



Wiltshire Council

Schools Covid 19 Risk Assessment – September 2020

Name of School	Christ The King RC Primary School
Name of Executive Headteacher	Richard Sanderson
Head of School	Peter Eccles
Assessment completed by	Chris Raymond
Assessment date	14-07-2020
To be reviewed on	01-09-2020

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

1. Maintaining Social distancing – external areas

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES																					
<p>Numbers on school transport impede social distancing.</p>	<p>1. Liaise with School Transport Team before changes to school times are made.</p>	<p>1. Only applicable to Resource Base who will arrive in the school car park in keeping with regular and routine arrangements – see also separate risk assessment.</p> <p>2. No mainstream pupils travel by public transport which would require PPE being worn and procedures put in place at different gates.</p>																					
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<p>1. Instructions for parents/carers on social distancing rules on site.</p> <p>2. Staggered start/finish times for different groups.</p> <p>3. Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard</p> <p>4. Use of different entrances/exits for different groups.</p> <p>5. Only one parent/carer to accompany child.</p> <p>6. Staff on duty to supervise.</p> <p>7. Signage.</p>	<p>1. Inform parents through letter – clear expectations on social distancing</p> <p>2. A clear timetable for staggered start and finish times</p> <table border="1" data-bbox="1368 643 2022 906"> <thead> <tr> <th>Class</th> <th>Entrance/Exit</th> <th>Start/Finish</th> </tr> </thead> <tbody> <tr> <td>Resource Base</td> <td>Car Park</td> <td>8.30am/3.00pm</td> </tr> <tr> <td>Rec/Yr 1</td> <td>Parsonage Rd</td> <td>8.50am/3.00pm</td> </tr> <tr> <td>Yr1/Yr 2</td> <td>Parsonage Rd</td> <td>8.40am/2.50pm</td> </tr> <tr> <td>Yr 3/Yr 4</td> <td>Earls Court Rd</td> <td>9.00am/3.20pm</td> </tr> <tr> <td>Yr 4/Yr 5</td> <td>Earls Court Rd</td> <td>8.45am/3.10pm</td> </tr> <tr> <td>Yr 6</td> <td>Earls Court Rd</td> <td>8.30am/3.00pm</td> </tr> </tbody> </table> <p>Parents will be able to drop off siblings at the start of the day at the earliest drop off time. Staff will be made aware that they are responsible for collecting pupils at the various times from 8.30am.</p> <p>Parents may be required to wait for their children at the end of the day should they be allocated a later time for their siblings.</p> <p>3. 2m marks on pavement and curb – parents will stay at roadside gate and pupils will line on the playgrounds and briefed/reminded on procedures before entering the classroom</p>	Class	Entrance/Exit	Start/Finish	Resource Base	Car Park	8.30am/3.00pm	Rec/Yr 1	Parsonage Rd	8.50am/3.00pm	Yr1/Yr 2	Parsonage Rd	8.40am/2.50pm	Yr 3/Yr 4	Earls Court Rd	9.00am/3.20pm	Yr 4/Yr 5	Earls Court Rd	8.45am/3.10pm	Yr 6	Earls Court Rd	8.30am/3.00pm
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		<ol style="list-style-type: none"> 4. Three different entrances used – Earls Court Road and 2 x Parsonage Road (one for RB pupils) and SLT will ensure provision is in place for safe crossing across the road. 5. Parents informed that only one adult allowed to accompany child – Year 6 children can walk on their own to and from school if necessary but should observe strict timings 6. SLT (during first two weeks) and teacher at each gate on entrance and exit. Suitable and appropriate staffing provided after two weeks according to the need. 7. Signage clear on gates – social distancing, expectations
Changes to school routine cause vehicular and pedestrian traffic management issues.	<ol style="list-style-type: none"> 1. Encourage parents to walk/cycle to school with children. 2. Stagger drop off / pick up times. 3. Review traffic management risk assessment where changes to start/end of day apply. 4. Encourage staff to walk/cycle to school. 5. Staff on duty to supervise. 	<ol style="list-style-type: none"> 1. Letter encourages parents to walk/cycle to school 2. Clear timetable for staggered start and finish times 3. Decide on positions of lines especially when children arrive at same time at same gate – new markings will be made to accommodate larger bubbles of up to 30 pupils 4. Staff to park cars in car park socially distanced – block off certain spaces with cones 5. Staff on duty follow procedures stringently
2. Social distancing – internal areas and during breaks		
Pupil numbers and room sizes impede social distancing	<ol style="list-style-type: none"> 1. Where practicable reduce number of children/staff in the classroom to enable social distancing. DFE guidance states that bubbles may now include up to 30 pupils 2. Remove excess furniture to safe storage areas to increase space. 3. Desks to be spaced out as far as possible but do not impede fire escape routes and exits. All desks to face forward with pupils sat side by side 4. Floor markings to illustrate 1m+ social distancing rules 5. Children to remain at their desks when in the room. 6. Children to use the same desk each day. 	<ol style="list-style-type: none"> 1. The 6 classes (inc. RB) will act as the 6 bubbles with one teacher and associated TAs. TAs working across more than one bubble have responsibility for socially distancing themselves from children. Staff will ensure they have a safe space/area from which to direct most of their teaching. 2. Classes set up to accommodate numbers with excess furniture removed. 3. Desks spaced out and children seated according to 1m+ social distancing measures. Desks in rows facing forward.

