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| Location / Site | Insert location and site where activity taking place |
| Lace Hill Academy | |
| Activity / Procedure | Insert name/type of activity or procedure being assessed |
| Full re-opening; Pandemic Covid-19 measures; Lockdown | |
| Assessment date | Insert date when assessment is being carried out |
| 17/07/2020 – to be updated regularly until re-opening Updated 27 th August 2020 and 31 August 2020 14 th September 2020 October 9 th 2020 November 4 th 2020 November 12 th Jan 4 th 2021 Jan 6 th 2021 | |

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| Identify people at risk | YES or NO |
| Employees | YES |
| Children | YES |
| Visitors | YES |
| Contractors | Yes |

This risk assessment has been written referring to current Government and PHE guidance(* See appendix 1) should there be a suspected case of Corona-Virus.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.publichealth.hscni.net/sites/default/files/202003/Guidance%20for%20Employers%20and%20Businesses.pdf>

Updated guidance for Tier 4 areas can be found here
<https://www.gov.uk/guidance/tier-4-stay-at-home>

From Jan 7th 2021 school is returning to only providing schooling for children of critical workers and vulnerable children. We will be continuing to follow the measures in place in the risk assessment. Any amendments/additions are in dark blue. Lockdown Jan 5th 2021 guidance can be found here:

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

The 'Lace Hill Academy COVID-19 Staff Handbook For September 2020' has detailed and additional information for staff including the items in this risk assessment.

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| <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 | |
| <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. Remove excess furniture to increase space 2. Tables organised so children are facing front and spaces between if space allows. 3. Class Charter created for and with the children – (Include instructions how to line up (1 metre away), use of toilet, moving around the classroom and school) Charter re-visited and modelled many times a day and linked to school behaviour system – lots of recognition of adherence to policy 4. Lessons planned for individual work or paired work (not group work in first instance) 5. Where possible staff to be at front or side or back of room 6. Conversation in the classroom from adult height, where appropriate 7. If close feedback or communication needed – side to side not facing child 8. Set seating plan so children have their desk which is the same every day 9. Coats kept on pegs – children sent in small groups to hang up and collect coats – supervised when not in the classroom 10. Children stay in their class for the majority of the time, including lunchtimes, which can also be taken outside weather permitting. Hot dinner children keep in class bubbles in dining hall.. 11. Playtimes – in year group (2 year groups can have half of the play area each but year group children and staff must not mix – 2 metre distance at minimum 12. When moving around – children move in small groups and managed by teacher to carpet and to tables etc. 13. Sitting on the carpet needs to be as spread out as possible (some could sit at desks) 14. Water bottle on desks or under desk to remove need of children moving around classrooms 15. Ensure good ventilation in each classroom all day (windows or doors open) 16. PE outside whenever possible 17. BUBBLES: Children - Majority of the school day will be in class bubbles and Break time and lunchtime – year group bubbles (30) Year 5/6 – up to 50 (more able to social distance) Staff – majority of the school day will be in class bubbles | |

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| <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 | |
| <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. Class has designated Bubble toilet 2. Staff record the names of the children visiting the toilet during break times 3. Children instructed – if cubicles are in use – wait outside 4. Close middle sink 5. Supervised washing of hands Years Nursery to 2 6. Extra Signs in toilet re washing hands 7. Wedges for the toilet external toilet doors if not fire doors. 8. Soap and hand sanitiser supplies monitored to ensure we do not run out | |

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| <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 coming into school in the morning/afternoons resulting in direct transmission of the virus | |
| <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. Arrows marking out one-way system to avoid crowding These are now spray painted onto the ground 2. Staggered start times/ leaving times The times have been amended at the start and end of the day to reduce crowding 3. Children to come straight into classroom to avoid lining up 4. Face coverings should be worn by adults when waiting and on site. SLT to be consulted if child wants or needs to wear face mask in school. 5. Instructions shared with parents about entering and exiting system 6. Children to be accompanied by one parent/carer only to eliminate large family groups 7. Signage for parents and children displayed outside the classroom 8. Teachers to wear face coverings if standing at the door | |

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| <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 | |
| <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. Staggered playtimes and/or allocated play area 2. Reduced playtime equipment – hard surfaces and can be easily cleaned (BUCKET OF TOYS PER YEAR GROUP) 3. Games discussed which encourage social distancing 4. Staff supervision throughout – year group staff not to mix and ensure more than 2 metre distancing between each other. | |

