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All Risks calculated below are of equal importance.

LIST HAZARDS HERE And Risk Rating Prior to action	List of groups of people who are especially at risk from the significant hazards you have identified:	How will you control this risk? (You can append or refer to relevant documentation that explains your safety arrangements, e.g. letter to parents, booklet prepared for students, letter from residential centre, extract in safety manual etc.	Comments	Residual Risk
<p>Class Sizes/Bubbles</p> <p>Classes to be in a Year Group Bubble unless an Outbreak (5 cases or more) or instructed by PHE</p> <p>Playtimes</p> <p>Lunch times</p>	<p>All staff and children</p>	<p>Year group bubbles of 3 classes</p> <p>Clearly explained to parent/carers</p> <p>Staff to read and understand the RA and to contribute</p> <p>Playtimes to be in year group bubbles with separate times</p> <p>3 sittings: YR children to eat in hall Y1 and Y2 children to have year group times(sittings) and to sit in classes</p>	<p>Social Distancing is impossible so continue with washing hands regularly</p> <p>Children to be able to use all areas.</p> <p>TA/Teacher on duty and facilitating play</p>	<p>Social distancing for children unlikely</p> <p>Minimise the risks as much as possible - washing hands</p> <p>Staff may wear masks</p>

Assemblies		<p>Movement within the hall to be kept to a minimum</p> <p>Year Group Assemblies until Jan 30th 2022</p> <p>To be in the hall but in class blocks</p>	Sat in class bubbles within the hall - to minimise mixing and to protect staff	
<p>Staffing</p> <p>Consistency of staff is desired</p> <p>Staff rooms - open windows</p>	<p>All children All staff</p> <p>Staff consulted - agreed to keep the 2 staffrooms operational until reviewed at half term</p>	<p>Staff who test positive will need to isolate - this is for 10 days unless 2 negative LFs from day 5 (Day 1 is now day 0) - see guidance</p> <p>Staff who are double vaccinated do not need to isolate if a family member tests positive however we request that they take a lateral flow test daily for the next 10 working days</p> <p>PPA may need to be changed at short notice</p> <p>Staff will need to be responsible for the organisation of the staffrooms ie refilling tea/coffee</p> <p>SLT to ensure that communication is posted in each staff room</p> <p>Social distancing should take place as much as possible</p> <p>Good hand hygiene to remain</p>	<p>Staff may work across year groups and bubbles</p> <p>This may remain until January 2022</p>	<p>Flexibility will be needed</p> <p>Staffrooms will need to be thoroughly cleaned - please bring any issues to the attention of the SLT/PO</p>

<p>Parent/carers Need to understand their responsibilities</p>	<p>All</p>	<p>Communication to make clear to p/c that they have a responsibility to keep the community safe Remind p/c of symptoms and what they should do. Letter sent home on 1st September. School to keep p/cs updated of any legislation and guidance or changes <u>November 30th</u> Parent/carers asked to wear face coverings when on site and when entering the building</p>		
<p>Cleaning</p> <p>Ventilation</p>	<p>All staff and children</p>	<p>Martyn will continue to liaise with the cleaners and monitor the quality of cleaning Cleaning to continue for touch points mid-morning and after lunch. We already have very good protocols in place which were set up by staff themselves throughout the day. Temporary cleaner to end contract at end of Autumn Term Ensure cleaning products are sourced and in plentiful supply for all staff Each classroom to continue to have products including tissues and flip lid bins Regular cleaning down of surfaces and touch points (by staff) Resources to continue to be cleaned by staff/children as appropriate</p> <p>Thorough class cleaning each evening by cleaning staff. Quality assurance by Premises officer to ensure it is done to a high standard and to liaise with staff/HT if any concerns Liaison with staff to ensure they are happy with cleaning standards</p> <p>Ventilation is important in all areas, however important not to get too cold as this lowers</p>	<p>Martyn to extend hours if/when necessary PPE (aprons, gloves, masks and visors) is in medical room</p> <p>Martyn has been proactive in sourcing what has been required</p> <p>Washing machine used to wash/sanitise mops and equipment/resources</p>	<p>Staff to keep Martyn updated of resources needed</p> <p>Martyn to check levels of cleanliness and hygiene</p>