	<ol style="list-style-type: none"> 7. Lessons planned for individual work as opposed to close group work. 8. Social distancing to be explained to children with regular reminders. 9. Signage/Posters in each classroom. 10. Consider the use of school grounds / local environment to extend the range of teaching spaces available. 11. Allocate named staff to each group of children. 12. Staff to supervise and enforce measures. 13. The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 14. Ventilation improved where practicable by having windows open. 15. Children in Early years and KS1 struggle to socially distance 	<ol style="list-style-type: none"> 4. Floor markings, where necessary and appropriate, illustrate movement through classroom ensuring social distancing 5. Timetable of activities ensure that children are managed in and out of each activity and movement away from desks and around the classroom is controlled according to clear and direct staff instructions i.e. toilet breaks, collecting resources, etc. 6. Children's name put on desks to ensure they use same desk each day 7. Lesson plans are tailored for individual working arrangements as opposed to close group work 8. Constant staff communication reinforces social distancing measures 9. Signage in and around classroom reinforces social distancing measures 10. Outside spaces to be included within the curriculum. Especially use of the field. 11. Teachers will be with their class and only 2 members of staff will be crossing bubbles. 12. SLT to supervise measures and constantly evaluate measures in place 13. PPE only worn for specific purposes i.e. first aid, intimate care and symptom detection 14. Windows will be open where practicable to improve ventilation 15. The curriculum adopted within the EYFS and KS1 classes is based on continuous provision that requires to the children to move around a variety of activities inside and outside the classroom. Staff will promote social distancing regularly but recognise that trying to keep children 1m+ apart for a length of time (a school day) is impossible. Therefore, as a school we recognise this but ensure that
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		children do not cross contaminate with children in other bubbles. Regular handwashing and hygiene procedures continue to be promoted stringently.
Number of pupils and staff moving around the school impede social distancing in corridors and other communal spaces	<ol style="list-style-type: none"> 1. Minimise movements of whole groups and individuals outside of the classroom. 2. Use of a one-way system around the school. 3. A 'walk on the left' policy if one-way not practicable. 4. Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). 5. Lane markings on floor and 2 metre markings in areas where queuing is likely. 6. Areas not in use to be closed off (not escape routes). 7. Children to keep coats, bags, lunchboxes etc. with them in the classroom (under desks) or in suitable storage area. 8. School assemblies to be completed electronically and aim to include those children home schooling if possible 9. Acts of worship and other typically communal events to take place in groups (not whole school) 	<ol style="list-style-type: none"> 1. Groups managed according to the timetable of activities. Any movement out of class is minimised and controlled according to social distancing measures pertinent to movement around the school. 2. One system around school established with clear signage and arrows illustrating the flow of movement. 3. Where there may be the potential for children to pass by each other in the corridor, signage will clearly illustrate a 'walk on the left' policy. Pupils and staff will be briefed to ensure this is reinforced. 4. Signage and arrows show flow of movement around perimeter of building back to allocated classrooms and to exits. 5. Spray paint is used for social distance markings outside allocated classrooms where queues might develop. 6. No go areas for pupils and staff taped off. 7. Space under desks made available to put snacks, lunch bags/boxes, water bottles, sun cream and hats. 8. School assemblies may be undertaken by class teachers, adopting 'Blended Curriculum' provision, following consultation with the SLT. 9. All acts of worship and assemblies in school will be restricted to class bubbles. Mass gatherings in the hall will not take place.
Number of pupils and size of space impede social distancing when using toilets	<ol style="list-style-type: none"> 1. Only one child allowed to go to the toilet at a time. 2. Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. 3. Close sinks to give 2m for handwashing – if only one child this isn't necessary 	<ol style="list-style-type: none"> 1. Children briefed on one child to toilet at any one time. 2. Clear system of one in one out in place and signage illustrates this 3. Sinks – one child only 4. Each group will have its own set of boys and girls toilets where possible. Year 3/4 and Year 4/5 will share toilets but