5. Staff to wear face coverings at inside break times if across different bubbles

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| <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 when eating lunch resulting in direct transmission of the virus | |
| <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. Children eat in the school hall within their bubbles 2. Hot lunches staggered. 3. Tables sanitised between groups of children. 4. Children able to leave when they have finished eating 5. Hall to be well ventilated with internal doors and windows open 6. Children to sanitise their hands on entry to the hall 7. Puddings to be made more accessible to children to reduce staff contact in this area | |

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| <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 | |
| <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. Children stay in their classroom and accessing outside from classroom door 2. One child going to the toilet at one time 3. Messages to office via walkie-talkies/phones 4. Agree instructions with children concerning going and returning to toilet 5. When moving class around the school – 1 metre between children – one adult at back insisting the distance is maintained– Staff keeping at least one metre away from children 6. Alcove areas and open doorways used if passing- COVID LAYBYS! 7. Children walk in staggered lines not as whole class. | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Contact of shared resources resulting in indirect transmission of the virus | |
| <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. Children have own stationary packs from Year 2 up 2. Tubs of resources for pairs if needed – maths cubes etc 3. Tables, door handles and other surfaces cleaned with antibacterial solution throughout the day and after school 4. Lessons planned so children are paired and not grouped where possible 5. Children allocated a white board for sole use 6. Resources on tables ready for lesson and not distributed within the lesson | |

7. Children to wash hands / use hand gel before transitions and after each transition
8. Outdoor playground equipment allocated to year group children and cleaned at end of the day
9. Resources left on front tables for cleaning – if shared within the day
10. All surfaces left clear at end of the day to enable thorough cleaning
11. Parents informed of what the children can and cannot bring into school
12. Anything brought into school to be quarantined for at least 48hours.
13. **Portable rugs removed.**

Identify hazard

Pupil/teacher interaction - marking resulting in indirect transmission of the virus

Control measures

1. Teachers will practise good hand hygiene; they will handle children’s books as little as possible.
2. Teachers will not take pupils’ books home.
3. Teachers will use “whole class marking” sheets to note misconceptions, gaps, individual needs, good examples - these notes will inform their planning and feedback to children.
4. Teachers will “live mark” work during the lesson - this may be in the form of verbal feedback or a post-it note to be stuck in a book.
5. If able to do so, pupils will mark their own work with teacher supervision.
6. Pupils will record corrections in different coloured pen.
7. **Staff should monitor government guidance sent out daily from the school office and acknowledge important updates (office staff to manage)**
8. **Office staff monitor PPE stock.**
9. **All staff to watch video on PPE in beginning of term induction.**
10. Teachers can mark out an exclusion area where they will stand

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 due to prolonged absence from school

Control measures

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

1. Member or members of staff going up with the children into new year group
2. Mental health assessment to be completed within first few weeks to identify children that may need individual support (eg: anxiety)
3. Individual risk assessments for children with special educational and behavioural needs
4. Transition class meetings with new teacher before end of term
5. Adjusted Curriculum to be delivered for first few weeks to support children’s well-being – slowly increasing the cognitive load
6. **Children with EHCPs and/or behavioural difficulties to be assessed in September and individual behavioural plans agreed with parents/child/teachers if necessary**

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| PPA cover staff interacting with different bubbles- resulting in transmission of the virus | |
| <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. Outdoor PE lessons <i>whenever possible</i> 2. Behaviour discussed with PE teacher/class teacher at the start of term. Expectations clear. 3. All games need to be planned with social distancing in mind 4. Staff members to keep social distances of 2m 5. Staff members to carry walkie-talkie for assistance with FirstAid/ Behaviour incident. 6. <i>Walkie-talkies to be sanitised after and before use</i> 7. <i>Staff to wear visors</i> | |
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| <u>Identify hazard</u> | |
| Breakfast /ASC staff interacting with different bubbles- resulting in transmission of the virus | |
| <u>Control measures</u> | |
| <ol style="list-style-type: none"> 1. Zones in the hall to reflect class bubbles. 2. Behaviour discussed with staff/SLT at the start of term. Expectations clear. 3. All games need to be planned with social distancing in mind 4. Staff members to keep social distances of 2m 5. Areas sanitised after session 6. Box of resources for each bubble. 7. Books used to be rotated with a week's rest 8. Children to use their designated class toilets. Staff to use disabled toilet. 9. Siblings able to bring in their own games | |

