

Risk Assessment

Location / Site	St. Cuthbert's Catholic Primary School Walbottle
Activity / Procedure	Return of all year groups to school following closure of school to pupils other than those children who are vulnerable or are key worker children.
Assessment date	Updated 28th February 2021
<p>7/7/2020 – to be updated regularly until re-opening</p> <p>Consultation with Governors 15/07/20</p> <p>Consultation of risk assessment completed with staff 15/07/20</p> <p>Latest updated 03/9/20</p> <p>Second walk through school to ensure measures are in place by Chair of Governors on Vice Chair of Governors Tuesday 01.09.20</p> <p>Third walk through carried out by Chair of Governors on Thursday 04.03.21</p>	
Assessment serial number	Insert local serial/identification number for future reference
005	

Identify people at risk	YES
Employees	YES
Children	YES
Visitors	YES
Contractors	Yes

Government guidance states for schools states:

“The safety of children and staff is our utmost priority.”

“The advice seeks to support staff working in schools, colleges and childcare settings, to deliver this approach in the safest way possible, focussing on measures they can put in place to help limit the risk of the virus spreading within education and childcare settings.”

“In education, childcare and social care settings, preventing the spread of the coronavirus involves dealing with direct transmissions (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces.) A range of approaches and actions should be employed to do this.”

Government guidance for parents concerning re-opening of schools states:

“We have provided guidance and support to schools, colleges and child care settings on implementing protective measures in education and childcare settings to help them **reduce the risk of transmission as more children and young people return.**”

“Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.

Schools and colleges continue to be best placed to make decisions about how to support and educate their pupils' during this period. This will include: Consideration of the pupils' mental health and wellbeing.

Contents page

1	Staff, parents and pupils travel to school.	20	Use of face coverings.
2	Social distancing outside the entrance to school/risk to pupils using alternative entrances/lack of social distancing around school.	21	Staff supporting pupils with Special Education Needs.
3	Lack of social distancing in classrooms.	22	Home visits.
4	Lack of social distancing and poor hygiene when using toilet facilities.	23	Lack of communication/interaction between with all stakeholders and visitors.
5	Lack of social distancing during playtimes and lunchtimes.	24	Staff absence/school opening no longer viable due to inadequate staffing.
6	Poor hygiene practices and sharing of equipment (including Music and PE).	25	Inadequate premises management.
7	Poor hygiene practices and lack of social distancing when eating lunch.	26	Storage of alcohol based hand sanitisers.
8	Lack of social distancing in corridors.	27	Visitors to school.
9	Lack of social distancing by staff.	28	Deliveries to school.
10	Extra-curricular clubs and wrap around care.	29	Educational visits.
11	Emotional distress of children/parents.	30	Pupils/parents/staff travelling from overseas and returning from overseas.
12	Emotional distress of staff.	31	Home working
13	Risk of Illness to adults and pupils classed as clinically extremely vulnerable.	32	BAME staff and pupils
14	Members of staff or pupils living with a person classed as clinically extremely vulnerable.	33	NHS Test and Trace
15	Adults and pupils classed as clinically vulnerable.	34	Aerosol generating procedures
16	Risk of pupils/staff/visitors showing recognised COVID-19 symptoms on site.	35	Rapid Testing (LFD)
17	Inadequate First Aid and Intimate Care.	36	Curriculum
18	Incorrect use/lack of PPE.		
19	Unsafe, violent and aggressive behaviour.		

Appendices

Appendix 1 – EYFS Risk Assessment

page 41

Red texts are control measures from Government Guidance – School coronavirus (COVID_19) operational guidance published February 2021

1) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff/Parents and pupils travelling to and from school – contact between individuals and lack of social distancing resulting in exposure to and transmission of COVID-19			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff/Parents should adhere to the Government Guidance - Coronavirus (COVID-19): safer travel guidance for passengers. 2. Staff/Parents and pupils should not travel if they are experiencing any coronavirus symptoms, are self-isolating as a result of coronavirus symptoms or sharing a household with somebody with symptoms. 3. Staff/Parents and pupils if travelling by public transport should wear a face covering unless it is a young child, or they have breathing difficulties or have a disability that makes it difficult for them to wear a face covering. Pupils aged 11 and over must wear a face covering when travelling on dedicated transport. 4. A face covering should cover their mouth and nose while allowing them to breathe comfortably. It is important to use face coverings properly and wash your hands before putting them on and after taking it off. 5. Staff/Parents and pupils who are walking or cycling should try to maintain social distancing, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights. 6. When using bikes (private, docked or dockless) wash your hands for at least 20 seconds or sanitise your hands before and after cycling. 7. If using public transport check with your transport operator for the latest travel advice on your route. 8. Staff/Parents and pupils should follow social distance guidance of 2m from others. 9. Parents must inform school if they and/or their child are using public transport to and from school and which transport route they take. 10. Pupils to remove covering on arrival at school, store safely for return journey and wash hands. 11. Pupils should wash hands prior to donning covering on leaving the school building at the end of the day. <p>Families using public transport should refer to the safer travel guidance for passengers</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

2) Identify hazards

Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards

Risk Assessment

UPDATED 5th March 2021

Lack of social distancing outside the entrance to school resulting in direct transmission of the virus

Risk of pupils being knocked down due to movement of traffic in car park

Lack of social distancing travelling around school resulting in direct transmission of the virus

Existing level of risk

Consider current level of risk

HIGH

MEDIUM

LOW

NEGLIGIBLE

Control measures

List your control measures required to reduce risk – add appropriate detail about the type and location of controls

1. Reduce the number of adults dropping off and collecting pupils to one per family/child.
2. HT/staff will be at the main entrances to school (carpark, main door, hall door, and Reception door).
3. Staggered drop offs from 8.30 a.m. until 9.10 a.m. and pick-ups from 2.50 p.m. until 3.20 p.m. to ensure pupils arrival and departure can be kept to a 2-metre distance where possible.
4. Staff arrivals via the car park- remain in your car if another member of staff is getting out of the car next to you until they have moved 2 meters away. Stay 2 metres apart on entry into school.
5. Instructions shared via letter to parents and pupils regarding social distancing between families when dropping off and picking up from school, each bubble given a drop off and pick up time.
6. No parent/carer to enter the building.
7. A quick drop off and pick up is needed, therefore parents/carers are not to engage staff in conversation. Communication to be made by telephone and/or email.
8. 2 metre markings to remain in place at the entrance to school from gate to main door for parents/carers to follow.
9. Parents/carers to observe 2 metre distance markings on school fence outside the gates.
10. Y6, Y5 and Y3 pupils to enter the premises through the school car park. One part of the staff car park gate will be closed and carpark will be supervised by a member of staff to ensure safety of pupils.
11. Staff/visitors will not enter carpark after 8:30 a.m. and not leave until after 3:20 p.m. to ensure pupils are not at risk of being knocked down.
12. Teachers/TAs responsible for Y6, Y5 and Y3 bubbles will bring pupils to the entrance of the car park at the end of the school day allocated time for their class bubble.
13. Bottle neck areas are managed to maintain social distancing (corridors kept clear, entrance to building kept clear, cloakrooms managed by staff to ensure social distancing staggered time for putting coats away and picking them up).
14. A one-way system and keep to the left side procedure is operated for moving through all of the school.
15. Tape used to assist with social distancing inside of school. Markings outside.
16. Markings in playgrounds for break times.
17. Playgrounds are zoned to encourage social distancing between class bubbles, with each bubble allocated a playground and time.