	<ol style="list-style-type: none"> 4. Allocate toilets around the school for different groups of children. Where practicable avoid different groups using the same facilities at the same time. 5. 2m markings on floor in queuing area 	<p>staff will brief pupils that only one person is allowed in the toilet at any one time.</p> <ol style="list-style-type: none"> 5. Where queuing is required for toilets, 2m markings will be indicated on the floor outside the toilet door. 																																	
<p>Number of pupils and available space impede social distancing at break time and lunchtime</p>	<ol style="list-style-type: none"> 1. Staggered break and lunch times. 2. Allocated play areas for each group. 3. Consider zoning of play areas using markings / cones to reinforce distancing. 4. Children to bring packed lunch and eat lunch in classroom or consider using school grounds for 'picnic lunches' whilst retaining 2m distancing 5. Games which encourage social distancing. 6. Staff supervision to maintain standards. 7. If hot meals are provided, transport safely to classroom or if canteen is available, remove unused tables and apply 2 metre rule. 8. Any crockery/cutlery used must be cleaned thoroughly. 9. Catering contractors and other food provision has been subject to specific risk assessment. 	<ol style="list-style-type: none"> 1. Clear timetabling (SEE SEPARATE TIMETABLE PROGRAMME) has most groups taking staggered break times. If weather permits the field to be used then a separate timetable will illustrate specific areas for each class/bubble. <p>Break time arrangements:</p> <table border="1" data-bbox="1344 654 2072 965"> <thead> <tr> <th>Class</th> <th>Play Area</th> <th>Break (15mins)</th> </tr> </thead> <tbody> <tr> <td>Resource Base</td> <td>KS1 playground/Field</td> <td>10.30am</td> </tr> <tr> <td>Rec/Yr 1</td> <td>KS1 Playground/Field</td> <td>9.50am</td> </tr> <tr> <td>Yr1/Yr 2</td> <td>KS1 Playground/Field</td> <td>10.05am</td> </tr> <tr> <td>Yr 3/Yr 4</td> <td>KS2 Playground/Field</td> <td>10.20am</td> </tr> <tr> <td>Yr 4/Yr 5</td> <td>KS2 Playground/Field</td> <td>10.05am</td> </tr> <tr> <td>Yr 6</td> <td>KS2 Playground/Field</td> <td>9.50am</td> </tr> </tbody> </table> <p>Clear timetabling has most groups taking staggered lunchtimes.</p> <p>If weather permits the field to be used then a separate timetable will illustrate specific areas for each class/bubble.</p> <p>Lunchtime arrangements:</p> <table border="1" data-bbox="1344 1228 2072 1380"> <thead> <tr> <th>Class</th> <th>Play Area</th> <th>Lunch</th> </tr> </thead> <tbody> <tr> <td>Resource Base</td> <td>KS1 playground/Field</td> <td>11.45am</td> </tr> <tr> <td>Rec/Yr 1</td> <td>KS1 Playground/Field</td> <td>11.55pm</td> </tr> <tr> <td>Yr1/Yr 2</td> <td>KS1 Playground/Field</td> <td>12.05pm</td> </tr> </tbody> </table>	Class	Play Area	Break (15mins)	Resource Base	KS1 playground/Field	10.30am	Rec/Yr 1	KS1 Playground/Field	9.50am	Yr1/Yr 2	KS1 Playground/Field	10.05am	Yr 3/Yr 4	KS2 Playground/Field	10.20am	Yr 4/Yr 5	KS2 Playground/Field	10.05am	Yr 6	KS2 Playground/Field	9.50am	Class	Play Area	Lunch	Resource Base	KS1 playground/Field	11.45am	Rec/Yr 1	KS1 Playground/Field	11.55pm	Yr1/Yr 2	KS1 Playground/Field	12.05pm
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		<p>Yr 3/Yr 4 KS2 Playground/Field 12.00pm Yr 4/Yr 5 KS2 Playground/Field 12.03pm Yr 6 KS2 Playground/Field 12.05pm</p> <ol style="list-style-type: none"> 2. Groups that have break times at the same time will be in different areas of the school (i.e. half field each or separate playgrounds) 3. Areas not to be used will be taped off and children told where they can and can't go 4. Packed lunches for ks2 children will be eaten in the classroom or outside. KS1 will eat inside using the long dining tables along with those having hot dinners. 5. Limited equipment will be available for children to use and games that keep them apart will be organised. The pirate ship will not be used and the trim trail will be on a rota basis each week. 6. SLT will monitor activity at break times and respond appropriately to any issues 7. Hot meals will be provided and classes sit, social distanced from other classes. A staggered timetable will ensure classes are not arriving at the hall at the same time to queue for lunch. 8. Crockery and cutlery will be provided and cleaned in accordance with the usual routines. 9. Catering contractors will be checked according to the procedures and protocols inspected by the SBM and cook.
Number of staff and size of staff spaces impede social distancing.	<ol style="list-style-type: none"> 1. Removal of furniture to create more space. 2. Removal of communal equipment (mugs etc) 3. Staggered break times for staff. 4. Repurpose unused spaces for additional staff rooms. 5. Staff toilets to enforce 2m distancing. 6. User of supply and agency staff 	<ol style="list-style-type: none"> 1. Furniture in staffroom to be labelled so that staff socially distance in designated seats that are cleaned regularly 2. Staff label mugs that they use and keep to same mug 3. Break times are staggered for children and so will ensure staff do not mix 4. No additional staff spaces required other than RB staff using meeting room as staffroom.