<p>Windows and doors to be left open as much as possible - weather dependent</p>		<p>immunity. Keep top windows open so that air is circulated</p> <p>Whole school responsibility about keeping school clean Any concerns about cleaning should be raised immediately with Martyn or SLT</p>		
<p>Hygiene for adults - prevent spread of virus</p> <p>Personal Responsibility and Understanding</p> <p>Open windows and doors Plan to be outside for parts of the day Use spaces where 2m rule can be achieved</p>	<p>As above</p>	<p>Hand sanitiser available Sinks in classrooms are for adult use only Children to use sinks in their allocated toilet zone All adults and children to wash hands on entry to the building and before they leave (going outside and coming in).</p> <p>Reminded of the 20 second rule</p> <p>Check that posters remain displayed - Poster reminders around school about coughing / sneezing and the social distancing These have been up since before lockdown - do we need more? PO has sourced PPE for specific incidents in school and for staff wear (if possible) Gloves MUST be worn for cleaning of resources and then hand washing after this There are gloves at reception/signing in and around school. All PPE must be double bagged and disposed of after use Children needing 1:1 to be risk assessed by SENDCo and specific plans put in place for adults who may be working with the child. If not safe, then refer to SENAT and LA for further advice</p>	<p>PO to monitor levels of PPE needed and to restock</p> <p>Guidance say that masks should not be worn in school - staff to wear masks at beginning and end of day and in school if they so choose</p> <p>Ensure staff understand that gloves carry germs so they need to be thrown away after every short use ie lunch, cleaning a resource</p> <p>All classrooms to have a box of gloves and cleaning equipment</p>	<p>This has been working well for the last term and half Risk is that resources/equipment may be difficult to source</p>

		01.12.21 Staff advised to wear face coverings when meet and greet		
<p>Hygiene for children - prevent spread of virus</p>	Everyone	<p>Handwashing at the start/end of the day, and when they enter the building Soap is more effective than hand sanitizers</p> <p>Child friendly posters to be put up in key areas, and for younger children, supervision to be given - ensure their handwashing is effective (Birthday song) and that their hands are dried</p> <p>Internal doors to be open at all times so they do not need to be touched</p> <p>Talk to children about COVID safe behaviour</p>	<p>Office to source/make more child friendly posters and get them put up around the school</p> <p>If children wear masks to school - explain guidance on masks to adults - children remove before they enter the building and hand to parent. Hand wash immediately.</p>	Good processes in place
<p>Toilets - children</p> <p>Open toilet windows</p>	Everyone	<p>Each class to be allocated a year group/zone toilet block. All children will need to use toilet before going outside as they cannot use the playground toilet block as this is allocated to a group of children</p> <p>If children need to use the toilet they will need to return to their allocated toilet (YR with an adult)</p> <p>Adult supervision during high use times (lunchtime and playtime)</p> <p>Adults to monitor use during the day so not too many children are sent out at one time</p> <p>Toilet areas to be included in the regular cleaning (taps/ doors etc)</p> <p>Reminders to children about safe disposal of hand towels. Adults to check for this and use gloves if necessary to dispose of any paper left on the floors. Adults monitor toilet areas for mass hand washing times per class</p>	<p>Martyn to clean/check toilets mid-morning and after lunch</p> <p>Can Martyn open windows in the mornings?</p>	<p>Adults to facilitate 30 min handwashing</p> <p>Cross contamination limited as staff using classroom sinks</p>

		<p>Classes to be allocated specific toilets and sinks areas</p> <p>Mass toilet times to be timetabled and agreed between classes</p>	<p>Mass toilet times heavily monitored</p>	
Toilets - staff	Other staff	<p>Notice on door about not waiting in the toilet area and 20 second handwashing rule.</p> <p>Sink installed in 1 toilet cubicle in ladies' toilet so that there are now 2 sinks</p> <p>No more than 2 people at a time and care to be taken when using paper towels so social distancing can be adhered to</p> <p>Staff to ensure they leave it as they found it</p> <p>Cleaning of toilets throughout the day</p> <p>Staff to report any concerns to SLT immediately</p>	<p>Martyn to check mid morning and after lunch</p> <p>Martyn to ensure there are plenty of resources</p>	
Corridors - maintaining social distancing	All personnel	<p>Notice to stay to the left when passing in corridors - doorways/other corridors to be used to ensure people are not in close proximity</p> <p>Outdoor paths to be used rather than corridors to go out to the playground/Astro -</p>	<p>Implemented a 'stay to the left' system with signage.</p> <p>Staff can use areas around the school for lunch and breaks ie courtyards, Forest room etc</p>	Signs put in place
Start / End of the Day	Parents / staff / children	<p>Start of day times</p> <p>Exits and entrances to be staggered (8.45 to 8.55) to reduce number of families with specific entry and exit points/gates.</p> <p>Use outside classroom doors so no indoor traffic in corridors. Parents to enter and exit building through school hall external door</p> <p>P/Cs will have to be prompt and have been told to leave premises promptly</p>	<p>All teaching staff inc HLTAs in classrooms from 8.30am until 3.15pm - staff to be prompt with opening doors</p>	Clear instructions to parents with allocated times