Remaining level of risk

Consider level of risk following use of control measures

HIGH

MEDIUM

LOW

NEGLIGIBLE

3) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the classroom resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Classroom bubble will contain the number of pupils for that class supported by class teacher(s) and TA who remain with the bubble throughout the day. 2. Each class operates as a separate group and avoids contact with other groups wherever possible. 3. Pupil's desks will be re-arranged to ensure that pupils are sitting side by side and facing forward. 4. Excess furniture will be removed to increase space– to a designated space. 5. Staff to ensure that pupils and staff only mix in a consistent bubble. 6. Pupils' are designated their own space at a desk and chair when in their class bubble. Pupils are not called to the front of the class and close contact at pupils' desks is avoided where possible (staff avoid face to face contact and minimise time spent within 1 metre of anyone). 7. A marked out area for the teacher/TA in order to maintain social distancing from each other and children will be included where possible – 2m distancing at front of classroom. 8. Pupils remain in their allocated classroom (including initially while eating lunch) and must not mix with other year group bubbles. 9. Social distancing charter created for and with the pupils, using the previous charter as a basis – (Include instructions how to line up, how to enter and leave classroom, use of toilet area, moving around the classroom etc.). This will be regularly reinforced. 10. Charter re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence and sanctions for non-compliance. 11. Pupil/s isolated if cannot adhere to charter and spoken to regarding the need for social distancing. 12. Feedback – using large whiteboard and interactive whiteboard not close interaction. Limited marking of pupil's books can take place (teacher/TA to use gloves provided in each class). 13. Coats to be kept in classrooms. Lunchboxes kept under pupil's desk. 14. Pupils will have their own tray on their desk with own clear bag containing pen, pencil etc. 15. Where possible and safe to do so groups to enter/leave the classroom in order according to the seating plan, the classroom is filled from the back to the front and emptied from the front to the back (YR, Y1, Y3 and Y4 to reduce close contact). Year 2, 5 and 6 classes fill from the front to the back and empties from the back to the front. 16. Display posters to remind pupils and staff about hand washing and social distancing measures. 17. Assemblies take place within individual bubbles in their allocated classroom spaces. 18. Alternative arrangements are in place for communal activities which incorporate social distancing. Pupils are not brought from different classes (bubbles) into one hall or large space during school time. 19. Staff support pupils to maintain robust hand and respiratory hygiene – age and developmentally appropriate ways to help pupils understand are used as appropriate. 20. Try to comfort pupils using verbal prompts and non- physical contact as much as possible. 21. A daily record is kept of all staff/external staff who have been working with each year group. 22. Reception class operates as a separate group and avoids contact with other groups wherever possible. 23. Each class YR-6 operates as a separate bubble and avoids contact with other year groups. 24. In Reception class staff with maintain social distance from each other, face covering may be worn, gloves are available and cleaning materials to maintain hygiene. 25. Seating plans are kept as a reference if required in the event of a positive case. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

4) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Toilet visits are controlled as much as possible (staff availability) and as appropriate by limiting the number of pupils using the toilet facilities at one time. 2. Toilet signing board used in class and only one boy and one girl allowed to go to the toilet at a time. 3. Staff member to be situated outside toilet to monitor use (TA from class bubble). 4. Toilets inspected/ cleaning regularly throughout the day (caretaker/cleaning staff). 5. Staff to ensure that pupils' wash their hands after visit to the toilet using the 20 seconds rule and following the correct procedure for hand washing (https://www.e-bug.eu/). 6. Hands to be thoroughly dried after washing. 7. Extra Signs in toilet re: washing hands. 8. Soap dispensers in all classrooms and toilet facilities. 9. Warm water available in all classrooms and toilets. 10. Staff toilet to have notice on door (Y6– disabled toilet), toilet in main building upstairs next to staffroom. 11. Soap in classrooms with sinks for pupils to wash hands when coming in to school, after break time in the morning, before and after lunch and before going home. 12. Hand dryers not to be used in the Year 5/6 building (sign to be place on dryers and switched off) paper towels to be used instead and disposed of in the bins. 13. Hand sanitiser (60% alcohol or above) available in classrooms for staff and pupils. 14. Hand sanitiser is not used as a substitute for thorough hand washing with soap and water. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

5) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus for pupils and staff			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Pupils in all classes will eat their lunch at their desks (Reception eating lunch in the hall). 2. Members of staff in bubble will stagger their lunchtime break to ensure that a member of staff is always with the pupils (SLT contingency when staff shortage). 3. Lunchtime and playtimes are staggered and arrangements are in place to ensure that social distancing (between bubbles) is adhered to for pupils while eating, when moving between the dining hall(when in use), and when at play. Bubbles allocated a school yard, KS2 yard to be zoned into two parts. 4. Reduced playtime equipment (box per bubble) – which can be easily cleaned/washed at the end of the day and left to dry. 5. Games which encourage social distancing – (equipment to be washed). No contact sports to be played. 6. PPE will be used by first aiders when administering first aid. 7. Pupils only move from one area to the other supported by staff and ensuring that they do not come into contact with other bubbles. 8. Minimum contact between Reception, KS1 classes and Year 3 and 4 in main school corridor, and between Year 5 and 6 in Upper KS2 building. 9. Staff allocated lunch area to ensure social distancing. Use of the staff room is staggered and staff room is re-organised to allow social distancing. Additional areas to be used as staffrooms (PPA room in Y5/6 building and Library). Maximum occupancy signs displayed on door to rooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

6) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor Hygiene practices and sharing of equipment- resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Good hygiene practices: -</p> <ol style="list-style-type: none"> Public Health England hand hygiene and general good hygiene practices are followed by staff/pupils including: - <ul style="list-style-type: none"> -regular and thorough hand washing for at least 20 seconds. -Washing/sanitising hands on arrival, before leaving, before and after eating, after sneezing and coughing, and regularly throughout the day. Hands are dried thoroughly after washing. -avoidance of non-essential physical contact (no contact sports to be played). -sneezing into tissues/elbow and binning them ('Catch it, bin it, kill it') washing hands immediately afterwards. -observing social distancing as much as possible -not touching face, eyes, nose or mouth if hands are not clean. Staff will support pupils to follow the above guidance as much as possible. Games, repetition, school charter, class rules and posters are used as appropriate to encourage pupils to practise these habits. Where a sink is not nearby, hand sanitiser (at least 60% alcohol) is provided and used as necessary across the school and is closely supervised to prevent ingestion. Hand sanitiser is not used as a substitute for thorough hand washing with soap and water. Pupils are monitored and supported as necessary to ensure they are carrying out regular hand washing for 20 seconds. Hand dryers in toilets in demountable to be switched off with a sign to confirm they are not in use, paper towels to be used. Staff to wash hands before and after supporting pupils with medication and medical needs. Staff will support pupils to ensure when they sneeze they use a tissue or elbow. Dispose of the tissue correctly and wash their hands. School is kept well-ventilated by opening windows/propping open doors when safe and appropriate to do so. Roof windows in additional staffroom and isolation room to be opened. Air conditioning units in demountable building to be switched off. Lunch bags go under the pupil's desk. Supplies of cleaning agents, soap, hand sanitiser (at least 60% alcohol), gloves and access to hand washing facilities are maintained at all times in all areas (hand sanitiser in foyer, offices, and additional staffrooms, soap and paper towels available in each classroom, hand sanitiser, tissues and cleaning agents in each classroom, staffroom, and offices). Teachers/TAs to inform Caretaker /SLT/AO if running low so that supplies can be replenished. Parents and carers to be informed of PHE good hygiene practices and asked to reinforce these with children at home. Areas being brought into use as learning areas are fully cleaned before use. Staff will monitor pupils who have conditions known to be triggered by cleaning products e.g. asthma, allergies and review health care plan as necessary. Staff report any concerns re: their own conditions to SLT. Cleaning products are discussed with the cleaning provider if issues are identified. Caretaker will ensure cleaning supplies and gloves are available in each room as necessary including areas containing shared highly used equipment e.g. photocopiers, printers, telephones, computers etc. Swing lid bins are available in each classroom for disposal of tissues ('Catch it, bin it, kill it' posters displayed in each classroom). 			

17. Removal of unnecessary items from classrooms and other learning environments will be completed and items will be safely stored elsewhere.
18. Removal of soft furnishings, soft toys and other resources which are not easily cleanable from all classrooms.
19. Visitors are kept to a minimum, visitors are asked to observe good hygiene practices whilst in the building. Visitors sanitise their hands before they leave the foyer and are encouraged to wash their hands-on arrival into the building, often during their stay and when leaving. Visitors are required to wear face masks.