		<ol style="list-style-type: none"> 5. Staff to use toilet independently from each other adopting a routine of cleaning and wiping down areas that were touched. 6. Any supply staff that are required in school will be briefed on the procedures that have been adopted prior to entering the school and they will be given access to this RA. They will then be reminded on entry by SLT who will answer any questions they may have and support them throughout the day.
3. Hygiene and Cleaning	<u>Guidance on cleaning non-healthcare settings</u>	
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ol style="list-style-type: none"> 1. Confirm available cleaning staffing levels before re-opening. 2. Use of contractors or other school staff for cleaning. 3. Agree the new cleaning requirements and additional hours for this. 4. PPE to be worn by cleaning staff as dictated by risk assessment. 5. Leave resources to de-contaminate for 72 hours if possible. 6. Children bringing comforters into school 7. Air conditioning in the kitchen 	<ol style="list-style-type: none"> 1. Cleaning staff levels currently one person short. Post has been advertised. 2. Only cleaners to be used. 3. Clear timetable and rota for cleaning shared with cleaners and staff. Specific cleaning requirements discussed in accordance with children’s timetable of activities while in school –classrooms cleaned following exit of children. On Wednesdays a deeper clean of more specific vulnerable areas will take place. 4. PPE will be worn by cleaning staff 5. If certain resources are not cleaned they will be left for 72 hours to decontaminate 6. Some RB children bring comforters in – these will be strictly kept with the child or their belongings under the desk and used only when required. These should be taken home each night and washed by parents. 7. Air conditioning may be used as long as there is a supply of fresh air and ventilation. There is an air conditioning unit in the kitchen which is only accessed by kitchen staff and occasionally MDSAs.

