

## Risk Assessment for Lockdown 3, from 5<sup>th</sup> January 2021

1. Arrival	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Parents drop their children at the gates in the mornings.	<ul style="list-style-type: none"> <li>Parents do not observe social-distancing when bringing their children to school.</li> </ul>	H	<ul style="list-style-type: none"> <li>Place posters on the gates on the playground perimeter reminding families to observe social distancing.</li> <li>Place tape between the playground and the building so parents keep their distance from the school building.</li> <li>Children line up outside the entrance. Parents will not wait with children in the queues at All Saints.</li> </ul>	L	The risk of spread of the virus is reduced due to social distancing being maintained.
2. Entering	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Children enter the school in the morning.	<ul style="list-style-type: none"> <li>Children mixing with different bubbles when coming into the school building.</li> </ul>	H	<ul style="list-style-type: none"> <li><b>Emscote</b></li> <li><b>Reception</b></li> <li>Playground large gates</li> <li>To use the gate entrance into the playground following the smiley faces all down the street.</li> <li><b>Year One</b></li> <li>Year One to use the main school gate entrance.</li> <li><b>Year Two</b></li> <li>Drop off at the steps near main entrance and to go through Year Two gate.</li> <li>•</li> <li>•</li> <li><b>All Saints'</b></li> <li><b>Year 6</b></li> <li>To use the back playground gate and corridor side door.</li> </ul>	L	The risk of spread of the virus is reduced due to bubbles being maintained.

			<ul style="list-style-type: none"> <li>• <b>Year 5</b></li> <li>• To use the main playground gate and Yr5 entrance.</li> <li>• <b>Year 4</b></li> <li>• To use pedestrian main gate and to walk down the path to the Year 4 door.</li> <li>• <b>Year 3</b></li> <li>• Use the large field gate and will walk to Year 3.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Children will not be able to maintain their bubbles unless they come into school at different times.</li> </ul>	L	<ul style="list-style-type: none"> <li>• All bubbles will enter the building through separate entrance doors so bunching will not be a risk.</li> </ul>	L	The risk of spread of the virus is reduced due to bubbles being maintained.
<b>3. Pupil hygiene</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk?(Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Cleanliness of pupils	<ul style="list-style-type: none"> <li>• Cross-contamination of the virus on children's clothing.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Children should wear their own school uniform.</li> </ul>	L	The risk of spread of the virus is reduced.
	<ul style="list-style-type: none"> <li>• Cross-contamination of the virus from children's hands.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Children will be instructed to put their coat on their peg/locker and bags/lunch boxes on the trolleys and then wash their hands as soon as they enter the school premises.</li> <li>• Specific sinks will be allocated to certain groups of children as far as possible: <ul style="list-style-type: none"> <li>• Reception to use sink their classroom</li> <li>• Year Two to use their classroom sink</li> <li>• Year One to use boys toilets sink</li> <li>• Supervised by an adult when possible</li> </ul> </li> <li>• Year 6 to use boys toilets to wash hands</li> <li>• Year 5 to use girls toilets to wash hands</li> <li>• Year 4 shared sink to wash hands</li> <li>• Year 3 to use boys and girls toilets in Year 3.</li> </ul>	L	

			<ul style="list-style-type: none"> <li>• Children to wash their hands a minimum of 6 times a day and more as appropriate. Reinforced in assembly</li> <li>• Signs around the building will remind staff and children which sinks are allocated to each group.</li> <li>• Children to wash their hands for 20 seconds with warm water and soap each time.</li> <li>• Anti-bacterial gel to be readily available in the classrooms.</li> <li>• Children to wash their hands when they: <ul style="list-style-type: none"> <li>○ arrive at school</li> <li>○ before they eat a snack</li> <li>○ have been to the toilet</li> <li>○ before they eat lunch</li> <li>○ before they go out to play</li> <li>○ when they return from the playground,</li> <li>○ before they go home</li> <li>○ before they use ICT equipment</li> <li>○ after they use ICT equipment</li> <li>○ before they go home</li> <li>○ any other time when they have touched a hard surface that is an area commonly used.</li> </ul> </li> <li>• Reception and Year 1 classes to use the 'handwashing' song between activities, reminding the children to wash hands and use anti-bacterial gel between activities.</li> <li>• A3 instructional signs on how to wash hands to be displayed in classrooms and all around the school.</li> <li>• Soap and paper towels to be plentiful at all sinks.</li> <li>• School will source posters from Public Health England to support these activities.</li> </ul>		
<b>4. Adult Hygiene</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Adult hygiene	Adults spread the virus through their clothes, hands.	H	<ul style="list-style-type: none"> <li>• Adults are permitted to be in school if they are on the regular staffing list employed to work directly with children or have been checked by the office to be on site.</li> <li>• All adults wash their hands when arriving at school.</li> <li>• Adults are invited to use the anti-bacterial gel in their classrooms.</li> </ul>	L	The risk of the spreading the virus is reduced.

