

## RISK ASSESSMENT (as of 8<sup>TH</sup> March 2021)



HAZARD	CONTROL MEASURES (INCLUDING UPDATES FOR FULL REOPENING)	NOTES ON CHANGES FROM 8 MARCH (FULL REOPENING)	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<p>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current government guidance</a>. Regular reminders will be given about this.</p> <p>If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <a href="#">current government guidance</a>.</p> <p>Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school or develops symptoms while in school, or if a pupil has a positive test while at school, they will be sent home immediately or isolated until they can be picked up. They will be asked to stay in the first aid room.</p>	<p><b>Pupils or staff that have travelled abroad</b> will be asked to follow the <a href="#">current government guidance on quarantine</a> and must not come into school.</p> <p><b>Contact with a symptomatic pupil or pupil who has a positive test at school:</b></p> <p>In exceptional circumstances, if parents/carers cannot collect their child and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home.</p> <p>If other arrangements are being made to transport them home:</p> <ul style="list-style-type: none"> <li>We will inform the driver that the pupil has developed symptoms/tested positive</li> </ul>	<p>Senior leadership team</p>	<p>8<sup>th</sup> March 2021</p>	<p>Use this space to explain the reason behind the ratings and add any other useful information.</p> <p>LOW Risk School staff, parents and pupils are being kept informed</p>

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	<p>999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• A window will be opened in the room to allow for fresh air ventilation</li> <li>• If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get a test elsewhere.</p> <p>In exceptional circumstances, if parents/carers cannot collect their child</p>				

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	<p>and they agree it's age-appropriate and safe to do so, the pupil can walk, cycle or scoot home. If the pupil cannot be collected or travel home independently, we will make alternative arrangements to transport the pupil home. In this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Use of a vehicle with a bulkhead or partition that separates the driver and passenger; or</li> <li>• The driver and passenger will maintain a distance of 2 metres from each other; or</li> <li>• The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so</li> </ul> <p>We will speak to the local authority about sourcing a vehicle that would provide appropriate protection for the driver, and we will inform the driver that the pupil is displaying or has tested positive].</p> <p>A deep clean will take place in the areas that the symptomatic person or pupil who has tested positive in school] has been, and PPE will be disposed of properly, following <a href="#">decontamination</a></p>				

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	<p><a href="#">guidance</a>.</p> <p><b>Rapid testing programme:</b></p> <p>We will provide staff and parents/pupils with a privacy notice, and with a consent form, so they can consent to testing.</p> <p>We will offer <b>staff</b> 2 lateral flow tests per week, to take at home.</p> <p>We will offer <b>pupils</b> 3 lateral flow tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask <b>pupils</b> to take 2 lateral flow tests per week, at home.</p> <p>In all cases:</p> <ul style="list-style-type: none"> <li>• We will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</li> <li>• If the lateral flow test is <b>positive</b>, we will follow the same steps (laid out above) as if that pupil/staff member were displaying symptoms.</li> </ul>	<p><b>Rapid testing programme:</b></p> <ul style="list-style-type: none"> <li>• Staff will be offered 2 lateral flow tests per week, for use at home</li> <li>• Pupils will be offered 3 lateral flow tests, taken at school 3 to 5 days apart, as they return from 8 March. Pupils can return to school after their first negative test result</li> <li>• Pupils will be offered 2 lateral flow tests per week thereafter, to take at home</li> <li>• If a pupil receives a positive lateral flow test result <b>at school</b>, they must self-isolate in line with current government guidance</li> <li>• If a pupil or staff member receives a positive lateral flow test result <b>at home</b>, they must self-isolate and will also need to take a 'standard' coronavirus (PCR) test to confirm their result</li> <li>• Pupils and staff must report their home test results to NHS Test</li> </ul>		8 <sup>th</sup> March 2021	LOW Risk - test kits have been received and team leaders have been registered.

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	<p>They will need to take a 'standard' coronavirus (PCR) test to confirm their result if the lateral flow test was done at home</p> <ul style="list-style-type: none"> <li>• If the lateral flow test is <b>negative</b>, the pupil/staff member can continue to attend school</li> </ul> <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p>We will ask pupils and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</p> <p>-----</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus and needs advice on next steps, the school will contact the DfE helpline on <b>0800 046 8687</b> and select</p>	<p>and Trace. They should also share their test results with your school (both home tests and PCR tests), to help with contact tracing</p> <p><b>Dealing with a coronavirus outbreak (all schools):</b></p>			

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	<p>option 1. (If no advice is required, the school will report the case using the DfE's '<a href="#">online attendance form daily return</a>'). The advice service (or <a href="#">local health protection team</a>, if the call is escalated to them), will carry out a rapid risk assessment to confirm who's been in close contact with the person when infectious.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team, who can be reached by calling the DfE helpline and selecting option 1, to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> <li>• The pupils and staff in each group</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>Close contact with an infected person</p>	<p>We will work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within <b>14 days</b> (previously 10 days).</p>			

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	<p>means:</p> <ul style="list-style-type: none"> <li>• Face-to-face contact, including: <ul style="list-style-type: none"> <li>○ Being coughed on</li> <li>○ A face-to-face conversation within 1 metre</li> </ul> </li> <li>• Being within 1 metre for 1 minute or longer without face-to-face contact</li> <li>• Sexual contact</li> <li>• Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)</li> <li>• Travelling in a small vehicle or a plane</li> </ul>				
<p>Contact with coronavirus when getting to and from school</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>school and where pupils do not mix with the general public), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> </ul>	<p><b>Face coverings:</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils should now wear face coverings in classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas)</li> </ul>	<p>School community</p>	<p>Ongoing</p>	<p>LOW Risk –staff and pupils have previously been putting these measures in place</p>