Cleaning practices: -

20. Work areas are kept clean and bins for tissues are emptied regularly throughout the day and lids sanitised (double bag contents).
21. Areas are kept tidy and surfaces cleared as much as possible to enable effective cleaning to be carried out.
22. Arrangements are in place to ensure that additional cleaning is taking place as required (e.g. caretaker and cleaner staggering working hours to ensure that there is someone available for cleaning during the opening times to pupils).
23. Follow manufacturer's instructions for dilution, application and contact times for all cleaning products. All relevant staff will be made aware of these.
24. Pre-diluted cleaning chemicals/ disinfectants in spray bottles to be provided. Disposable cloths used.
25. PPE will be worn by all cleaning staff if necessary (staff to use the guidance provided by LA).

Shared equipment: -

26. Parents/carers/pupils/staff are informed that only essential items should be brought into school/taken home (lunchbox, reading folder, coat etc).
27. Sharing of food, drink, utensils, equipment, and toys is prevented as much as possible. Equipment and resources are allocated to individuals/class bubbles as much as possible.
28. Pupils are provided with a water bottle that remains in school and is sterilised at the end of each day.
29. All pupils have their own allocated selection of resources that remain in their tray/ in their workspace/on their desk such as pencils and pens, ruler etc.
30. Classroom based resources such as books and games, can be used and shared within the bubble (caretaker informed and place in designated area outside the classroom at the end of the day to be cleaned).
31. Shared surfaces including desks are cleaned before starting work/lessons, between users and at regular intervals throughout the day (particular attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (e.g. kettle, microwave and bannisters leading to staffroom and toilet).
32. Resources that are shared between classes or bubbles, such as sports equipment, arts, and science equipment should be cleaned before it moves to a different bubble or left unused for a period of 48 hours and 72 hours for plastics.
33. Interactive screens/whiteboards are only used by teachers.
34. Only essential items are taken home by staff or pupils.
35. Marking of books - should take place electronically if possible (on interactive board with pupil marking own work) pupils work completed on paper should be left for 48 hours before being physically marked.
36. If the lift is in use, it is included in the cleaning schedule (the lift would only be used for the transport of food to the dining hall if used).
37. When outdoor play equipment is used by pupils, they must wash their hands before and after use. Each bubble has a designated box of resources that are cleaned daily.
38. Resources on tables ready for lesson and not distributed within the lesson.
39. Pupils' encouraged to wash hands / use hand sanitiser before lesson and after each lesson if using shared resources (maths resources etc.).

- 40. Reading books given out on a Monday and collected on a Friday to allow for 48-hour quarantine before sharing with another child. Alternatively, use the Oxford Reading Tree e Library books which children can access at home.
- 41. **Each class to be allocated own PE resources that will not be shared between class bubbles.**
- 42. Resources for cutting, sticking should be washed before and after use.
- 43. Resources on tables ready for lesson and not distributed within the lesson.
- 44. Music lessons- peripatetic teacher(Y4-6) will be expected to comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils (2 metres from pupils and only teaching one class per term).
- 45. **Due to limited space within school, no singing to take place at present while we are awaiting further research findings.**
- 46. **Due to limited space within school, playing wind and brass musical instruments will not take place at present.**
- 47. **Playing musical instruments is only carried within the class bubble (ukulele).**
- 48. **Hand washing to take place before and after using the instrument.**
- 49. **Instruments not to be shared and cleaned after use (to include any packing cases). Instruments to be cleaned by the pupils playing them where possible.**
- 50. **Pupils to social distance and play outside wherever possible.**
- 51. **Pupils are positioned back to back or side to side.**
- 52. **Singing, wind and brass playing does not take place in choirs or ensembles.**
- 53. **Awaiting further guidance on research into music and singing.**

Physical Education

- 54. **Pupils to be kept in class bubble.**
- 55. Sports equipment to be cleaned between each use by different groups, where possible equipment should be allocated to the class group by the PE subject lead to avoid sharing with other groups.
- 56. Sports should take place outside as a priority where possible (revision of the PE curriculum). **Where PE activities take place indoors natural ventilation should be maximised. Distancing between pupils and paying scrupulous attention to cleaning should be prioritised. PE sessions will take place in the school hall.**
- 57. PE outdoor kits to be worn to school on the day pupils are timetabled for PE to reduce transmission risk. Parents to be informed by text and newsletter.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

7) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor hygiene practices and lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Pupils/staff to wash their hands before eating lunch following the guidance for hand washing. 2. Pupils eat in their bubble groups (designated classroom for all year groups to ensure they maintain social distancing from other year group bubbles. If the hall is used by Reception class pupils will not sit facing each other. 3. Pupils will eat their lunch at their own desk, clearing away rubbish in to classroom bin. 4. Pupils will use their own water bottle. 5. Water bottles to be sterilised at the end of each day. 6. Spray bottle and wipes in classrooms to wipe desks after lunch. 7. KS2 pupils will be asked to bring a packed lunch into school– packed lunches will be kept under pupil's desk. 8. Pupils who are provided with a lunch by school will have theirs brought to the classroom – packed lunch only (autumn term). 9. Make parents/carers aware that school will only provide a packed lunch/ hot box for pupils. 10. If school hall is in use by Reception their bubble will restrict the number of children able to be on a table. They will be supervised by school staff. 11. Kitchen staff will clean the dining area between year groups using the space. 12. Lunchtime staff allocated to Key Stage bubbles to help with supervision of hygiene and social distancing. 13. Staff to bring own mug to be used in school. 14. Staff to bring own tea, coffee, milk or other drink. 15. Cleaning materials in all staffrooms to be used after breaks to maintain hygiene. 16. Staff to maintain social distancing during their break time, following the signs for numbers allowed in designated staffrooms. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

8) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All pupils to remain in the designated area for their class bubble unless going to the toilet or accessing the outdoor area which will be supervised by staff. TA to ensure effective hand hygiene. 2. Main building class bubbles to access outdoor area via back door at break time. Y1, Y2, Y3 and Y4 to access out door area via back door at lunch time. 3. Y5/6 to enter and exit building (demountable) via front door of building at beginning and end of day. For break times- pupils in Y5 classroom bubble to use fire exit door and Y6 classroom bubble to use main door in demountable to reduce number of pupils and staff in main corridor area. 4. All furniture in corridor in main building removed (with exception for Y2 trays and designated space near lift for small group work). 5. Pupils to follow marking on the floor, following the one-way system, staying to the left. 6. Pupils to walk in single file. 7. Pupils to keep to the left on the staircase at back door exit and on staircases in hall when using for PE. 8. 'Staff will share the need to stick to one-way system when pupils moving around school. 9. Staff will use empty rooms to maximise the distance between each other in the corridor. 10. School Charter on social distancing and moving around school to be shared with all pupils. 11. When moving class bubble around the school, maintain social distance from other bubbles if possible– one adult at back insisting the distance is maintained – regular practice of this in the first few days/weeks to reinforce routine. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

9) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing by staff resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Meetings are held by video call or conference call wherever possible. Meetings are only held on site when it is essential to do so, where social distancing can be maintained and in a well-ventilated or outdoor area and where possible when pupils are not on site. 2. Unnecessary staff gatherings are avoided. School briefings take place ensuring social distancing by adults. 3. Use of the staff rooms is staggered and staff rooms are re-organised to allow social distancing. 4. Staff use face coverings (masks) in communal areas and in corridors. 5. Staff who do not work in the office will avoid entering the office wherever possible. Maximum occupancy is determined by allowing for 2m social distancing between each person. 6. Workstations are assigned to one person only wherever possible or if not are cleaned between uses. 7. Staff in Y5/6 building are encouraged to use the class telephone to communicate with the office. 8. Staff to send work to the printer and collect from the tray at entrance to the office. Alternatively, the Teacher/TA can use photocopier in Library. If large number of copies are required, please ask permission to enter the office space to copy and wipe down all copiers after use. 9. Parents to be encouraged to resolve all matters by telephone or email. 10. Drop off area for mail in main entrance. 11. Maximum occupancy signs on staff/meeting rooms. 12. PPA time –lessons covered by a teacher and HLTA moving between groups are planned to ensure that staff can maintain a 2m social distance wherever possible. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

10) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Extra-curricular/clubs and wrap around care – direct or indirect exposure to COVID-19			
Existing level of risk		Consider current level of risk resulting in in direct and indirect transmission	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Extra curriculum/clubs will only operate when agreed by the Headteacher. 2. The Headteacher will liaise with external provides to ensure that they have appropriate COVID-19 arrangements and a COVID-19 risk assessment in place before any club/wrap around care can take place. 3. External providers on school premises have been made aware of and follow school COVID-19 expectations and operating procedures. 4. Arrangements are in place to ensure that appropriate cleaning of areas/equipment takes place after wrap around care takes place as necessary. 5. External providers are aware to inform school immediately if any pupil is exhibiting symptoms of COVID-19. 6. Clubs that involve contact sports will not take place at this time. 7. External providers will keep a register of all attendees and details of groups which will be shared with school. 8. Use of external providers for sessions which are not directly required for children's health and wellbeing are suspended. 9. Pupils to be kept within the same groups as during school hours as much as possible. 10. Parents to limit the number of wraparound care providers and clubs attended by their child in order to reduce risk as far as possible. 11. Wrap around care on school site to limit numbers of pupils in attendance in line with current government guidance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

11) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children and parents due to the impact of COVID-19 pandemic.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Parents made aware of support and resources to support the wellbeing of their child/ren including the Anna Freud National Centre for Children and Families and Place2Be. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 2. Staff are vigilant for uncharacteristic behaviour of pupils. 3. Staff to maintain distancing provision for pupils who are distressed if possible. 4. Pastoral lead (SP to offer appropriate socially distanced support to vulnerable pupils). 5. Timetable to include daily chance for pupils to express views about current situation with adults in their class bubble. 6. Use RISE and social story resources to support pupil's well-being (school website), PHE have advice for parents on looking after the mental health and wellbeing of children (https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-healthand-wellbeing). 7. School staff to use the Wellbeing for Education Return programme, to respond to the needs of pupils. 8. Additional advice available from school counsellor. 9. Local Authorities will provide training to staff on the Wellbeing for Education Return programme from autumn term until March 2021. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

12) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety/depression/other MH conditions			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All Staff are encouraged to discuss anxiety or COVID-19 concerns with a member of SLT, or through their H&S representative. 2. Staff are kept updated and informed of changes as quickly and clearly as possible. 3. Head teacher is vigilant for uncharacteristic behaviour of staff. 4. Staff are vigilant for uncharacteristic behaviour of other colleagues. 5. Staff inclusion in risk assessment process – input into hazard identification and control measures. 6. Head teacher checks staff at regular intervals and provides additional support if required wherever possible. 7. Head teacher liaises with the relevant team if there are unresolved COVID-19 concerns (HR, Occupational Health). 8. Head teacher refers employees to Occupational Health for counselling (by telephone) if required. 9. Link Inspector from Gateshead SLA to check on head teacher at regular intervals. 10. All staff are aware of the mental health guidance for employees at https://www.educationsupport.org.uk/ 11. Additional mental health support for staff is available at https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers 12. Staff workloads are monitored by SLT. School workload reduction tool kit used at the beginning of September with staff. To review areas where workload can be reduced. 13. Teachers plan for their own year group ensuring work will be accessible for pupils at school and for those at home should bubble be sent home or local lockdown takes place. 14. Staff meetings will be held via Teams until further notice. 15. At least one SLT member of staff on site every day for staff to share concerns with. 16. Risk assessments reviewed half termly – this is a working document. 17. Designated staff areas for different groups of staff –rota for same area if needed. 18. Planned time for planning and preparation within the week will take place. 19. All staff are fully consulted on the school's COVID-19 risk assessment and planning. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

13) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness to adults and pupils classed as clinically extremely vulnerable (shielded) in accordance with government guidance -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this. It provides advice on what additional measures individuals in this group can take. Employees should practice frequent, thorough hand washing, and clean frequently touched areas in their home. School will continue to liaise with CEV staff to support them, including working from home. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and in the home setting. School will liaise with parents/carers and follow any additional medical advice for clinically extremely vulnerable pupils attending school. An individual risk assessment is carried out for each CEV pupil or existing risk assessment is updated. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

14) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Members of staff or pupils' living with a person classed as extremely clinically vulnerable (shielded) in accordance with government guidance -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> While in school staff must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CEV can attend the workplace(in they cannot work from home) but should ensure they maintain good prevention practice in the workplace and at home. Pregnant staff members- Will need to inform the SLT, a risk assessment will be completed following the guidance from the Royal College of Gynaecologists. Staff/ pupils follow current medical advice for living with someone who is clinically extremely vulnerable. Individual risk assessments reviewed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

15) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p>Adults and pupils classed as clinically vulnerable in accordance with government guidance. -through direct and indirect transmission of the virus.</p> <p>Members of staff and pupils living with someone classed as clinically vulnerable in accordance with government guidance.</p>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Employees advise a member of SLT if they have any of the health conditions identified in the guidance if this has not already been done and are supported to follow government guidance immediately. 2. Employees who are clinically vulnerable that is if you're 70 or older, pregnant or usually need a flu jab for underlying medical conditions can continue to attend school. While in school they must follow the guidance in this risk assessment to minimise the risk of transmission. 3. Employees should observe good hand and respiratory hygiene, minimising contact and social distancing (adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others). 4. Employees/pupils who live with those who are CV can attend school but should ensure they maintain good prevention practice in the workplace and at home. 5. Pregnant staff members should inform the Headteacher so that a risk assessment for pregnant women can be complete in line with the Management of Health and Safety at Work Regulations 1999. There is an increased risk for women who are 28 weeks pregnant or beyond of becoming seriously ill and of pre-term birth should they contract COVID-19. This is also the case for pregnant women with underlying health conditions that place them of severe illness from coronavirus. Read COVID-19 and pregnancy from the Royal College of Gynaecologists. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

16) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of pupil/staff/visitor showing recognised COVID 19 symptoms on site.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>Symptoms currently identified as:</p> <p>high temperature 37.8oC</p> <p>New continuous cough (coughing for a lot more than an hour, or 3 or more coughing episodes in 24 hours (or worse cough than usual – person usually has a cough)</p> <p>loss of/or change of taste or smell</p> <ol style="list-style-type: none"> 1. Pupils, staff and other adults should not come into school if they have one or more COVID-19 symptoms or a member of their household (including their support bubble or childcare bubble) has coronavirus symptoms, or they are required to quarantine having recently visited countries outside the Common Travel Area or they have had a positive test. 2. Parents/carers are to inform school if their child/any member of their household is exhibiting symptoms of COVID-19 whilst not at school. 3. Staff look out for signs of pupils developing symptoms identified above. 4. Staff are extra vigilant with pupils who have cognitive impairments and look for signs such as delirium which may indicate infection. 5. If a member of staff/ pupil/visitor develops symptoms whilst at school, with a new persistent cough or a high temperature, or has a loss of/ or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They begin isolation –isolation period includes the day symptoms started and the next 10 full days. They are advised to arrange a test. Other members of their household (including siblings) should self-isolate. There isolation period includes the day symptoms started for the first person or the day their test was taken (no symptoms) and the next 10 full days. 6. If a member of their household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. 7. If a pupil develops symptoms whilst at school, they are self-isolated in a designated room behind a closed door (prayer room), with roof window opened and with supervision by a member of staff if required. If it is not possible to isolate them, they are moved to an area at least 2m away from other people. 8. Social distancing is maintained wherever possible however if staff are required to be within 2m of the pupil they wear the following PPE: - <ul style="list-style-type: none"> - Disposable plastic apron - Disposable gloves - Fluid resistant face mask - Visor (eye protection if there is a risk of splashing to the eyes). 9. Any member(s) of staff that have been supporting a symptomatic pupil wash their hands thoroughly for 20 seconds after contact with them. 10. Pupil's temperature is taken using school thermometer. Equipment to be cleaned after use. 11. Symptomatic staff/pupils use a separate bathroom if this is needed before leaving the premises. The bathroom is cleaned and disinfected using the school's usual products before being used by anyone else. 			