5. Social Distancing	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Maintaining bubbles	Children do not maintain their bubble and so risk spreading the virus among themselves.	H	<ul style="list-style-type: none"> <li>• Children will stay in year group bubbles</li> <li>• Excess furniture to be removed from the classrooms.</li> <li>• This will then result in children washing hands more frequently as they return to their own class bubbles.</li> <li>• Use of the playground and the school's grounds will be maximised to help the children as they learn outside.</li> </ul>	L	The risk of spread of the virus is reduced due to social distancing being maintained with the adults in the bubbles.
6. Learning environment	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Learning in all classrooms	Pupil personal hygiene	H	<ul style="list-style-type: none"> <li>• Catch it – bin it – kill it to be promoted in the classrooms.</li> <li>• Plentiful supply of paper tissues to be available in the classroom.</li> <li>• Tissues to have one-use only and then to be put in the bin.</li> <li>• Bin to be emptied every lunchtime and evening by the cleaner.</li> <li>• To keep a healthy fresh-air flow around the classrooms, doors and windows, skylights will be left open where-ever possible.</li> </ul>	L	The risk of spread of the virus is reduced due to improved hygiene
Learning in the classroom and Reception Class	Cross-contamination between objects and furniture.	H	<ul style="list-style-type: none"> <li>• Children stay within the learning space/classroom during the day.</li> <li>• All soft furnishing and soft toys to be removed from the classrooms.</li> <li>• All hard learning equipment and toys are used within bubbles.</li> <li>• Tables and chair backs, seats and sides are wiped down at regular intervals during the day and sanitized at the end of the day.</li> <li>• The cleaners wash and sanitise the tables and the chair, light switches, door handles/plates thoroughly every evening and at lunchtime.</li> <li>• Book quarantine in operation so books are put aside for 2 days after they have been handled so the virus is not passed on.</li> </ul>	L	The risk of spread of the virus is reduced due to cleanliness of equipment.
Learning in the classroom Year groups	Cross-contamination between objects and furniture.	H	<ul style="list-style-type: none"> <li>• Children use allocated, named pencils and colouring pencils supplied by school or bring their own pencil cases. Children can also share pencils and class resources.</li> <li>• Equipment is washed by staff when it has been used by a year group.</li> </ul>	L	The risk of spread of the virus is reduced due to cleanliness of equipment.

			<ul style="list-style-type: none"> <li>The cleaners wash and sanitise the tables and the chair, light switches, door handles/plates thoroughly every lunchtime and evening.</li> <li>Before and after using i-pads or computers, all pupils should wash their hands thoroughly.</li> <li>All soft furnishings are soft toys are removed from the classroom.</li> <li>Book quarantine in operation so reading books are put aside for 2 days after they have been handled so the virus is not passed on.</li> </ul>		
<b>7. Playtime</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Going out to play	Cross-contamination between bubbles	H	<ul style="list-style-type: none"> <li>Children to bring their own snacks for playtime</li> <li>Playtimes will be staggered in both schools so that year group bubble play outside at the same time and in their own area.</li> <li>Equipment will be introduced gradually.</li> <li>Children &amp; adults thoroughly wash hands before going out to play.</li> <li>All children and adults wash their hands thoroughly when they come back into school from the playground.</li> <li>Classes use the same door (which is different to other groups).</li> <li>Suitable clothing and a change of schools should be brought to school so the field can be used at all times.</li> </ul>	L	The risk of spread of the virus is reduced due to bubbles being maintained. Year groups reduce the risk of contamination.
Wet playtime arrangements	Cross-contamination between children as they will wish to play together.	H	<ul style="list-style-type: none"> <li>Children to play outside if at all possible.</li> <li>Parents to provide water-proof coats and a suitable change of shoes or wellington boots, so that children can go outside in light rain.</li> <li>Watching an educational story in the classroom to be an option and/or wet play equipment in the classrooms.</li> </ul>	L	The risk of spread of the virus is reduced.
<b>8. Toilet</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Using the toilet	Cross-contamination between children in the toilet.	H	<ul style="list-style-type: none"> <li>Specific toilets facilities to be allocated to specific year groups of pupils.</li> <li>The use of the toilet areas to be staggered.</li> <li>Pupil wait outside the toilet area.</li> <li>The toilets to be cleaned morning, lunchtime and end of the day.</li> </ul>	L	The risk of spread of the virus is reduced due bubbles being maintained.