<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ol style="list-style-type: none"> 1. Hand gel dispenser outside of all classrooms. 2. Re-fills kept safely in each classroom. 3. Children to handwash on entry to school, before and after each break and lunch, leaving school and after using toilet. 4. Extra handwashing bowls in each classroom. 5. Extra signage for washing hands. 6. Supplies of tissues and lidded bins in each teaching space and classroom. 7. Ensure help is available for children who cannot clean their hands independently. 8. Parts of school uniform which cannot be machine washed should not be worn. 9. Ensure supplies of suitable soap. 	<ol style="list-style-type: none"> 1. Hand sanitiser or gel in each classroom around sink area and mobile sanitiser units available at start and end of day and break times. 2. Refills of hand gel will be kept centrally by site manager who will monitor levels around the school. 3. Clear routine of handwashing and sanitising implemented with children at key times. 4. Sinks are sufficient for handwashing 5. Signage clear and will be in place around sinks and toilets. 6. New lidded bins will be used in classrooms and toilet areas. Items place in bins will be double bagged. 7. Teachers will supervise children that they consider to be at risk of not washing hands properly. Ad hoc inspections by teachers and SLT will take place. 8. Children will be expected to wear school uniform but parents will be informed about the importance of washing clothing every day 9. Supplies of suitable soap is available
<p>Exposure to new hazardous substances (products)</p>	<ol style="list-style-type: none"> 1. COSHH assessment to be carried out for any new cleaning/sanitising products in use. 2. Additional cleaning staff to be made aware of the COSHH risk assessments. 3. Appropriate storage of hazardous substances. 4. Material data sheets to be made available for new and existing products. 	<ol style="list-style-type: none"> 1. Existing sanitising products are sufficient but any new ones suggested will undergo a thorough assessment. 2. One additional cleaning staff member will be required for September. 3. Hazardous substances are stored appropriately in accordance with School Health and Safety Policy 4. A log of equipment is kept by the SBM

4.Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ol style="list-style-type: none"> 1. Site visits only by pre-arrangement. 2. A record of some visitors must be kept for 21 days 3. 2m exclusion zones/markings in Reception areas. 4. Information/signage for visitors informing them of the infection control procedures. 5. Deliveries and visits outside of school opening hours where possible. 6. Provision of hand gel at main school entrance. 7. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<ol style="list-style-type: none"> 1. The SMB, HT and Site Manager will manage any necessary site visits ensuring that if they have to take place, then they are carried out at a time that doesn't put anyone else at risk. 2. Site manager and SBM will keep a log of visitors for at least 21 days. 3. 2m social distancing markers used in visitor areas 4. Visits will be managed according to social distancing measures and visitors made aware of protocol to follow 5. All deliveries and visits will be outside school hours where possible – contractors contacted before to agree arrangements 6. Mobile hand sanitiser units will be available at main school entrances 7. Deliveries all received in side entrance outside bungalow – controlled outside of perimeter fence.
Changes affect normal emergency procedures.	<ol style="list-style-type: none"> 1. Redeployed or displaced staff and children will be briefed on evacuation procedures. 2. Review of fire assembly point to accommodate social distancing. 3. Fire drill practice to review any adjustments made. 	<ol style="list-style-type: none"> 1. Fire drills and evacuation procedures updated and staff and children informed of any changes 2. Fire assembly point set up as usual on field 3. Fire drill carried out in week 2 of Phase 1
Site security is compromised by new arrangements.	<ol style="list-style-type: none"> 1. Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). 2. Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ol style="list-style-type: none"> 1. All school entrances will be locked using the normal padlocks. All doors through the school will be left/propped open to avoid excess touching. 2. No additional ventilation will be implemented unless deemed necessary (i.e. using first floor classrooms).

		Windows will be kept open to ensure classrooms are well ventilated.
Building checks not taken place	1 All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring.	1. Site Manager and SBM to ensure all building checks go ahead according to school schedules.
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ol style="list-style-type: none"> 1. Fixed play equipment to be put out of use. 2. Soft toys and difficult to clean play equipment to be removed. 3. Individual items of play equipment to be cleaned between each use. 	<ol style="list-style-type: none"> 1. Fixed play equipment will be taped off and not used unless on a weekly rota allowing time for de-contamination. Any items used by more than one group within 3 days will be cleaned in between use. 2. Toys deemed to be at risk of carrying the virus will be removed or if used, will be cleaned after use or decontaminated for 72 hours. 3. Items used at break times or for play activities will be cleaned after use and will be in boxes allocated for each group.
Shared equipment, fittings and resources increase the risk of transmission.	<ol style="list-style-type: none"> 1. Handwashing before and after each lesson. 2. Remove unnecessary items from the classrooms and store elsewhere. 3. Cleaning regime for door handles, press to exit buttons, communal surfaces. 4. Children asked to bring in own stationery or have allocated, named, packs of stationery per child. 5. Resources and surfaces to be cleaned each night. 6. Lessons planned so resources are not shared. 7. Limit the number of resources/books taken home. 	<ol style="list-style-type: none"> 1. Handwashing will take place at start and end of day and break times. Other times will be dictated by movement of the children in and out of classroom and between activities. 2. Unwanted items will be removed from classrooms to create space for social distancing. 3. Cleaning regimes will be in place for cleaners and staff will identify specific areas that require cleaning at end of each day – a timetable of activity is in place. 4. Children will have their own stationery packs in school that are labelled and put in secure place in classroom for use each day. There will no sharing of stationery. 5. At the end of each day, classrooms will be regimentally cleaned ready for the next day – teachers will leave a list of