12. Parents/carers are contacted to collect their child as soon as possible or 999/111 are contacted if required.
13. Any member(s) of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
14. Everyone should wash their hands thoroughly for 20 seconds with soap and running warm water or use hand sanitiser after contact with someone who is unwell. The area around the person with symptoms must be cleaned with the school disinfectant after someone with symptoms had left will reduce the risk of passing the infection on to other people. Follow guidance on cleaning in non-healthcare settings.
15. If the pupil or staff member test negative, they can return to the setting and fellow household members can end their self-isolation. They could still have another virus, such as the cold or flu- in which case it is best to avoid contact with other people until they are better.
16. If a pupil or member of staff test positive, they should follow the Coronavirus: Stay at home guidance for households with possible or confirmed coronavirus (COVID-19).
17. Staff are advised to ensure that wherever possible after providing close care to a pupil exhibiting symptoms of COVID-19 their work clothing is: -
18. Changed after providing care and transported home in a tied plastic bag.
19. Laundered in a load not more than half the machine capacity.
20. Not shaken before washing.
21. Washed at the maximum temperature the fabric can tolerate.
22. Public areas where a symptomatic person has passed through and spent minimal time (e.g. corridors) and are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
23. All surfaces that the symptomatic person has come into contact with are cleaned and disinfected, including:
 - Objects which are visibly contaminated with body fluids.
 - All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails on stairwells.
24. Disposable cloths or paper roll and disposable mop heads are used to clean all hard surfaces, floors, chairs, door handles and sanitary fitting using either: -
 - a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - or
 - A household detergent followed by disinfection (1000 ppm av.cl.).
 - Or
 - A disinfectant that is effective against enveloped viruses.
25. Creating splashes and spray when cleaning is avoided.
26. Any cloths and mop heads used must be disposed of as single use items.
27. Items that cannot be cleaned using detergents or laundered e.g. Upholstered furniture is steam cleaned.
28. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.
29. Waste from a symptomatic person and from cleaning of areas where they have been (including disposable cloths and tissues) should be: -
30. Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied),
31. Tagged with the date and time and stored in a secure area until the individual's test results are known.
32. Waste should be stored safely and kept away from children. Waste should not be put in communal waste areas until a negative test result is known or the waste has been stored for at least 72 hours.
33. If the individual test is negative, the waste can be put in with normal waste.
34. If the individual test is positive, then store the waste for 72 hours and put in with normal waste.

- 35. If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste by your specialist clinical waste collector (company contacted). They will supply school with the orange clinical waste bag to place the bags into so it can be sent for appropriate treatment.
- 36. Senior Leadership Team will inform the Public Health Protection Team if a member of staff/pupil has exhibited symptoms whilst at school on 0300 303 8596 and follow their guidance.
- 37. Employees to be informed of and follow the return to work (school) procedure if they have been exhibiting symptoms of COVID-19.
- 38. Employees to be reminded to inform the head teacher if they are diagnosed with COVID 19 as a result of a positive test. The Headteacher will contact the HR department and PHE Team.
- 39. Parents and Carers will be informed of this for pupils.
- 40. All pupils eligible to attend education settings, and members of their households, will have access to testing if they display symptoms.
- 41. Staff have access to priority testing as an essential worker. These can be booked through an online portal.
- 42. SLT will inform staff of any staff/pupils who display symptoms.
- 43. If staff illness means that the staffing levels fall to levels where safety cannot be assured school will close. The Headteacher will contact the LA and the governing body.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

17) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Inadequate First Aid and Intimate Care Arrangements - resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. First aid risk assessment has been reviewed in line with current operations. 2. First aid certificates that expired from 16th March 2020 have been extended for 3 months. 3. Best endeavours are undertaken to have a paediatric first aider on site at all times when pupils aged 4-5 are on site in accordance with government guidance. 4. First aiders wash their hands before and immediately after administering first aid. 5. PPE (single use gloves, single use apron, fluid resistant face mask and visor) is worn when administering first aid where there is a risk of being splashed with body fluid. 6. Intimate care procedures are followed as set out in the policy and staff must wear correct PPE (single use gloves, single use apron, fluid resistant face mask and visor), hands are wash before and immediately after providing intimate care. 7. Any waste generated including PPE from first aid provision is double bags and binned or in clinical waste bin. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

18) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Incorrect use of PPE - resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<p>1. Stock of the following PPE: -</p> <ul style="list-style-type: none"> - Disposable aprons - Disposable gloves - Fluid resistant face masks - Visors <p>are available for staff to use when: -</p> <ul style="list-style-type: none"> - supporting a pupil displaying symptoms of COVID-19 until they are taken home - for first aid purposes already routinely required (not associated with COVID-19) when supporting a pupil - if required when supporting a pupil as determined by an individual risk assessment <p>2. Staff should be hydrated, tie hair back and remove jewellery (no stoned rings, watch, bracelets etc.) before putting on PPE.</p> <p>3. Good hand hygiene is practiced and extended to exposed forearms after removing any element of PPE.</p> <p>4. Used PPE is disposed of as normal waste where it has not been used to support a symptomatic pupil.</p> <p>5. Where PPE has been used to support a symptomatic person, it is either: -</p> <ul style="list-style-type: none"> - Double bagged (placed in a plastic rubbish bag and tied then placed in a second bin bag and tied), tagged with the date and time and stored in a secure area for at least 72 hours then disposed of in the normal waste bin. <p>Or</p> <ul style="list-style-type: none"> - Disposed of as clinical waste in the clinical waste bin. For other situations, e.g. working in prolonged close contact with pupils whose Education Health Care Plan requires this or working closely with pupils who regularly cough, sneeze or spit, without being able to practice good hygiene, the use of fluid resistant face masks and visor should be risk assessed and provided if deemed necessary. All staff must be clearly informed of what is to be used and when. <p>7. In the event of disruption to supply of PPE prioritisation will be given to services based on clinical need.</p> <p>8. All staff to be made aware of what PPE is to be worn and when.</p> <p>9. All staff will be visually trained in putting on (donning) and taking off (doffing) PPE and how to decontaminate visors.</p> <p>10. Posters showing how to put on and take off PPE are displayed. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf</p> <p>11. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</p> <p>12. Face mask is replaced if it is soiled or damaged.</p> <p>13. PPE is stored in a safe and accessible location (disabled toilet and office).</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

19) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Unsafe, violent and aggressive behaviour - resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> When pupils wilfully fail to follow school rules regarding COVID-19, appropriate sanctions are taken in accordance with the school behaviour policy. Risk assessments are in place for pupils with known challenging behaviour and are reviewed as necessary. Review behaviour policy and amend as appropriate with any changes to expectations, rewards and sanctions in place re: COVID-19 including social distancing, no spitting or deliberately coughing. Revised policy is communicated to pupils, parents and staff. Staff are vigilant for new behaviours in pupils due to changes in routine and current situation and take appropriate action. Where there are concerns regarding pupils behaviour parents/carers are informed about failure to adhere to school rules/government guidance on social distancing. Consider using a Warning or Banning letter. Chair of Governors/ Governing Committee informed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

20) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Use of face coverings – Risk of self-contamination when taking off/removing face covering and the emotion effect on pupils.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. In primary schools, the government recommend the use of face coverings by staff and adult visitors in situations where social distancing between adults is not possible. 2. Headteacher will ask staff and visitors to wear face coverings in indoor areas outside of the classrooms (moving around in corridors and communal areas). 3. Transparent face coverings (visors) which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate can be used. They should not be worn as an alternative to face coverings. 4. Plastic bags will be made available for pupils who need to remove reusable masks. 5. Staff to wear a face covering when supervising drop off and pick up. 6. Staff are reminded not to be complacent when wearing face coverings and to maintain 2m social distancing. 7. There is no requirement for pupils to wear face coverings in school. However, if parents wish for their child to wear a face covering school is happy to accommodate. 8. All staff are aware of the procedure if a pupil arrives at school wearing a face covering. 9. Plastic bag to be used if pupil needs to remove face covering on site. 10. All visitors to site are required to wear a face mask, read the guidance on entrance into school and provide a contact number for tracing. 11. Some individuals are exempt from wearing face coverings, please see the page 12 of School Coronavirus (COVID-19) operational guidance February 2021. 12. PHE have provided guidance on how to make a simple face covering, however school will provide face coverings (masks) for staff. 13. School will provide masks for pupils whose face covering has become damp, soiled or unsafe, if they have forgotten their mask or are struggling to access one (Primary pupils are not required to wear face coverings in school). 14. Parents/carers are encouraged to use face coverings when collecting and dropping off children where social distancing cannot be maintained. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

21) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff supporting pupils with SEND -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. SENDCo will be on site or Head teacher will be available if SENDCo is absent. 2. Staff are vigilant for escalations in behaviour due to changes in routine. 3. Social distancing is maintained wherever possible without putting the pupil at risk if close proximity is required for de-escalating behaviour. 4. Supervision ratios are maintained for pupils with challenging behaviour in accordance with their behaviour support plan/risk assessment. 5. Individual risk assessment is reviewed in conjunction with school, pupil's parents and LA. 6. Best endeavours are made to ensure all EHCPs are met as much as possible. 7. Suitable arrangements are in place for cleaning of specialist equipment. 8. Individual risk assessments to be carried out for pupils where social distancing cannot be maintained. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

22) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Home Visits -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only essential visits are made. 2. Staff knock at the door and step back at least 2m to maintain social distancing. 3. Phone calls are made instead of visits wherever possible. 4. Social distancing is maintained at all times and staff will not enter pupil's homes. 5. If there is a need for your school to carry out visits which may involve entering a pupil's home contact Newcastle H&S officer for advice/risk assessment. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

23) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of communication/interaction with all stakeholders and visitors			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Newcastle Local Authority provide daily COVID-19 related bulletins and information on updated guidance. 2. Newcastle Local Authority have regular contact with Public Health re: on-going guidance and advice which is fed back to schools. 3. Staff have been briefed on Public Health England hand hygiene and general good hygiene practices and guidance on the hierarchy of control measures for COVID-19 in schools i.e.: - <ul style="list-style-type: none"> - Avoiding contact with anyone with symptoms. - Frequent cleaning and good hygiene practices. - Regular cleaning of settings. - Minimising contact and mixing. 4. Parents/carers of pupils attending school are kept informed of changes to school procedures and expectations during COVID-19. 5. School requirements and arrangements whilst on site are clearly explained to all visitors on arrival. 6. All visitors entering the school must sign in and out (sanitise hands first and use own pen to be cleaned between use, wear a mask) and give contact details to office staff. 7. Information and school COVID-19 procedures to be clearly communicated with all staff (including new and temporary staff) so they are aware of what they need to do and how they need to do it. 8. Communicate with any contractors (e.g. Facilities Management, catering staff, cleaning staff, and suppliers to ensure they are aware of the arrangements to follow on site). 9. As appropriate parents/carers have been informed: - <ul style="list-style-type: none"> - Whether their child is able to attend school from the proposed opening date. - To ensure that only 1 parent/carer attends school if the pupil needs accompanying. - Not to gather whilst on school premises and to maintain social distancing at all times. - Not to enter the site without a pre-arranged appointment and to follow school procedures whilst on site. - Not to enter the setting if they are displaying any symptoms of COVID-19. - The drop off and collection times for their child and how to do this (which entrance to use and where to stand etc.). - To park considerably outside school or away from school and maintain social distancing at all times including staying in their vehicle until their pupil's allotted pick up/drop off time. - Government transport recommendations. - To inform the school if their child/anyone in the household has symptoms of COVID-19. - Any additional school procedures they need to follow. 10. Head teacher to keep up to date with information from Newcastle Local Authority and action advice accordingly. 11. Head teacher to update Newcastle Local Authority (Ian Dawson) if there are concerns or issues that cannot be addressed. 12. All staff to receive appropriate training as necessary. 13. Risk assessments for non-Council contractors working on site must be checked to ensure adequate COVID-19 working arrangements are in place. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

24) <u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Staff Absence/ school opening no longer viable due to inadequate staff levels -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Head teacher –will undertake an audit of staff available to work. 2. Head teacher to liaise with the governing body and Newcastle Local Authority if there are issues with staff absence. 3. School only opens if adequate staffing levels can be maintained. If HT/DHT are not available, HT/SENDCo are not available, First Aiders are not available, DSLs are not available and caretaking and cleaning staff are not available school would close. 4. If school has to close, parents will be contacted immediately to collect their child/ren. 5. Catering staff employed by Newcastle Local Authority involved in discussion about how lunches will be served to pupils (hot boxes). School Chef and Supervisor to ensure adequate staff to prepare and serve lunches. 6. Cleaning staff employed by Newcastle Local Authority involved in discussion about cleaning regime and availability confirmed- additional cleaning hours purchased when needed. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

25) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Inadequate Premises Management -through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. First Aid risk assessment to be carried out and reviewed in line with current operations and available First Aiders. 2. Clinically vulnerable employees are not given first aid responsibilities (Check with Occupational Health). 3. Checks to be carried out on First Aid Certificates that expired from March 16th 2020 have been extended to end of September 2020. 4. Best endeavours are undertaken to have a paediatric first aider on site at all times when pupils aged 4-5 years are on site. 5. First aiders wash their hands before and after administering first aid or undertaking medical procedures. 6. PPE (single use gloves, single use apron, fluid resistant face mask and visor) is worn when administering first aid where there is a risk of being splashed with any type of body fluid. 7. Any waste generated double bagged and disposed of correctly. 8. Staff to liaise with H&S team if assistance is required. 9. All staff to be made aware of how to evacuate from their designated classroom area in the event of the fire alarm sounding. 10. Ensure equipment and services including gas equipment, fire safety related equipment, water hygiene testing and lifting equipment have been inspected/tested as necessary. 11. Seek advice from Hillstar regarding air conditioning whether any adjustments are required to the system in line with COVID-19 guidance. 12. Fire emergency procedures are reviewed as necessary and a fire drill is carried out shortly after return to school. Consideration is given to additional assembly points, where each 'bubble' will be located to allow for social distancing from each year group. 13. Head teacher regularly monitors and reviews the effectiveness of all COVID-19 arrangements in place with SLT/Chair of Governors, and if required they are amended as necessary and brought to the attention of all staff. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

26) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Alcohol based hand sanitiser storage it correctly- exposure to fire, burns, scalds, smoke inhalation etc.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Sanitiser dispensers are stored away from heat sources, sources of ignition and out of direct sunlight. Stored in a fire-resistant cupboard (not to be accessed by pupils). Hand sanitiser is not to be used as a substitute for handwashing, where handwashing is practical and facilities are available. Use of hand sanitiser is supervised as necessary and is stored in a safe and secure location when not in use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

27) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Visitors to School -risk to employees and pupils through indirect and direct transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> A visitor policy is in place to ensure only essential visitors are on site, visitors are limited during school hours and parent/carer meetings are by virtual appointment/telephone only. External key workers liaise with the school regarding essential visits and have their own risk assessments in place. Key workers follow school arrangements for COVID-19 at all times. Clearly display information for visitors to follow. This includes informing parents/carers not to gather whilst on school premises and to maintain social distancing at all times, and what essential visitors entering the school should do. All staff are aware of and implement the visitor policy. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

28) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Deliveries into School -risk to staff through direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Only essential items are ordered. 2. Personal non-work-related items are not delivered to school. 3. Staff wash their hands before and after handling deliveries. 4. Wherever possible delivery drivers do not enter the school building. 5. Review timings of deliveries involving vehicles in line with new operating hours and use of alternative entrances/exits. 6. Speak to suppliers prior to delivery to advise them of revised delivery arrangements and expectations on school premises. 7. Use non-contact deliveries wherever possible. 8. Deliveries are left in the main reception area and stored for 72 hours before use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

29) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Educational visits-pupils, staff and the public - exposure to direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. No educational visits to take place during this time. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

30) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Pupils/staff travelling overseas/returning from overseas - exposure to direct and indirect transmission of the virus.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Pupils (and their parents or guardians or family member) who meet the UK entry requirements and have travelled from or through a 'red list' country in the previous 10 days, must quarantine in a managed quarantine hotel for 10 days. Pupils travelling to England from other, non-red, list countries will need to quarantine at their place of residence or other suitable place and purchase a home testing package, with coronavirus (COVID-19) tests to be taken on days 2 and 8 after arrival to support the UK's genomic sequencing programme. Before travelling, everyone must: <ul style="list-style-type: none"> take a coronavirus (COVID-19) test and get a negative result during the 3 days before you travel book and pay for a travel test package, which will include coronavirus (COVID-19) tests to be taken on day 2 and day 8 of your quarantine complete a passenger locator form before arrival, with details of where you will quarantine Where pupils have travelled to England from a country from where travel is permitted, they are required to quarantine in their own accommodation for 10 days. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

31) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Home working- risk of Stress, Musculo-skeletal disorders, fatigue.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> Staff who are deployed to work from home on a longer-term basis complete a risk assessment with support from HR and the Occupation Health Team. HT to ensure that appropriate action is taken with regard to any issues raised re: homeworking. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

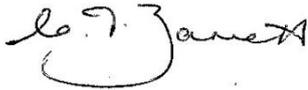
<u>32)Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
BAME staff and pupils- Comparatively increased risk from COVID-19 (research on-going)			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The DfE scientific overview states that “schools should be especially sensitive to the needs and worries of BAME members of staff, BAME parents and BAME pupils.” 2. Individual risk assessments to be carried out for BAME employees. All BAME employees need an individual risk assessment on return to work, considering other factors such as age, other medical conditions and the sort of work carried out. 3. They should discuss their personal concerns with the SLT and adapt working conditions where appropriate. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

33) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
NHS Test and Trace- Risk to Employees, pupils, visitors of Exposure to coronavirus (SARS-CoV-2), Transmission of COVID-19, illness death.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> All staff have been made aware and follow the NHS Test and Trace process and know how to contact their local Public Health England health protection team(https://www.gov.uk/guidance/contacts-phe-health-protection-teams). Staff, parents and carers must understand that they need to be ready and willing to: Book a test (https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or their child are displaying symptoms. Staff and pupils must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. They must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. Employees/Parents/carers have been advised that they must inform the school if they or their child tests positive for COVID-19. Employees to inform their manager if they have been asked to self-isolate by the NHS Test and Trace service. HT to inform the Health Protection Team on 0300 303 8596 (option 1) and Dr Annette Payne Newcastle Public Health Team if a member of staff/pupil has tested positive for COVID-19, and follow their guidance. Employees/pupils must self-isolate (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus. If someone tests positive, they should follow the guidance and continue to self-isolate for at least 10 days after the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day after the first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu-in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>34) Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Aerosol generating procedures (AGPs) - risk to Employees, pupils, and visitors. Transmission of COVID-19, illness death.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Aerosol generating procedures (AGPs) 2. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886668/COVID19-Infection-prevention-and-control-guidance-complete.pdf 3. Identify and document all AGPs which are being undertaken. 4. Each AGP is risk assessed and the procedure is documented. 5. Staff who carry out any aerosol generating procedure(s) are fully trained in the procedure(s). 6. The medical contact for the procedure is consulted if there are concerns around aerosol generating procedures. 7. All PPE used for aerosol generating procedures is disposed of as clinical waste. 8. Clinically vulnerable employees or those living with a clinically vulnerable employee do not carry out aerosol generating procedures. 9. If you are not sure whether a procedure is classed as an aerosol generating procedure confirm with the nominated medical contact for the procedure. 10. The following PPE is worn when undertaking AGPs: <ul style="list-style-type: none"> • Single use long sleeved gown/coveralls • Single use FFP face mask (minimum of FFP3 standard) • Single use disposable gloves • Eye protection (full face shield or visor – single use or decontaminated between use) 11. All staff carrying out aerosol generating procedures receive a face mask face fit test from a competent person. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>35) Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Rapid Testing (Lateral Flow Devices)- to identify adults who are asymptomatic in order to reduce the transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff in Primary schools will continue to test with LFDs twice a week at home, as per existing guidance. They report their results to the school and NHS Test and Trace online as advised by visiting www.gov.uk/report-covid19-results 2. Primary pupils will not be tested. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

36) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Curriculum- Ensure that all pupils- particularly disadvantaged, SEND and vulnerable pupils are given support needed to make good progress.			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reception pupils – consider focusing on the prime areas of learning in EYFS if needed, teachers should also address gaps in language, early reading and mathematics, acquisition of phonic knowledge and extending their vocabulary. Ensure equal opportunities for all groups to outdoor education. 2. KS1/2 – prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. You should ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
Lack of social distancing and ineffective hygiene measures would result in a high risk. If staff and pupils follow the control measures this would reduce the risk to medium.			
Name of assessor	Signature of assessor	Date	
Colette T. Barrett		17 th July 2020 updated and agreed 04.03.21	

Alternative Plan	Example Local lockdown implemented
Should a local lockdown take place a risk assessment will be written to cover risks identified in the area.	

Governor's comments	Insert comments relevant to assessment as appropriate
<p>Comprehensive risk assessment completed which will be reviewed weekly.</p> <p>Parents to inform school of pupils travelling by public transport.</p>	

Name of Chair of Governors	Signature of Chair of Governors	Date
Bev Bookless		<p>17th July 2020</p> <p>Updated and agreed 04.03.21</p>

Risk assessment reviews	<p>2nd August 2020</p> <p>31st August 2020</p> <p>3rd September 2020</p> <p>11th September 2020</p> <p>18th September 2020 monthly there after</p> <p>Updated 4th January 2021</p> <p>Updated 28th February 2021 (for full school re-opening on 8th March)</p> <p>Agreed 04.03.21</p>
--------------------------------	---

37) Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
EYFS- COVID 19 transmitted through the sharing of resources.			
Existing level of risk		Consider current level of risk resulting in in direct and indirect transmission	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All soft furnishings including rugs, cushions, toys and dress up resources will be removed from the classroom. 2. Toys with tricky parts will be removed from the classroom. 3. Sand and playdough will be used in the setting; however, playdough will be disposed of daily and sand will be cleaned. 4. Playdough will be available for use in a dough disco. Children will have a named pot and will wash their hands after a dough disco. 5. Where Malleable resources such as shaving foam and mud are used in the outdoor provision this will be disposed of daily. 6. Resources in Child Initiated Play will be limited. Resources that will be used will be marked with a star and children will be taught that this is the box that can be used on that day. 7. Increased cleaning of resources which will take place at the end of each session. 8. Classroom to be organised so that the children are well spaced out. 9. There will be a selection of board books available in the reading area permanently and will be wiped down daily. 10. There will be a basket of books on a Monday- Friday Rotation that will be placed in the reading area to supplement the board books. 11. Small resources will be cleaned regularly. 12. Handwashing will be explicitly taught using stories and modelling. Children will wash their hands when they arrive at the setting, before and after snack, when they return from break, before and after eating and after using the bathroom. 13. Children will have their own named pencil and whiteboard pen for adult initiated tasks. <p>Outdoors</p> <ol style="list-style-type: none"> 14. Resources that are unsuitable will not be taken from the shed. 15. Boxes of Outdoor toys will be cleaned daily. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Appendix 1 EYFS Risk Assessment

