> <li>First Aid policy</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>The first aid policy must be adhered to all times; some minor amendments have been made to the policy in light of COVID-19</li> <li>Parents to be contacted for all First Aid issues via text or phone call. These will be logged accordingly.</li> <li>Yellow first aid forms to be completed and sent home via children – no parent signature required to reduce contact.</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>Administration of regular medication</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>Pupils encouraged to self-administer mediations in the school office.</li> <li>Where pupils are unable to self-medicate Parent's will be encouraged to dispense medication before or after the new school hours.</li> <li>Where medication is unable to be self-administered, but must be taken during the day, a conversation with the Executive Principal must take place.</li> <li>Any additional provisions for pupils who are clinically extremely vulnerable will be discussed with the Executive Principal and based on most recent Government advice.</li> </ul>	1	5	5	

		<ul style="list-style-type: none"> <li>Clinically extremely vulnerable pupils</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>We are currently at Tier 4 meaning that all schools will remain open to all pupils and staff, clinically vulnerable staff / pupils do not need to shield but must continue to take precautions.</li> </ul>	2	5	10	
Children who are upset	Pupils	<ul style="list-style-type: none"> <li>Where a child is upset it is strongly advised to try to maintain a safe distance whilst offering comfort and support.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Encourage the child to use a tissue to wipe eyes/nose etc. then safely throw tissue away.</li> <li>Parents to be contacted if a child becomes distressed.</li> <li>EYFS to follow DFE guidelines on comfort support.</li> <li>Wash hands after contact and/or use hand gel.</li> </ul>	2	5	10	
Health and Hygiene practice for all	Staff, pupils, others	<ul style="list-style-type: none"> <li>Social distancing for all to prevent the spread of COVID-19</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Staff, pupils and parents and those living within their households must abide by the Governments guidance on Social Distancing as stated in 'HANDS FACE SPACE')</li> <li>Social distancing signs displayed on each room with the room capacity.</li> <li>You must to wear a face covering on public transport.</li> <li>National lockdown from Tuesday 5<sup>th</sup> January 2021. <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></li> <li>If the guidance is not followed the school has the right to refuse entry to site.</li> <li>Posters around school</li> <li>Where families have children under the age of 14 Grandparents and other relatives can now support parents for informal childcare arrangements.</li> </ul>	2	5	10	

		Comprehensive infection control measures	5	5	25	<ul style="list-style-type: none"> <li>• Inform parents about pupils having hair tied back, no jewellery to be worn and no watches to be worn.</li> <li>• Staff and pupils encouraged not to touch eyes, nose, mouth</li> <li>• Use an elbow for a cough or</li> <li>• a sneeze.</li> <li>• Handwashing after blowing their nose</li> <li>• Revisit e-bug and PHSE hygiene resources as a class</li> </ul>	1	5	5	
		<ul style="list-style-type: none"> <li>• Handwashing (Please see previous statements)</li> </ul>	5							
		<ul style="list-style-type: none"> <li>• PPE (see previous statements)</li> </ul>	5							
		<ul style="list-style-type: none"> <li>• Containing bodily fluids</li> </ul>	5							

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		<ul style="list-style-type: none"> <li>Provision of time (PPA) to complete resource making, assessment of learning at home, communication with parents and future planning.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>A PPA timetable has been created classes will be covered internally.</li> <li>Staff must use the laptops provided by school NOT pupil laptops or netbooks.</li> </ul>	1	4	4	
Homeworking environment	Staff	<ul style="list-style-type: none"> <li>Should a member of staff be working at home, a risk assessment may be required of their work station.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Site manager to carry out risk assessment should it be required.</li> <li>Keep in touch meetings will be arranged via zoom or google meets.</li> <li>Line managers are to ensure employees are aware of the following advice: ensure that the adult have regular breaks and encouraged to have a work/ social life balance.</li> </ul>	1	4	4	
		<ul style="list-style-type: none"> <li>Social distancing guidance for employees</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>All employees must abide by the Governments guidance on Social Distancing as stated in HANDS FACE SPACE</li> <li>If the guidance is not followed school has the right to refuse entry to site which may lead to a conversation with the Executive Principal.</li> </ul>	1	4	4	
Unused plant equipment	Site Manager	<ul style="list-style-type: none"> <li>Reducing the risk of Legionnaires' disease</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>While the school has only opened certain areas within school during this pandemic, a weekly flushing of all unused outlets has been carried out. Records have been kept accordingly.</li> </ul>	1	4	4	
		<ul style="list-style-type: none"> <li>Ensuring maintenance of equipment is upheld.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Visual checks are to be carried out prior to reopening.</li> </ul>	1	4	4	
Fire	Staff, pupils, parents/ visitors (if on site)	<ul style="list-style-type: none"> <li>Keeping all people on site safe during the case of a fire within the academy.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Fire Risk Assessment under constant review with the Site Manager and SLT</li> <li>A fire drill must be carried out within the first week back.</li> </ul>	1	5	5	
Contractors in school	Site Manager	<ul style="list-style-type: none"> <li>Contractors working on site.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Where possible contractors will not be on site when the pupils are in.</li> </ul>	1	2	2	