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| <u>Identify hazard</u> | |
| Breakfast /ASC children mixing with other children - resulting in transmission of the virus | |
| <u>Control measures</u> | |
| <ol style="list-style-type: none"> 1. Zones in the hall to reflect class bubbles. 2. Behaviour discussed with staff/SLT at the start of term. Expectations clear. 3. All games need to be planned with social distancing in mind 4. Children in families able to bring in resources for sole use 5. iPads available. To be sanitised before and after use 6. Areas sanitised after session 7. Box of resources for each bubble | |

8. Books used, to be rotated with a week's rest
9. Children to use their designated class toilets. Staff to use disabled toilet.

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of children with ehcps and /or beahvioural/ understanding difficulties not able to maintain social distance resulting in direct transmission of the virus | |
| <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. Individual behavioural plans for children who have difficulties maintaining social distance 2. Work with agencies and families and teachers to agree a united approach 3. Communication and check-ins with children and families about understanding and wellbeing 4. Allocated space for time-out (butterfly room) – to be cleaned after use with anti-bac wipes 5. Reduced timetables agreed with attendance officer and sen officer if child is unable to keep safe at school 6. Personal care – PPE (mask, face shield, gloves and apron) available for 1:1 | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus | |
| <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. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 2. Personal care – PPE (mask, face shield, gloves and apron) available in each classroom 3. Administering first aid to be carried out side to side, using verbal instructions if possible. Gloves to be worn at all times and consider face shield and mask 4. If child has temperature or new and continuous cough – child taken to COVID isolation bay in Parent room (staff to keep 2 metre distance when escorting them or wear PPE) Staff to put on PPE and take temperature. If child has temperature or new cough then inform office and parents will be contacted. Staff in PPE to stay with child until parent arrives. Siblings also sent home. Parent told to get test and keep children off school until test has been returned. Member of SLT to make decision re children returning to school. Member of staff who was with child – removes PPE and double bags, wash hands and use hand gel. (Staff can return to work after this situation) 5. Covid Staff Handbook and FAQ has detailed government guidance and advice. | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus | |
| <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. Hand gel dispenser inside of all classrooms 2. Hand gel order in large quantities 3. Soap dispensers and re-fills in each classroom 4. Children handwash or hand gel on entry to school, before break, after break, before lunch, after snack/lunch, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing – soap walk to back of line, rubbing hands and then rinse off when back to the front of the line. 8. Timetables created to enable all children to wash hands before and after lunch, after break if not possible hand gel used. | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of infection/disease due to limited use of water outlets | |
| <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. Employ external company to test system and water 2. Chemical flush of system if system shows signs of contamination 3. Liaise with Bucks CC, PHE and Environmental Health should a case be found 4. Follow up any chemical flush with re-testing to ensure clear of contamination 5. Test and repair any faulty water heating equipment 6. Regular monitor water temperatures on a weekly basis | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of infection due to lack of cleaning resulting in indirect transmission of the virus | |
| <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 surfaces, handles, toilets and shared equipment will be cleaned each day with antibacterial solution. 2. Reading books given and collected out once a week – home reading record (to be left at | |

- home and collected in once every week) (No library books in first instance)
3. Soft furnishings and soft / cloth toys will be removed from use in classrooms – including reflection areas – however reflection display as alternative
 4. Shared resources left on front desks for cleaning at end of the day
 5. Anti-bac spray/wipes in each classroom to be used before and after lunch
 6. Displays to be designed to engage children but will be encouraged form touching.