38)Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
EYFS- COIVD 19 transmitted between parents/pupils and members of staff.			
Existing level of risk		Consider current level of risk resulting in in direct and indirect transmission	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reception class will use their entrance at the side of the school to leave and enter school. 2. Reception class will be the only class to use the outdoor environment. 3. There will be a staggered start and end time to the start and end of school day. 4. A One way system will be in place in the outdoor environment with distance markers on the ground. 5. Transition mornings allow for parents to see the environment in smaller groups. Parents will not be allowed access to the school building. 6. A Snuffle Station will be installed in the classroom to reduce the risk of transmission. There will be a great emphasis on hand washing. Children will wash their hands when they arrive at the setting, before and after snack, when they return from break, before and after eating and after using the bathroom. 7. Controlled Fruit and Milk Times. 8. Singing activities will take place with children spaced apart and 2m away from the EYFS staff. 9. Outdoor Learning will be maximised in order to reduce the risk of transmission. 10. PPE will be worn when carrying out First Aid or toileting support. 11. Staff and Children will be consistent in the Reception Bubble (Miss Patterson, Mrs Walmsley, Miss Ellis on a Thursday PM and Friday all day). 12. Cleaning schedule of resources to be followed. (Attached). 13. Activities that support Catch It, Bin It, Kill It will be used in the classroom. 14. Staff will use their own personal judgement to determine if they choose to comfort children. Good hygiene practices should follow comforting a child. 15. Staff will ensure that they maintain a 2m distance from one another. 16. The classroom will be well ventilated. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>39)Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
EYFS- COVID 19 having a negative impact on pupils emotional, physical and mental wellbeing.			
Existing level of risk		Consider current level of risk resulting in in direct and indirect transmission	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The DfE guidance for Early Years states that there is a reduced risk of transmission in Early Years settings so the need for social distancing is reduced. This means that we are able to welcome children back into a play based environment. This will support pupils emotionally, mentally and physically. 2. Children in Early Years are unable to socially distance. Children will be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue, disposing of it in a lidded bin and washing hands. Snuffle stations will support children's understanding and skills on their journey to become independent in maintain personal hygiene. 3. An increased focus on hygiene through washing hands regularly and snuffle stations will be used to reduce the risk and support children's physical well-being. 4. The curriculum planning will focus on the prime areas of personal, social and emotional development, communication and language and physical development in the autumn term as these areas the foundation for successful future learning. Refer to: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support 5. Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff will ensure they are aware of children's attachments and their need for emotional support at this time. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

40)Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
EYFS- Pupils having difficulty separating from their parents.			
Existing level of risk		Consider current level of risk resulting in in direct and indirect transmission	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Phone call to each parent before the end of the Summer Term 2020. 2. Welcome video emailed to all parents before the end of Summer Term 2020. 3. Welcome pack posted to each child. 4. Pack delivered to each child with photographs of the classroom and letter hand delivered to each home. 5. Welcome information on School Website. 6. Curriculum Information to be shared in September 2020. 7. Zoom home meetings to be carried out first week of term. 8. Children to visit school in small groups in the first week. 9. Small group to begin on Monday of second week and whole class Tuesday of Second week. 10. EYFS staff will host keeping in touch meetings via Zoom in the week leading up to the children returning on the 8th March 2021. 11. Parents can use the outdoor environment to help settle children as they are not allowed in the school building. 12. One parent per child to limit the number of people in the outdoor environment. 13. Children who require additional support separating from parents will be able to enter via the main entrance AFTER the other year groups have entered school. 14. Staggered home times to allow for social distancing at drop off and pick up. 15. Online Learning journal to be used to communicate with parents and children. 16. Staff will use their own personal judgement to determine if they choose to comfort children. Good hygiene practices should follow comforting a child. 17. Above all a flexible approach will be used to support the needs of children on an individual basis. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Early Years Continuous Provision Plan		
Role Play Area	Home Corner Resources Play Food	Play food to be wiped down at the end of each day.
Small World Area	Little People Mini Me Fantasy Characters Dolls House Resources Logs Vehicles Animals Train Track Blocks Road Signs Happy Land Budkins Puppets Themed Resources	All Small World Resources to be cleaned using the Spray bottles provided in between play sessions and at the end of the day.
Maths Area	Tens Frames Pebbles Cubes Dice Number Cards Counting Bears Dominoes Numberblocks Resources Wooden Numbers Number Beads Small World Resources Sand Timers Mini Pumpkins Shells Shapes Mermaids Tears Tape Measures Glass Shapes Ribbons Buttons Counters Number Fans	Number Area resources to be cleaned using the Spray bottles provided in between play sessions and at the end of the day.
Writing Area	Dry Wipe Boards Dry Wipe Pens (5) Plain Paper Felt Tips (1 of each colour) Coloured Pencils (1 of Each Colour) Wooden Letters	Writing Area Materials to be wiped at the end of every day using anti-bacterial wipes and spray.

	<p>Notebooks Pencils (5) Envelopes Plastic Crayons (1 of each colour) Scissors (3) Paper Clips Paper Fasteners Highlighters (4) Name Cards Treasury Tags Gel Pens (1 of each colour) Stapler (2) Post It Notes Glue (2) Mark Making Cards Hole Punch (2) Stickers</p>	
Reading Area	<p>Books Small World Figures. To go with Stories (Plastic) Laminated Story Maps Laminated Characters Books around provision to be cleaned daily. Basket of Books (Monday to Friday rota)</p>	Books to be wiped at the end of each day.
Malleable/ Fine Motor Area	<p>Playdough Playdough Tools Fine Motor Resources.</p>	<p>All resources will be sprayed between each play session.</p> <p>Playdough will be thrown out at the end of each day.</p>
Creative Area	<p>Paint Paint Pots Creative Station with a Range of cutting and sticking resources. Crayons (1 Per Colour) Felt Tips (1 Per Colour) Pencils (5) Coloured Pencils (1 Per Colour) Chalks (1 Per Colour)</p>	<p>Paint Pots to be emptied and cleaned daily.</p> <p>Other resources to be cleaned/wiped daily.</p>
Construction Area	<p>Construction Jackets Alphabet Lego Popoids Interstar Mega Blocks</p>	1 Box to be used daily. Children will know that the box to be used will have a star on it.

	Sticklebricks Lego Mobilo Wooden Shapes Peg Boards Lacing Resources Wooden Blocks Interstar Duplo	Box to be sprayed using antibacterial spray and quarantined for 72 hours at least.
Snuffle Station 	Bin Tissues Hand Sanitiser Posters Mirrors Hygiene Resources.	Area will promote good hygiene, Use approved Catch It, Bin It, Kill It resources.
Outdoor Area	Construction Bricks Water Resources Role Play Resources Writing Resources- 5 Packs to be created for a Monday to Friday Rota system. Prams Tuff Trays and Messy Play Resources Stage Materials Reading Boxes x 5 Monday to Friday resources Physical Resources	Resources to be used on a rota or quarantined. Only one group will use the equipment. (Reception)

Early Years Daily Cleaning Schedule

WB Date:	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
Add Daily Resources to the Reading Areas indoors and outdoors, Writing Area outdoors.					
Return Cleaned Resources to the shelves.					
Ensure that the class has sufficient tissues and sanitiser.					
Snuffle Station to be replenished.					
Lunch Time					
Clean Surfaces that are regularly used.					
After School					
Role Play Area Resources to be wiped down using Antibacterial Wipe.					
Books around classroom to be wiped down.					
Board Books in Reading Area wiped down					
Sofa and Chairs in Reading area to be sprayed and cleaned.					
Remove the Monday to Friday resources from the Reading Area.					
Writing Area resources to be cleaned					
Maths Area resources to be cleaned.					
Construction Area box to be sprayed and put away for quarantine.					
Resources used for daily activities to be cleaned.					
Paint Pots to be emptied and cleaned.					
Crayons, Pens and Pencils to be wiped in the Creative Area.					
Small World Resources to be wiped using an Antibacterial Wipe.					
Outdoor Resources to be cleaned and sanitised.					
Wipe Down Shelves with Wipes.					