			<ul style="list-style-type: none"> <li>• A cleaning checklist to be posted in each toilet showing when they were last checked and by whom: the activities will include, cleaning sinks round, cleaning toilet seats, cleaning around toilet bowls/urinals, wiping down taps with anti-bacterial spray, wiping down soap dispensers, paper towel dispenser, time checked and by whom.</li> <li>• Soap, toilet paper and paper towels to be replenished.</li> <li>• Children wash hands after entering the toilet area, this will be checked by adults at the time.</li> </ul>		
<b>9. Lunches</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations,)</b>	<b>Risk level</b>	<b>Impact</b>
Eating lunch	Cross-contamination between children	H	<ul style="list-style-type: none"> <li>• Children wash their hands before eating.</li> <li>• Children to have their lunches in their year groups in the classrooms.</li> <li>• Children do not share drinks, food or cutlery.</li> <li>• Packed lunches to be clearly marked with child's name and their year group.</li> <li>• Children only bring food/drink items that they can open themselves (e.g. they do not need an adult to open them for them or peel an orange).</li> <li>• For lunches ordered through Educators catering, these will be hot deli bags.</li> <li>• Children will need to bring water bottles into school bottles will be filled by an adult or responsible child.</li> </ul>	L	The risk of spread of the virus is reduced.
<b>10. School cleanliness</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Keeping common areas free of virus.	Uncleaned hard surfaces can increase the risk of the virus spreading.	H	<ul style="list-style-type: none"> <li>• Cleaners are given specific instructions to clean daily all door handles, tables, toilets, etc., thoroughly using anti-bacterial spray. This to be carried out before school, at lunchtime and after school.</li> <li>• Adults in classrooms are given extra cleaning equipment so they can continue to wipe down tables during the day.</li> <li>• Doors to be propped open to reduce the amount of times door handles and push plates are used by children and adults.</li> <li>• Thorough cleaning of the school will be done.</li> </ul>		The risk of spread of the virus is reduced due to extra cleaning of common areas.
<b>11. Covid-19 symptoms</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>

Acting on symptoms of Covid-19 seen in school.	Any child or adult showing symptoms (or members of their household) may spread the virus	H	<ul style="list-style-type: none"> <li>The common symptoms of Covid-19 are a dry cough and/or a high temperature, loss of taste or smell. Any child who shows symptoms of the virus (coughing, temperature, etc.) will be isolated from the group and taken to a private room. Their parents will be telephoned for them to be collected. This child will be accompanied by an adult who will wear full PPE (mask, gloves, apron and face shield).</li> <li>Any adult showing symptoms of the virus should go home straight away. They will arrange an NHS test and stay away from school until the result is known. For positive results, the adult must stay in self-isolation for 2 weeks. Proof of negative result means they can come back to school.</li> <li>Parents will be instructed to inform school immediately a person in their family shows symptoms of the virus and their children will not come into school for 2 weeks.</li> <li>Children who suffer from hay-fever may show symptoms of sneezing and coughing. If this happens, the pupil will be isolated and a phone call made to parents to establish the most probable reason for the symptoms.</li> <li>Disposable tissues are to be available in the classrooms that should be disposed of in the bin after every use. The bins will be emptied lunch times and evenings.</li> </ul>	L	The risk of spread of the virus is reduced because children/adults showing symptoms are removed from the setting.
<b>12. PPE</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
PPE Equipment	Children and adults can spread the virus	H	<ul style="list-style-type: none"> <li>Face masks are not advised to be worn by adults in Primary schools (Government guidelines).</li> <li>PPE equipment must be worn by any adult administering first aid on a child or on another adult (gloves and face mask).</li> <li>PPE equipment to be worn by staff or when performing intimate care duties with children (gloves and face mask).</li> </ul>	L	
<b>13. Hometime</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Children going home	<ul style="list-style-type: none"> <li>Cross-contamination of virus from school to home.</li> </ul>	M	<p>In line with guidelines a staggered exit will take place.</p> <ul style="list-style-type: none"> <li>Before all children go home, they will pack their bags before washing their hands and leaving with their parents.</li> </ul> <p><b><u>One way system will be in place at Emscote</u></b>  <b>Reception and Year One parents will come into the playground through the small gate into the playground and out through the large double gates</b></p>	L	The spread of the virus will be reduced.