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Staff: Risk of infection due to sharing of spaces resulting in indirect transmission of the virus | |
| <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 surfaces, handles, toilets and shared equipment will be cleaned each day with antibacterial solution. 2. Good hand hygiene by all. Soap and sanitisers available at key areas of the school. 3. Staff room- teachers wipe down surfaces used after eating 4. Soft furnishings will be removed from use in staffroom and offices 5. Sanitise hands before and after using shared resources (eg: photocopier) 6. Anti-bac spray/wipes available in toilets 7. PPA room to be cleaned after each use, using antibacterial wipes 8. Paper towels available in staff toilets. Hand driers also available (checked with PHE and still safe to use) 9. Staff to stay in their classrooms for break and lunches, visiting other areas of school for limited time. 10. Photocopier room – only one person allowed in at a time. | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of spreading virus due to large groups of children resulting in indirect transmission of the virus | |
| <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. When 30 children are in a classroom, they will all be from the same class. 2. When children from different classes and/or year groups need to learn together or access the same spaces, extra control measures will be put in place to facilitate social distancing and greater ventilation, these include: 3. Keeping to year group bubbles where possible, e.g. eating lunch in the hall 4. Not mixing wider than a phase (e.g. at play/lunchtime), except for transitional contact 5. Small rooms and corridor spaces will have designated numbers of people able to use at any one time 6. Larger room size - i.e. hall 7. Use of the outdoors - e.g. playtimes and lunchtimes; class group activities, where children need to face each other 8. Regular cleaning of shared equipment | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of infection from contractors/ visitors working inside school- through direct and indirect transmission of the virus | |
| <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. We will restrict visits to school to essential visitors only by prior appointment 2. We will discuss control measures with visitors when arranging their visit to ensure that any appropriate control measures can be put in place. In these discussions we will establish whether the visitor will require PPE or any other specific provision to carry out their task and agree who will arrange for this to be provided. This will include: <ul style="list-style-type: none"> • Questionnaire on arrival to ascertain potential of having the virus • Temperature taken • Request that face masks are worn • Hand sanitiser on entry and exit 3. Unless invited to by the school, parents and families will not be able to enter the school building except in the event of an emergency or they are collecting a child who is displaying symptoms of COVID 19. This will mean that families need to take extra care to ensure that their children have everything that they need for each school day with them before they leave home. 4. Parents should not come to the school office and queue as they would normally do. Queries and questions should be made by either telephone or email. Where necessary virtual meetings with families will be held in all other circumstances 5. Any planned/reactive maintenance will be carried out when pupils are not present, unless this is an emergency. If this is the case, children/staff will be evacuated form the area and it will be sanitised before being used by children/staff 6. Where deliveries are being made to school, access to the site is controlled by the office staff so that social distancing can be maintained 7. Where possible we will consider methods to reduce the frequency of deliveries - by ordering larger quantities less often. Food deliveries are scheduled for times other than drop-offs and pick-ups 8. Where possible, appropriate and if safe, deliveries will be left in the delivery area and collected by staff when this can be undertaken with minimal contact. 9. When sanitary bins are being serviced. Bins will need to be taken out to the delivery area and exchanged there unless PPE worn by contractor. 10. We will endeavour to cover any staff absence by re-deploying Lace Hill staff. This may mean that staff will need to forego their planned release time (although we will always endeavour to protect PPA time). Where necessary we will engage supply teachers. They will be given an abridged version of our COVID 19 guidance and will need to be supported more frequently during the day with meeting and control measures and operational considerations like timetabling, cleaning and hygiene routines etc.-We will not employ supply teachers unless they have not been working in a school in the last week. 11. Nursery parents invited in for stay and play to follow visitor guidelines. Separate risk assessments written for one-off events. No nursery parents to enter the building without a face mask. Stay and play and visits suspended | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus | |
| <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. Those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable to work from home or shield if this is not possible. They should not attend school. 2. Agree if staff are allowed to wear PPE when in school if they wish 3. Issuing of all relevant risk assessments to staff concerning re-turning to work – and allow them to comment and contribute 4. Separate risk assessment for BAME | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus | |
| <u>Control measures</u> | List your control measures required to reduce risk – add appropriate detail about the type and location of controls |
| Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary. Government advice is to isolate | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Risk of staff not understanding guidance leading to putting people at unnecessary risk from contacting the virus | |
| <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 to read and agree understanding and to follow risk assessments 2. ALL staff to sign risk assessment 3. Staff to be made aware that they are responsible to report any concerns to SLT 4. Staff to be encouraged to ask if they need clarification 5. Health and Safety on agenda at each staff meeting – Covid risk assessment discussion and update 6. Staff to contribute to the risk assessment with any concerns they have | |