		Adults asked to wear face coverings from 1 December 2021	Carpark not to be used from 8.45 until 9.00 and 2.45 to 3:05	
<p>Clubs</p> <p>Breakfast club - before school childcare</p> <p>Clubs after school</p>	Working parent/carers	<p>Breakfast Club - Children to enter through hall door. Hall divided into year group zones, spaced seating by classes where possible</p> <p>Children dropped off into class after washing hands</p> <p>Social clubs - these to be mixed from January 2022</p> <p>After school childcare clubs - children to be collected from classrooms by staff</p>		This should work well - ask Jo S to support for first few weeks before PP groups start
<p>Accidents</p> <p>Management of accidents - wetting and falls etc</p>	Staff	<p>Access to PPE for specific members of staff dealing with bodily fluids.</p> <p>Full PPE in labelled cupboard in the Wet room first aid and down by playground first aid point.</p> <p>PPE disposal - double bagged</p> <p>Children to be encouraged to change themselves as much as possible</p>	Martyn to allocate and check daily	Risk of cross contamination and spread of virus

		<p>Parents to be called to support if necessary</p> <p>Gloves to be worn and thrown away when touching children.</p> <p>Vigilant handwashing</p>		
<p>Illness</p> <p>Always follow the most up to date guidance via NHS and Government guidelines and not the RA as guidance changes daily.</p>	<p>All</p> <p>Parents not to send children to school if they have symptoms</p> <p>Staff to continue with LF and not to come to school if symptoms - continue to follow processes for letting JH know (DS if Breakfast Club)</p>	<p>High vigilance from all staff</p> <p>Temperatures to be taken if child feeling ill as a matter of course</p> <p>Child with any symptoms to be sent home</p> <p>Parents/carers to be called to collect asap.</p> <p>Child to be isolated from others whilst waiting for pick up - inform HT/DHT</p> <p>PPE worn by staff interacting with child - double bag PPE and dispose in outside bin</p> <p>Follow updated guidance below for action if suspected COVID19 - Martyn to fog classroom and any used areas if suspected case</p> <p>Track and trace protocols put into place</p> <p>From 14 January 2022</p> <p>Children under 5 are not being advised to take part in daily testing of close contacts. If children have symptoms they should take a LF test</p> <p>If a child under 5 is a contact of a confirmed case, they are not required to self-isolate. If they test positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection.</p>	<p>Thermometer in office</p> <p>Access to PPE</p> <p>Register of testing kept by office staff</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see Stepping measures up and down section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>	<p>All illnesses spread quickly in schools</p> <p>Guidance changes almost daily so may be out of date. Recommend that p/c and staff check guidance on day of positive LF or PCR</p>

Parents notified if a positive case in a class so that they can monitor their own child for symptoms

See guidance

Contingency plan to be put in place if an outbreak (5 or more cases in one class in a 14 day period) School to contact local health protection team on 08000468687