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	<ul style="list-style-type: none"> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Pupils practise distancing within vehicles</li> <li>• Children aged 11 and over use face coverings unless they are exempt from wearing them on public transport</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Everyone will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in corridors, outside of classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear a face covering in classrooms or during activities, unless social distancing can</p>				

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	<p>be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Everyone will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>A supply of spare face coverings will be kept for anyone who arrives without one or has a covering that's unsafe to wear.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>	<p>Handwashing facilities will be provided.</p> <p>Hand-sanitisers will be placed at entrances and exits to the school and in rooms you'll be using.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> </ul>		<p>School staff, pupils and site cleaner</p>	<p>Ongoing</p>	<p>LOW Risk – Handwashing facilities, sanitizers and cleaning products and regime are already in place.</p>

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	<ul style="list-style-type: none"> <li>• Clean their hands on arrival, after breaks, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>				
Spreading infection through contact with coronavirus on surfaces	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> </ul>		Site cleaner	Ongoing	LOW Risk – cleaning regime already in place

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	<ul style="list-style-type: none"> <li>• Light switches</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</p> <p>Any resources shared between groups, such as sports, art and science</p>				

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	<p>equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>				

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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Due to the size of the school we will operate as a bubble.</p> <ul style="list-style-type: none"> <li>• Pupils will still keep a 2 meter distance</li> <li>• Each table will be spaced to allow at least 2 meters distance.</li> </ul> <p>Pupils will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated at individual tables.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons, equipment will be</p>	<ul style="list-style-type: none"> <li>• <b>Pupil groups</b> – we will continue to operate as a bubble.</li> <li>• <b>Music, dance and drama</b> – we will not host any performances with an audience</li> </ul>	<p>Senior leadership team</p>		<p>LOW Risk –there is enough space to practice social distancing due to the size of the school/school population.</p>

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	<p>cleaned if they have to be shared.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>				
Spreading infection due to excessive contact and	Everyone will be asked to wear face coverings in areas of the school where social distancing is difficult to maintain, such as in corridors, outside of	<ul style="list-style-type: none"> <li>• <b>Face coverings</b> – as explained above: <ul style="list-style-type: none"> <li>○ Staff and pupils should now wear face coverings in</li> </ul> </li> </ul>	Senior leadership team	8 <sup>th</sup> March 2021	LOW Risk- Partially in place previously, will now raise the practice.

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<p>mixing between pupils and staff around and outside of the school</p>	<p>classrooms and in communal areas, unless they're exempt from wearing one.</p> <p>Everyone will also be asked to wear face coverings in classrooms or during activities, unless social distancing can be maintained or the face covering would impact on the ability to take part in exercise or strenuous activity (or they're exempt from wearing one).</p> <p>Everyone will be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p> <p>Educational visits will not take place.</p>	<p>classrooms or during activities, if social distancing can't be maintained (in addition to corridors and communal areas)</p> <p><b>Educational visits</b> – these will not take place</p> <ul style="list-style-type: none"> <li>Ongoing education on the need for safety against Corona virus</li> </ul>			
<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is</p>		<p>Senior leadership team</p>	<p>Ongoing</p>	<p>LOW Risk – These practices are already part of our health and safety checks</p>

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	<p>being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> <li>• Using ventilation units - if possible, systems will be adjusted to full fresh air or, if not, then systems will operate as normal as long as they are within a single room and supplemented by an outdoor air supply. These systems will be maintained in accordance with the manufacturers' recommendations</li> <li>• Opening windows</li> <li>• Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised</li> </ul> <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> <li>• Providing flexibility to allow</li> </ul>				

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	<p>additional, suitable indoor clothing</p> <ul style="list-style-type: none"> <li>Increasing the level of ventilation, this means keeping windows slightly open while the room is occupied and opening more widely while unoccupied</li> <li>Rearranging furniture where possible to avoid direct drafts</li> </ul> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>				
Spreading infection due to excessive contact and mixing in meetings	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.</p>		Senior leadership team	Ongoing	LOW Risk – these arrangements are already in place
Individuals vulnerable to serious infection coming into	Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from	<ul style="list-style-type: none"> <li><b>Clinically extremely vulnerable staff</b> – staff who are shielding should continue to stay at home, even if they've received the vaccine</li> <li><b>Clinically vulnerable staff</b> – can</li> </ul>	Senior leadership team and staff		LOW Risk – Special care is taken due to high percentage of BAME staff and pupils

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school	<p>home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> <li>○ Where possible, maintaining 2 metre distance from others</li> <li>○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others</li> </ul> <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the <a href="#">government guidance for pregnant employees</a>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks</p>	<p>come into school if they can't work from home. If in school, they <b>must</b> follow the protective measures we have in place</p> <ul style="list-style-type: none"> <li>• <b>Staff who may be otherwise at increased risk of coronavirus</b> – those at particularly high risk because of a range of underlying health conditions should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home.</li> <li>• For other staff, there have been no changes to the arrangements previously in place (see the column to the left to find out what these are) – but we've taken the opportunity to add a reference to the <a href="#">government guidance for pregnant employees</a>.</li> </ul>			

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	where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.				

RESIDUAL RISK RATING	ACTION REQUIRED
Very High (VH) Strong likelihood of fatality/ serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
High (H) Possibility of fatality/serious injury or infection	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from government or medical guidelines.
MEDIUM (M) Possibility of significant injury/ infection	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only or infection only	No further action required.