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| <u>Identify hazard</u> | |
| <u>Added 14th September 2020</u> | |
| Pupil/teacher interaction vulnerable staff (eg: pregnant)- resulting in indirect transmission of the virus | |
| <u>Control measures</u> | |
| <ol style="list-style-type: none"> 1. Teachers will practise good hand hygiene; they will handle children’s books as little as possible. 2. Teachers will not take pupils’ books home. 3. If taking whole class, teachers will use “whole class marking” sheets to note misconceptions, gaps, individual needs, good examples - these notes will inform their planning and feedback to children. 4. Teachers will “live mark” work during the lesson - this may be in the form of verbal feedback or a post-it note to be stuck in a book. 5. If able to do so, pupils will mark their own work with teacher supervision. 6. Staff should monitor government guidance sent out daily from the school office and acknowledge important updates (office staff to manage) 7. Office staff monitor PPE stock. 8. All staff to watch video on PPE in beginning of term induction. 9. Teacher to have visor in class 10. Teacher to have 2m safety zone marked out to be clearly visible to children 11. Children reminded about rules and reasons 12. TA support at all times 13. Assistance with dismissal at the end of the day to avoid contact with parents/children | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Staff: Risk of infection due to sharing of spaces – staff room/ classrooms/toilets resulting in indirect transmission of the virus | |
| <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 surfaces, handles, and shared equipment will be cleaned each day with antibacterial solution. 2. Good hand hygiene by all. Soap and sanitisers available at key areas of the school. 3. People using the staffroom will use the ant-bacterial wipes after using space. 4. Visors may be removed if a distance of 2m can be maintained. 5. Groups of people need to socially distance. Chairs removed. 6. Sanitise hands before and after using shared resources 7. Teachers and teaching assistants have been advised that they do not enter into the office or use office equipment without making sure that they have sanitised their hands before coming in. Teachers and staff other than office staff do not enter the office 8. Staff members who use phone sanitise before and after use. 9. Only teaching and support staff to enter the staffroom for short periods of time for food or drink preparation only 10. TAs who have their break during class time (full-time TAs) are allowed to use staffroom for | |

- their break- there should be no more than four people in the staff room at any time.
11. PPA room – only two members of staff allowed- must be at a social distance of at least 2 metres with windows open to allow ventilation. If possible, PPA may be taken off site.
 12. Key stage one teachers, ASC and BC staff and kitchen staff to use the disabled toilet
 13. EYFS staff have their own toilet and kitchen area for the sole use of Early Years practitioners
 14. Teachers who wish to connect with other staff outside their bubble must do so maintaining a distance of 2m. This is important for the mental health and wellbeing of staff. This should be outside where possible- it is permissible to sit at opposite ends of the room with sanitised areas and open windows.
 15. Where a classroom is used outside someone’s bubble, all areas must be sanitised before and after use. Staff must use their own resources (eg: pens) and maintain 2m distance.

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Staff: Risk of infection due to sharing of spaces including office/PPA room and meeting room (library) resulting in indirect transmission of the virus | |
| <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 surfaces, handles, and shared equipment will be cleaned each day with antibacterial solution. 2. Good hand hygiene by all. Soap and sanitisers available at key areas of the school. 3. People using the library for meetings will use the ant-bacterial wipes after use. 4. Face masks may be removed in the library if a distance of 2m can be maintained. 5. Groups of people need to socially distance (school staff allowed only) 6. Soft furnishings have be removed 7. Sanitise hands before and after using shared resources (eg: photocopier) 8. PPA room to be cleaned after each use, using antibacterial wipes 9. Trust visitors allowed in following visitors’ guidelines. 10. Trust to use Teams or zooms for arranged meetings 11. All meetings involving more than 6 people from external companies will be through Teams/Zoom or Skype 12. Teachers and teaching assistants have been advised that they do not enter into the office or use office equipment without making sure that they have sanitised their hands before coming in. Only office staff in office 13. If staff member uses the office phone, they need to sanitise before and after use. Staff members only to use office phones in an emergency. Use phone in reprographics area and sanitise before and after use. 14. Staff entering the office. Avoid if possible. If they need to be within 2m of an office staff member, they should wear a visor or face mask. Only office staff to enter the office | |