RL to be set up for individuals or groups of children

Office to notify class teacher and team leader if child has Covid/self-isolating

Guidance

Day 0 - when test positive or symptoms

5 days isolation

Lateral Flow from Day 5

2 consecutive negative lateral flows - end isolation

Day 10 - isolation can end even if positive LF

<p>Remote Learning</p> <p>Lack of staff and lack of supply - may need to move to RL. Vulnerable to attend</p>				
<p>BAME Black Asian Minority Ethnic</p>	<p>All children/parents/staff of BAME backgrounds</p>	<p>Identified as more at risk from the virus Staff to be extra vigilant of children showing symptoms Take no chances of reporting concerns Any BAME staff to complete individual RA</p>	<p>Risks have been widely published</p>	<p>Awareness</p>
<p>First Aid</p> <p>Access to First Aid</p>	<p>All</p>	<p>First Aid policy All year group/zones to have Record sheet Bumped Head policy to remain Gloves/PPE to be worn</p> <p>First Aid to be dealt with by adult with the class/bubble wherever possible. Where this adult is a student or Non-first aider, then First Aid to be directed to a school adult. Unlikely that this would be more than 15mins contact, however if a serious injury then contact SLT/school office for support H&S - staff have watched PPE guidance video https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p>	<p>Sam K to audit provisions with DS</p> <p>Sarah M to order provisions as needed</p>	<p>All Year groups have trained FA</p>
<p>Absence due to illness of staff member</p>	<p>All</p>	<p>Normal processes to resume - HLTA, SLT or agency cover Agency staff will need to have an induction about policies and processes.</p> <p>CEV - individual RAs to be reviewed Pregnant woman are permitted to work from home</p>	<p>High Risk of class closures due to lack of staffing</p>	

<p>Communication teacher to teacher</p>	<p>Staff</p>	<p>Teachers to pass on information via email or via DHT/HT. TAs to pass on information and support cover teachers SLT to communicate with new members of staff re inductions - this includes students</p> <p>Personal responsibility to read all guidance and take responsibility for own welfare</p>		<p>Communication is key</p>
<p>Communication parent to teacher</p>	<p>Staff</p>	<p>To be conducted via email or phone as much as possible Appointments for all visitors/parents Only urgent messages should be passed at the door Newsletters to parents to continue</p> <p>Airlock system in place at the main door - this is to protect TR</p>		<p>Parents will need reminders To read information</p>
<p>Cross contamination of resources</p> <p>See cross contamination Risk Assessment put into place by HT (this has been used since March 26th 2020)</p> <p>RA written by Pro Safe/DS</p>	<p>All</p>	<p>Limit resources. Pencil cases to be used, Common sense applied with Covid Safe measures</p> <p>Importance of washing hands</p>		<p>Staff have put into place good measures that they feel comfortable with</p>
<p>Wellbeing</p> <p>Staff workload and well being</p> <p>Staff to leave planning/resources in place for the next day/week at the end of each day.</p>		<p>Regular check ins with all staff to continue Regular review of expectations set for all staff Signposting for staff for wellbeing support -</p> <p>Education Support 08000562561</p> <p>Employee Assistance Programme - Health Assured 08000305182</p>	<p>Wellness days</p> <p>Teachers to liaise with HLTAs when covering</p> <p>Teachers to be mindful of what work is set when HLTAs covering for short sessions and moving across year</p>	

		<p>Remote Learning to be set up Google Classroom to be used when necessary</p> <p>Staff have contributed to the RA.</p> <p>Only 4 people in the Office at any one time</p> <p>Staff have a personal responsibility to convey expectations and behaviours to the children - this keeps everyone safe</p>	group during one session	
Child well-being/mental health	Children	<p>Therapeutic curriculum planned for children returning - Consider well-being</p> <p>Activities focused on well- being and reflect what has happened and lots of pastoral activities to support them coming back</p> <p>Timetable to be focused on revision of key concepts and lots of outdoor activities, art etc</p> <p>Signposting for support and advice for staff</p> <p>SLT and Kim to support staff</p> <p>CE to set up Forest Schools program for EYFS/KS1 for first half term -</p> <p>Respond to P/Cs concerns about children</p> <p>Well- being activities to be part of the planned curriculum</p>		Curriculum and staff in place to support children
Safeguarding for children in school (including the communication of allergies and food intolerance)	Children Vulnerable families	<p>DSL always in school or contactable</p> <p>DSL's to regularly communicate</p> <p>All staff to continue Safeguarding processes</p> <p>Office staff to complete registers and ensure staff are alerted to all information regarding the children in their classes</p> <p>Regular updates if necessary</p> <p>DSLs to support where necessary with advice and strategies</p>	Recap on all procedures. DS/NR to update staff re Safeguarding developments	All Safeguarding Reported in usual way