		<p><b>Please stay in your cars or away from the gates until they are open.</b>  <b>If there is a queue at the gate please stay in your cars and away from the gates</b>  <b>Please arrive, on time, not before, or after.</b></p> <ul style="list-style-type: none"> <li>• <b>Reception</b></li> <li>• To use the playground small gate entrance into the playground following the smiley faces.</li> <li>• <b>Year One</b></li> <li>• Year One to use the small school gate entrance.</li> <li>• <b>Year Two</b></li> <li>• Year two to use the small school gate entrance to drop off at the steps near main entrance and through Year Two gate.</li> <li>• Reception and Year One parents to come onto the playground at their allocated time and <b>must keep to social distancing.</b></li> <li>• The children in Year two will leave through classroom doors, parents should wait outside of the main entrance or in cars to reduce enable social distancing on collection.</li> <li>• <b>All Saints'</b></li> <li>• <b>Please stay in your cars and away from the gates as much as possible to reduce the adults around the school site.</b></li> <li>• <b>If you are collecting from Dale Close please park on Montague Road and walk to the field entrance.</b></li> </ul> <p><b>During lockdown 3, all chn will arrive at 8.45am and will all depart at 3.15pm – they will continue to enter and exit through year group specific doors/pathways and gates.</b></p> <ul style="list-style-type: none"> <li>• <b>Year 6</b> Exit through Y6 corridor door and then through the playground gate to Arden Close</li> <li>• <b>Year 5</b></li> </ul>		
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			<p>Exit through Y5 door, across playground the pedestrian gate on Nelson Avenue</p> <ul style="list-style-type: none"> <li>• <b>Year 4</b> Exit through the Y4 door, up past reception and out of the main pedestrian gate</li> <li>• <b>Year 3</b> Exit Y3 door, cross the field and exit through the gate onto Dale Close.</li> <li>• <b>All Saints' Parents to stay away from the school entrances / wait until their child comes out to cars or at home.</b></li> </ul>		
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14. Monitoring Attendance	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Monitoring attendance	Children are collected at different times of the day so adults may lose track of which children are in school.	M	<ul style="list-style-type: none"> <li>• Children in classes will be registered using the school's SIMS electronic system, which is usual practice. Email is also an alternative to this system.</li> <li>• Dinner register/options/email</li> <li>• Any child that arrives late/leaves early will be added to the SIMS system</li> <li>• Data uploaded by the LA and DFE will be sent as required.</li> </ul> <p><b>During lockdown 3:</b></p> <p>At All Saints', a register is taken on each year group gate – as soon as the gate is closed, the register is returned to the office to provide a record (for fire purposes as well as other) of who is physically in school.</p> <p>A register is taken for each of the 4 sessions in the day to enable school to track who is engaging or not in the remote learning sessions. Those not engaging will be deemed vulnerable and phone calls will be made to check in.</p>	L	The attendance of children in the setting will be monitored.
15. Reception Area	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Reception Area at the front of the school	Contamination between office staff and visitors/deliveries	H	<ul style="list-style-type: none"> <li>• Administration offices are to remain closed at all times to any parents or visitors.</li> </ul>	L	Risk of spread of the virus is reduced.

