

Hazard/Activity Risk Assessments for the return to the school September 2021.

*These should be considered in addition to the usual risk management strategies and take precedence over them.*

*NB: All measures are subject to regular review based on the scientific evidence and with due consideration of Government guidance.*

	<b>Persons at Risk</b>	<b>How Harmed</b>	<b>Control measures</b>	<b>Residual risk rating</b>	<b>Comments Actions</b>
<b>Access/Egress</b> Pedestrian access to school	Pupils, staff, parents,	Close contact	<ul style="list-style-type: none"> <li>➤ Children come into the building immediately on arrival, wash their hands and then move directly to their classroom seat</li> <li>➤ Doors will be open for the arrival and departure times to avoid the children needing to touch the handles</li> <li>➤ A one-way system will be maintained, with entry from Lammas Road and exit onto the High Street for safety and to minimise congestion</li> <li>➤ Any younger siblings who need to be present must stay with the adult at all times</li> <li>➤ Children will be individually dismissed at the end of the day to their adult, and should then immediately leave the school premises. Unless awaiting another child the parent and child should leave the premises promptly</li> <li>➤ Visitors or parents should make an appointment if they need to be on-site</li> <li>➤ Visitors and peripatetic teachers who need to be on the premises are requested to show consideration for the children and staff by maintaining distance in the corridors and public areas of the school</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.

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			<ul style="list-style-type: none"> <li>➤ Any queries from parents during the school day should be emailed to the office, headed APPLE, unless it is an emergency when a phone call should be made</li> <li>➤ Older pupils who would usually walk home alone will be dismissed as usual and follow the one-way system</li> </ul>		
<b>Play equipment, adventure and fitness equipment, bark area and forest school area</b>	Pupils, staff	Contact and transmission	<ul style="list-style-type: none"> <li>➤ The fixed play equipment will be allowed to be used by the children on a rota basis.</li> <li>➤ Initially small play equipment will not be used available at lunchtime. This will be kept under review</li> </ul>	Low	Clear communication to all children regarding these arrangements.
<b>Catering</b>	Pupils	Contact and transmission	<ul style="list-style-type: none"> <li>➤ Children receiving school lunches will be provided with a hot lunch as ordered</li> <li>➤ Tables will be cleaned between sittings as pre-pandemic</li> <li>➤ Children who choose to bring their own lunch will place their lunchbox on the trolley, and take any rubbish home for disposal</li> </ul>	Low	Clear communication to all children regarding these arrangements.
<b>Classrooms</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Classrooms may now be arranged as staff feel is best for the learning.</li> <li>➤ Children to continue to have allocated seating where this is practicable.</li> <li>➤ Staff may continue wear face shields whilst in school if they wish to offer some protection in light of the new variants of the virus (Face masks are not appropriate as they impede communication with young children. However, some staff may still choose to wear these in class and will explain to the children why)</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.

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			<ul style="list-style-type: none"> <li>➤ Children in KS2 to bring and use their own stationery equipment as well as a water bottle (stationery should be in a small pencil case and should remain in school if at all possible). Children in KS1 may now use shared classroom equipment</li> <li>➤ Children to continue to usually remain seated unless moving to a break activity outdoors</li> <li>➤ Carpet time should only be used when essential part of the learning</li> <li>➤ Chairs and desks to be cleaned daily</li> <li>➤ Spillages cleaned up promptly</li> <li>➤ YR and Y1 outdoor classrooms may be used by the class group exclusively</li> <li>➤ All classrooms to be kept well-ventilated with windows open or on open-lock all day depending on the weather. Even in very cold weather one window must be open beyond open-lock</li> <li>➤ Classroom doors to be kept open to avoid touching handles and to aid ventilation</li> </ul>		
<b>Cloakrooms and lockers</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Cloakroom areas and lockers may again be used, but the children will be encouraged to be considerate to others and to be patient</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>Corridors</b>	Pupils, staff, and all adults on site	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Children to move in single file on the left-hand side of a corridor</li> <li>➤ Lingering in the corridors will not be permitted</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>Curriculum</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ The first priorities will continue to be the emotional and mental well-being of the children and their learning</li> <li>➤ Laptops can be shared but must be cleaned between use by different classes</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.