		<p>Jo S completed DSL training</p> <p>CPOMS used in YR and Y1</p>		
Safeguarding	If children have COVID or are self-isolating	<p>All Safeguarding policies and protocols to continue</p> <p>Policies and procedures reviewed by all staff in Autumn 1</p> <p>Safeguarding training in September</p> <p>Usual procedures apply</p> <p>Op E referrals</p> <p>Attendance - all children should now attend.</p> <p>Expected attendance is 95=%</p> <p>Holidays will not be authorised</p>	As per usual procedures	Report any issues
Spring Term Calendar -	Whole school community	<p>Office to manage the diary</p> <p>Planned visits and events in year groups not whole school. Always ask permission from HT</p> <p>Visits and visitors to be authorised by HT and RA completed and loaded on to Evolve</p> <p>Training to resume and staff meetings to take place</p>	<p>Cycle of monitoring, evaluation and CPD planned</p> <p>Governor meetings to resume face to face</p>	
Access for visitors	School Community	<p>Visitors only admitted with appointments</p> <p>Visitors to complete the Track and Trace form</p> <p>Parent/carer meetings in the Spring term will take place. This process will be reviewed with staff nearer the time taking account of the local situation and risk.</p>	Chartwells food deliveries to continue along the side entrance	Treena/Sarah M to take extra care - RA Other staff to deal with parents and children

Activities	School Community	All activities to be as class based as possible but activities like ice skating where only school group to go ahead with RA.	Will follow advice from PHE and WSCC	May need to cancel activities at short notice
Children with special educational needs and EHCPs	Children	Risk assessments to be carried out if necessary ie health concern and reviewed regularly by SENDCo and TiC	SENAT team to be contacted if there are concerns	Bumble Bee children in school
FSM	Families	Sign post families who are struggling to agencies for help ie debt, Food Banks Send out PP forms to be completed	Staff to pass on any concerns to DS or NR	Always a risk - food poverty, well being.
Behaviour	All	Children's behaviour is likely to continue to be challenging, especially after Christmas holidays Value what the behaviour is telling you Happiness is an intervention - adults to ensure children are 'happy' and feel secure More opportunities for talk Kim/Learning mentors will support Behaviours to be addressed through therapeutic approach ie Colour Monster Monitor behaviour and signs of stress/anxiety	Opportunities to express feelings - through appropriate books and activities Bereavement support if needed	Therapeutic approach in place
Governance and Policy review <u>Policies</u> Safeguarding Fire and Evacuation Behaviour Attendance Bereavement First Aid	Governors Staff	Governors need to understand their legal duties and have a good understanding of briefing information and information released by the Government Governors to continue to have equal status and rights Governors to be strategic and not operational Governors to ensure that appropriate policies are updated Governors responsible for the welfare of staff and especially the HT DS to update all appropriate Policies and share updates with staff and Govs	Do Governors read and respond to information sent? Do they regularly check in and support the work of the school? How is Covid addressed in their 3 year plan?	Governors to support school leaders and know their responsibilities

Bereavement	Whole school Community Children Staff Parent/carers Family	Bereavement policy written and shared by NR Bereavement books suitable for children ordered and in place in the school office Support will be given as appropriate to whole school community All information shared as appropriate Support for child and family put into place Books to support Bereavement are in the office in labelled box	Long term bereavement leave will need to be covered Play Therapy to be purchased if necessary	Long term impact and support needed
Finance	Budget	Implications of costs associated with Covid 19 expenditure - resources, cleaning, supply	Can NC feedback to Governors regularly about Covid spending? Ds to sign off expenditure	
Contractors on site Building	Visitors to be accompanied Permission from DS All building checks made before start of term	<ul style="list-style-type: none"> • All contractors must obey social distancing • Must agree not to come on site if they have COVID symptoms • Ask for their COVID RA in writing - do they check temps? Arrangements for hand washing etc • Limit contractors entering the building and they must be supervised. • No contractors during entry and exit times <p>Martyn to check all areas of the building to ensure safety Ie Asbestos, electricity, water Fire safety - all alarms working Fire Drills at the start of each half term</p>	Martyn to liaise with contractors Office staff to check if contractor was expected Contractors to remain as much as possible outside 2 X Fire drills this half term for EYFS	Major work completed outside school hours
New Variant Omicron	All staff and p/c to be aware of the new rules and the risks posed by Omicron variant	<ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • 	SLT need to monitor cases and impact	