		<p>equipment that they require the cleaners to clean above and beyond normal procedures</p> <p>6. Lessons will be planned so that sharing of resources is minimised. .</p> <p>7. Books may be sent home each week if they are then quarantined for 72 hours upon their return.</p>
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<p>1. Staff must not attempt to move large or heavy items unless they are fit to do so.</p>	<p>1. Heavier objects required to be moved will be done so in accordance with the Health and Safety Policy.</p>
6. Health and Wellbeing		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<p>1. Carry out an audit of all staff availability and review it regularly.</p> <p>2. Introduce a process for staff to inform you if their health situation changes.</p> <p>3. If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios.</p> <p>4. Use of staff across different bubbles.</p> <p>5. Use of staff from other schools (by agreement).</p>	<p>1. Audit has been carried out by SLT and clear understanding of staff availability gained.</p> <p>2. Staff informed of procedure to follow if health changes – contact HT immediately.</p> <p>3. Qualified TAs will not be expected to lead a class.</p> <p>4. Where staff have to work across two or more bubbles (i.e. TAs, PPA), they will be responsible for ensuring they are socially distancing from the children, within safe spaces.</p> <p>5. There is no need to use staff from other schools</p>
Volunteer wellbeing (if applicable)	<p>1. Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment.</p> <p>2. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns.</p>	<p>1. No volunteers will be used</p> <p>2. No volunteers will be used</p>
Vulnerable / Extremely vulnerable children at higher risk of infection.	<p>1. Parents should follow current medical/government advice if their child is in this category.</p>	<p>1. Parents have been made aware of the government/medical guidance for children in vulnerable categories.</p>
Person becomes unwell with Covid 19 symptoms in school	<p>1. Move to a pre-designated room where person can be isolated, with adult supervision, if a child displays symptoms.</p>	<p>1. Any child displaying symptoms will be immediately moved to designated room with ventilation – this will be the</p>

	<ol style="list-style-type: none"> 2. Ventilate the room if possible. 3. PPE should be worn if contact is required. 4. Inform parent/carer to arrange collection. 5. Cleaning regime after each usage of the space. 6. Consider purchase of non-contact thermometer. 	<p>Medical Room, The toilet not used in the nearest classroom will be allocated for the child until the parent arrives.</p> <ol style="list-style-type: none"> 2. It is difficult to ventilate this room – no windows or doors 3. PPE will be stored outside the room and in classrooms to ensure that staff can access it immediately 4. Parents/carers of the child displaying symptoms will be informed by SLT immediately upon initial diagnosis and immediate collection arranged. Parents of children in the rest of the bubble will not be informed until the child tests positive. Upon this news, all children in that group will be required to self-isolate for 14 days. 5. The room in which the child was situated will be immediately vacated and deep cleaned, including all stationery and resources used by the child. 6. The temperature of all children and staff will be checked using a non-contact thermometer first thing in the morning and if a child/adult displays symptoms. A child that has a temperature of 38 degrees will be sent home immediately and asked to be taken to be tested. A child with a temperature between 37.5 - 37.9 degrees will be monitored through the morning and if the temperature rises above 38 degrees, the parents will be called.
<p>Staff wellbeing affected by the working experience.</p>	<ol style="list-style-type: none"> 1. Application of national guidance in respect of shielding and at-risk groups. 2. Include staff in risk assessment process. 3. Staff meetings and communication. 4. Defined wellbeing support measures for staff. 5. Designated staff rest areas. 	<ol style="list-style-type: none"> 1. Staff are aware of the national guidance 2. All staff will be briefed on the risk assessment and have the opportunity to provide feedback and questions 3. Staff meetings will be held to review RA. Communication is strong through email, WhatsApp groups and phone calls. 4. Head of School always available for staff should any issues or anxieties arise. Information from DfE has been forwarded to staff on well-being agencies and courses. All staff concerns are taken very seriously by Head. Employee assistance number will be circulated by SBM. 5. The staffroom will provide a safe resting area