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			<ul style="list-style-type: none"> <li>➤ Learning at home activities will be offered to those children who are advised at any time to remain at home for self-isolation reasons under Covid-19 restrictions</li> <li>➤ Work completed will be marked on-site where possible, with staff observing appropriate hygiene measures before, during and after handling books</li> <li>➤ Homework including reading, spellings and tables will again be set for Y1 – Y6, with homework books provided for its completion</li> <li>➤ Peripatetic teachers will continue to use radio contact to call children to their lessons to reduce movement around the building</li> </ul>		
<b>Fire</b>	Pupils, staff	Injury treatment Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Should the fire alarm sound, then classes will exit the building using their correct exit from their learning space, and line up on the playground</li> <li>➤ Usual safety procedures will be followed regarding registration of all children and staff</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements.
<b>First aid kits</b>	Pupils, staff	Injury treatment Close contact and transmission	<ul style="list-style-type: none"> <li>➤ All staff have completed a first aid refresher course</li> <li>➤ There are sufficient first aid kits for each class to have access to one with a class specific record book</li> <li>➤ The kits are to be regularly checked to ensure they remain adequately stocked.</li> <li>➤ There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.</li> <li>➤ Medical bags for each class will be available to store any inhalers and essential medical provision for the children in that class</li> <li>➤ Children with severe reactions/specific needs are displayed in the first aid room, and are known to staff</li> <li>➤ PPE available in the event of a child or adult displaying symptoms of the virus – actions as</li> </ul>	Low	Please note: an ambulance takes at least 30 minutes from SMH.

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			<p>advised on the PHE flowchart for schools will be followed</p> <ul style="list-style-type: none"> <li>➤ Any child requiring medication under prescription instruction necessary during the time in school will require specific parental permission for this to be administered by the trained adults</li> </ul>		
<b>Hygiene</b>	Pupils, staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Hand washing with soap and water/sanitiser to be done on entry and at frequent times during the day</li> <li>➤ Tissues will be binned on use, by the children, into a lidded bin</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements
<b>Maintenance and cleaning</b>	Staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ Cleaning staff to be provided with appropriate PPE</li> <li>➤ Thorough cleaning daily of learning areas</li> <li>➤ Door handles of the hygiene facilities to be wiped mid-day in addition to the end of the day cleaning procedures</li> <li>➤ Banisters to be cleaned mid-day in addition to the end of the day as they are a potential high touch point</li> </ul>	Low	Clear communication to all staff regarding these arrangements
<b>Staffing</b>	Staff	Close contact and transmission	<ul style="list-style-type: none"> <li>➤ The emotional and mental well-being of the staff is paramount – all practices are therefore kept under constant review</li> <li>➤ Photocopying should continue to be kept to a minimum. Plan ahead where possible, and use wipes to clean the touch screens following printing</li> <li>➤ Staff meetings and training will resume as pre-pandemic</li> <li>➤ TA and Teacher briefing meeting will continue to be a standing meeting in the hall and kept to a minimum time frame</li> <li>➤ All staff invited to conduct LFT twice weekly until the end of September as per Government advice. Peripatetic staff to be tested prior to attendance then to be offered kits from the school</li> </ul>	Low	Clear communication to all staff regarding these arrangements

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<b>Staff area</b>	Staff	Close contact and transmission Slips, trips, falls, scalds, hygiene	<ul style="list-style-type: none"> <li>➤ Staff to return to using the staffroom</li> <li>➤ Attention to be paid to good housekeeping in the staff areas</li> <li>➤ Staff may choose to continue bring their own travel mug</li> <li>➤ Staff room may be used as pre-pandemic for PPA and by the Caretaker (possibly also for some confidential meetings)</li> </ul>	Low	Clear communication to all staff regarding these arrangements
<b>Toilets</b>	Pupils, staff	Close contact and transmission Hygiene, slips, trips, falls, trapped persons	<ul style="list-style-type: none"> <li>➤ Each year group up to and including Y3 will use a hygiene facility allocated to their class – no more than 32 children. This will be by year group not gender. Y4, Y5 and Y6 will use shared facilities by gender, with classes being allocated a female cubicle per class to minimise risk of cross-class contamination. Y5 and Y6 classes will share a male cubicle, Y4 boys will use a separate cubicle</li> <li>➤ Toilet areas to be maintained in a good and hygienic condition with thorough cleaning daily</li> <li>➤ Entry doors to be kept open to minimise contact touching</li> <li>➤ Spillages on floors to be mopped up as soon as possible</li> <li>➤ Cleaning materials available should a need arise during the day</li> <li>➤ Children to be specifically reminded to use the soap and drying systems/towels available</li> </ul>	Low	Clear communication to all children and parents regarding these arrangements

*The school is electing to keep some measures in place to minimise risk as the children and staff return to school. All measures will be kept under review.*