	entering the reception area.		<ul style="list-style-type: none"> <li>Parents can phone or email both schools with any enquiries or concerns.</li> <li>When a parcel is delivered to school, the person who has opened it will wash their hands.</li> <li>Visitors are allowed into school if they are known to the school staff.</li> <li>Telephones and computer screens to be wiped down after use.</li> <li>Apart from administration staff and office bubble staff, no other persons will go into the office area.</li> <li>Staff and parents may come to the front door if they have an urgent enquiry.</li> </ul>		
<b>16. Staff breaks</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Staff time-out and refreshments.	Staff gathering in the staff room and moving around the school so spreading the virus. Staff needing a break.	H	<ul style="list-style-type: none"> <li>Refreshments to be taken to the classrooms/ courtyards/hall (tea, coffee), etc.</li> <li>One member of staff from the bubble should get the refreshments for the team.</li> <li>Lunchtime supervisors will provide breaks for teaching staff at agreed intervals during the day.</li> </ul>	L	Risk of spread of the virus is reduced.
<b>17. PPA time</b>	<b>What are the risks?</b>	<b>Risk level</b>	<b>What will be put in place to reduce the risk? (Mitigations)</b>	<b>Risk level</b>	<b>Impact</b>
Planning and preparation time for teachers (requirements by law).	Staff will not have enough time to plan and prepare lessons because they will be with the pupils all of the time. They will also become tired and anxious.	H	<p><b>Emscote</b></p> <p>Tuesday Gail to cover Charlotte all day PM Sue PPA Louise</p> <p>Wed AM Sue PPA Nat PM Sue PPA Suzanne and Management Nat</p> <p>PM Gail Management time Charlotte and PPA Gabby</p> <p>Thurs AM Sue PPA Vicky Gail Gabby all day Carolyn Nat all day</p> <p>PM Sue PPA Charlotte</p>	L	Teachers will feel more prepared for lessons and their wellbeing will be improved.

			<p>Frid Sue Louise all day Carolyn Vicky all day</p> <p><b>All Saints'</b> Charlie and Liz will be covering PPA</p> <p>Mon AM Charlie – release time for foundation leaders on rota PM Charlie own PPA</p> <p>Tues AM Charlie – covering 5CS – NQT time PM Charlie covering 6SU PPA</p> <p>Wed AM Charlie – management cover Mark/Vicky PM Charlie – covering 6KC PPA</p> <p>Thurs AM Year 5 PPA Charlie covering 5CS Liz covering 5MJ PM Year 4 PPA Charlie covering 4DW Liz covering 4AD</p> <p>Fri Y3 AM PPA Charlie covering 3VK all day Liz covering 3BS - PPA PM Charlie covering 3VK all day Liz covering 3BS – NQT time</p>		
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18. Pupil Behaviour	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Behaviour of pupils	Pupil may become anxious or distressed and not be able to follow instructions given by adults.	M	<ul style="list-style-type: none"> <li>If a child is not able to follow adult instructions the school will support the child to follow the rules using the schools behaviour policy. Parents will be asked to support the school therefore helping the child to remain in school.</li> </ul>	L	Teachers will feel more prepared for lessons and their wellbeing will be improved.
19. Hall	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Use of the hall	Gathering of children in the hall altogether is a risk to the virus spreading.	H	The halls are not in use for children	L	The spread of the virus is reduced.

20. What will be taught?	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Curriculum and learning.	The curriculum will be too demanding for those children who are behind.	M	<ul style="list-style-type: none"> <li>Teachers will ensure that children are learning at their own individual level.</li> <li>Fun activities to be used to relax the children, such as projects, art and child-led activities.</li> </ul> <p><b>During Lockdown 3:</b> At All Saints', teachers will deliver 3 live remote teaching sessions per day – 1 each for English, Maths and Topic. They will be concurrently teaching CW or V chn in their classrooms with the support of TAs. They will complete an end of the day session which will include discussion of any worries/PSHE/collective worship</p>	L	Children will enjoy coming to school.
21. Mental Health	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Mental Health and wellbeing	Children may feel anxious about the Covid-19 lockdown experience or leaving their parents.	M	<ul style="list-style-type: none"> <li>Children will re-visit Heart Smart work, mindfulness and opportunities will be created to talk to children on an individual basis.</li> <li>Parents will provide an assessment of their child's mental health to inform school where they can help.</li> </ul> <p><b>During lockdown 3:</b> Staff will continue to deliver PSHE and collective worship sessions to support the mental well-being of pupils.</p>	L	Children become less anxious and feel safe at school.
22. Bereavement	What are the risks?	Risk level	What will be put in place to reduce the risk? (Mitigations)	Risk level	Impact
Bereavement fear of death	Children feel worried about death of a relative or themselves, or suffering from a bereavement within their close circle.	H	<ul style="list-style-type: none"> <li>Our staff have already been trained in supporting children who have suffered bereavement so they will know how to support children.</li> <li>Parents will provide information about their child's family to help school support the whole family in the best way possible.</li> </ul>	M	Children will feel supported and safe in school

Please note that this is a working document. Amendments will be made over time and suggestions to improve this are extremely welcome.

This version is dated 8<sup>th</sup> January 2021