<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health. <u>School Effectiveness guidance on Right Choice</u></p>	<ol style="list-style-type: none"> 1. Children to have allocated teacher and TA where possible. 2. Reduced time in school to ensure transition from home to school is successful. 3. Curriculum to support children’s well-being. 4. Provide opportunities to talk about their experiences/concerns. 5. Pastoral activities. 	<ol style="list-style-type: none"> 1. Children will be in class bubbles with their teacher and TAs. 2. Only the new reception children will work on a reduced timetable and this will be for the first two weeks only. 3. The curriculum will be designed to ensure that the children’s well-being is catered for. 4. The curriculum timetable will incorporate time for academic studies but 5.also time for discussion and reflection promoting pupil well-being where they can share experiences, anxieties and worries.
<p>Pupils with special medical needs (administering medication)</p>	<ol style="list-style-type: none"> 1. Required number of competent staff on site 2. Staff training up to date 3. Alternative arrangements in place if staff training/competence has lapsed. 	<ol style="list-style-type: none"> 1. Trained and competent staff on site according to normal procedures 2. The SBM ensures all staff training is up to date 3. Alternative arrangements will be considered following lapse of up to date training – to be decided by the SLT
<p>First aid provision</p>	<ol style="list-style-type: none"> 1. Ensure all staff know First Aiders on site if less than normal. 2. If provision is less than usual, minimise hazardous activities which may result in injury. 3. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<ol style="list-style-type: none"> 1. A qualified first aider will be on site at all times – this is a continuation of normal practise. 2. Provision will not be affected and the first aid room is prepared and ready to handle first aid treatment 3. PPE will be available for all first aiders and bins allocated appropriately.
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ol style="list-style-type: none"> 1. Individual <u>risk assessments</u> of children with behavioural difficulties. 2. Ensure a supply of PPE is available based on need. 3. Reduced timetable or consideration of other solutions if child’s behaviour puts staff at risk. 4. 1:1 teaching to be done at 2m distance. 	<ol style="list-style-type: none"> 1. Risk assessments have been completed for all children with behavioural difficulties and EHCPs. These will be updated on a regular basis responding to staff concerns and the pupil’s behaviour in school. 2. Staff that are required to restrain pupils will access PPE stored in each classroom. 3. If a child’s behaviour puts any other children or staff at a higher risk of contamination then a reduced timetable will be considered and communicated to the appropriate people (parents, social worker, SEND workers, Parent Support Workers).

		<p>4. Any 1:1 teaching will adhere to the social distancing expectations where possible (see SEND guidance).</p> <p>5.</p>
7. Risk assessments and Policies		
<p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ol style="list-style-type: none"> 1. Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. 2. Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk 3. Pay particular attention to curriculum areas and activities being resumed for the first time since school restrictions were introduced 4. One -off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. 5. School clubs, Breakfast clubs and after-school provision are subject to a separate risk assessment. 6. Behaviour policy amended to reflect covid-19 protocols. 	<ol style="list-style-type: none"> 1. All work environments are checked by SLT to ensure they are in line with current H&S requirements. 2. Risk assessments, including this one, are reviewed and updated regularly and treated as a fluid working document. 3. Particular attention is paid to curriculum areas and new activities by all staff knowing that they potentially pose a new risk of spreading the virus. 4. Events outside the normal school working day will be subject to individual risk assessments, to be formally agreed by the Governing Body. 5. The School Breakfast Club will have its own Risk Assessment and be approved by the SLT. 6. The Behaviour Policy has been amended with a new appendix outlining the new procedures to follow.
8. Monitoring		
<p>Control measures set out in this risk assessment do not prove effective</p> <p>Levels of compliance are inadequate</p>	<ol style="list-style-type: none"> 1. Named school staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and pupils 2. Non-compliance will be addressed immediately 3. Regular communication with staff on the outcomes of the monitoring 4. LA H&S Advisers are able to visit the school site to assess compliance 	<ol style="list-style-type: none"> 1. The SLT will monitor the application and effectiveness of this Risk Assessment. 2. Non-compliance by adults and children will be addressed immediately and a register kept of all issues. 3. SLT will communicate all monitoring reviews to staff 4. The LA H&S Advisers will be welcome to visit the site to assess compliance.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Chris Raymond	
Signature of Headteacher		Date:
Name of Chair of Governors	Michael Thompson	
Signature of Chair of Governors		Date:
Date of review		

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