		<ul style="list-style-type: none"> <li>Contractors displaying symptoms of Coronavirus.</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>An electronic vision for our visitor expectations are sent out prior to arrival.</li> <li>Control measures regarding the Coronavirus must be included within their RAMs.</li> <li>School to ensure no pupils or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the school, they must inform the school immediately.</li> </ul>	1	5	5	
Suspected COVID-19 case	Staff, pupils	<ul style="list-style-type: none"> <li>Staff or pupils displays symptoms of COVID-19 at school</li> <li>Staff, pupils or anyone within these households displays symptoms of COVID-19 at home</li> </ul>	5	5	25	<ul style="list-style-type: none"> <li>Staff or pupils displaying symptoms of COVID -19 (high temperature, new continuous cough, loss or change to your sense of taste or smell) will be isolated in the SEN office with the window and grate open.</li> <li>Staff, after being assessed by SLT, will be advised to go home and book their COVID-19 test for themselves and all within their household.</li> <li>Pupil's parents will be contacted immediately by telephone. Pupils must be collected from school. Parents must inform school of the results of the COVID-19 test as soon as possible.</li> <li>Staff and pupil's parents for the relevant learning pod will be contacted and advised to</li> </ul>	2	5	10	

		<ul style="list-style-type: none"> <li>Awaiting a test result of COVID-19</li> <li>Unable to get a COVID-19 test</li> </ul>	4	5	20	<p>self-isolate for 10 days. Should symptoms begin they will be advised to seek COVID-19 testing.</p> <ul style="list-style-type: none"> <li>Parents are informed not to bring their children into school if they, or anyone within the household, display symptoms of COVID 19 (high temperature, new continuous cough, loss or change to your sense of taste or smell)</li> <li>All members of the household are to self-isolate until the member of household receives the result of the COVID-19 test.</li> <li>If you are not able to get a test in the first 5 days of having symptoms, the child and anyone they live with must stay at home and self-isolate for 14 days this includes your support bubble.</li> <li>Staff have been informed to contact Sarah Cockshott via her mobile telephone if they are unwell. They must not come into work if they are displaying any symptoms of COVID-19.</li> <li>All people within the household will be eligible for a COVID 19 test.</li> <li>Pupils or staff are not allowed to return until they have received either a negative test result for COVID 19 or have completed the 10/14 days isolation period.</li> <li>Staff and pupil's parents for the relevant learning pod will be contacted and advised to self-isolate for 10 days. Should symptoms begin they will be advised to seek COVID-19 testing.</li> <li>If one case of COVI-19 is confirmed within that bubble, the whole bubble will have to self-isolate for 10 days.</li> </ul>	2	5	10	
		<ul style="list-style-type: none"> <li>Staff, pupils or anyone within these households has a confirmed case of COVID-19</li> </ul>	5	5	25	<p>self-isolate for 10 days. Should symptoms begin they will be advised to seek COVID-19 testing.</p> <ul style="list-style-type: none"> <li>Parents are informed not to bring their children into school if they, or anyone within the household, display symptoms of COVID 19 (high temperature, new continuous cough, loss or change to your sense of taste or smell)</li> <li>All members of the household are to self-isolate until the member of household receives the result of the COVID-19 test.</li> <li>If you are not able to get a test in the first 5 days of having symptoms, the child and anyone they live with must stay at home and self-isolate for 14 days this includes your support bubble.</li> <li>Staff have been informed to contact Sarah Cockshott via her mobile telephone if they are unwell. They must not come into work if they are displaying any symptoms of COVID-19.</li> <li>All people within the household will be eligible for a COVID 19 test.</li> <li>Pupils or staff are not allowed to return until they have received either a negative test result for COVID 19 or have completed the 10/14 days isolation period.</li> <li>Staff and pupil's parents for the relevant learning pod will be contacted and advised to self-isolate for 10 days. Should symptoms begin they will be advised to seek COVID-19 testing.</li> <li>If one case of COVI-19 is confirmed within that bubble, the whole bubble will have to self-isolate for 10 days.</li> </ul>	2	5	10	

						<ul style="list-style-type: none"> <li>• A welfare contact telephone call will take place before the pupil or staff member returns to school.</li> <li>• As above, the relevant learning pod will continue to self-isolate.</li> <li>• Any additional adults who have had contact with the learning pod (e.g. lunchtime supervisors/PPA cover) will self-isolate for 10 days.</li> <li>• Fines for those breaking the rules now in place starting at £1,000 and increasing up to £10,000 for repeat offenders.                             <ul style="list-style-type: none"> <li>• Staff within school continue to monitor the staff team and pupil's health.</li> <li>• A deep clean of the learning area will take place following 2 hours' ventilation before entering the room.</li> </ul> </li> </ul>				
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**\*I fully understand the risk assessment and have been given the opportunity to review it, raise questions and add any omissions or oversights.**

**\*I understand that the risks will be continually monitored, that I will be able to raise any concerns, if noticed, and decisions will be taken with due regard for all our safety.**

**Name (print):** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_