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| <u>Identify hazard</u> | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Children: Missing out on education due to isolating, due to the corona virus | |
| <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. Information shared and available for parents to know if the child needs to isolate 2. School office to contact parents to ensure a test has been taken (where applicable) and to make sure that parents/carers know who to communicate test results to: Mrs. Day or Mrs. Barson in the school office. This can be done via email or telephone 3. Remote learning policy sets out clear expectations for teachers. This is available on the website 4. Within all scenarios, teachers will set appropriate work in-line with our current curriculum, using a range of platforms. 5. Work will be set through SeeSaw, Purple Mash and the school website. Individuals isolating will have work emailed or prepared for them to collect should they not have a printer and work is needed to be printed. 6. Oak Academy and BBC Bitesize will be used to support some of our remote learning. 7. If any child is vulnerable in any way, the DSL will ensure that appropriate agencies are notified and arrange for regular check-ins via a phone call from an identified key adult within the school. 8. Those not engaging with home learning will receive a phone call from the class teacher. 9. Where children would normally receive additional support for additional needs, work will be adapted to meet their needs. 10. Support will be given to staff to develop the skills needed to deliver the plan 11. Resources will be printed and delivered to homes if necessary- staff will call ahead and leave work on the doorstep. If contact is needed, face coverings will be worn | |

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| | Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards |
| Staff: risk of staff receiving flu jabs at school and contracting corona virus | |
| <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. Vaccinations to take place in the fire entrance of the staff room with fire doors open 2. All staff to wear face masks 3. All staff to sanitise their hands on entry and on exit 4. No external visitors to go through the school 5. Visitors’ checks for NHS staff as per School visitors protocol 6. NHS staff to have done their own risk assessment 7. NHS staff to only enter the building though the staff room fire doors and not allowed access to any other room other than the staff room 8. Staff room to be cleaned before used by staff members | |

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| OVERALL level of risk | Consider level of risk following use of control measures HIGHLIGHT the appropriate assessment of risk | |
| NOT REDUCED THE OVERALL RISK | REDUCED THE OVERALL RISK TO SOME DEGREE | CONSIDERABLY REDUCED THE RISK |
| Assessor's comments | Insert comments relevant to findings as appropriate | |
| This risk assessment is subject to change which will reflect government guidance. | | |

| Name of assessor | Signature of assessor | Date |
|------------------|-----------------------|---|
| Ally Morgan | | 17 th July 2020 Updated 27 th August 2020 Updated 14 th September 2020 Updated 9 th October 2020 Updated 4 th November 2020 Updated 12 th Nov 2020 Updated 4 th Jan 2021 Updated 5 th Jan 2021 |

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| Manager's comments | Insert comments relevant to assessment as appropriate |
| | |

| Name of manager | Signature of manager | Date |
|-----------------|----------------------|------|
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| Risk assessment review | |
| Date 27 th August 2020 and 31 st August 2020 | |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS | |
| Updated | |
| | |
| Who was involved in the Review Trust /Head | |
| Signature of those involved in the Review | |

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| Risk assessment review 2 | |
| Date 14th September | |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS | |
| Added additional identified hazard due to staff absence. | |
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| Who was involved in the Review AM | |
| Signature of those involved in the Review Ally Morgan | |

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| Risk assessment review 3 | |
| Date October 9th 2020 | |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS | |
| Added office/ppa/library measures | |
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| Who was involved in the Review Head;Trust;office staff | |
| Signature of those involved in the Review | |

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| Risk assessment review 4 | |
| Date 4th November | |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS | |
| Added various -National lockdown 5 th November | |
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| Who was involved in the Review Office staff /Head/teachers | |
| Signature of those involved in the Review | |

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| Risk assessment review 5 | |
| Date 12th November | |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS | |
| Added flu vaccinations | |

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| Who was involved in the Review Ally Morgan |
| Signature of those involved in the Review |

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| Risk assessment review 6 |
| Date 4 th Jan 6 th Jan 2021 |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |
| From Jan 7th 2021 school is returning to only providing schooling for children of critical workers and vulnerable children. We will be continuing to follow the measures in place in the risk assessment. Any amendments/additions are in dark blue |
| |
| Who was involved in the Review Ally Morgan and All staff |
| Signature of those involved in the Review |

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| Risk assessment review 7 |
| Date |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |
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| Who was involved in the Review |
| Signature of those involved in the Review |

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| Risk assessment review 6 |
| Date |
| CHANGES TO CONTROLS MEASURES AND OR HAZARDS |
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| Who was involved in the Review |
| Signature of those involved in the Review |