

RISK ASSESSMENT

Premises: Maltby Lilly Hall Academy
 Work Activity: **Site Reopening – Covid 19**
 Assessor(s): D Horrigan / R. Pease
 Pages: 1
 Date: 12/5/2020

Review date: 01/07/2020

1. Hazards identified	2. Persons at risk	3. Control measures PHASE 1 PHASE 2 PHASE 3	Communication – with who? when? how?	4. Further action required (if any) / Comments
Staffing / facilities / compliance				
Staffing is insufficient to guarantee groupings of sufficiently small size/ continue key worker provision.		<ol style="list-style-type: none"> 1. Calculate grouping sizes/likely attendance against number of available staff 2. Calculate EYFS groupings against statutory ratios 3. Look at TA provision and consider best deployment/whether Level 3 colleagues and HLTAs will be taking groupings 4. What provision is in place for monitoring and adjusting arrangements? 	<p>Updated staff audit (planning guide section 3 and NEU guidance steps 2 and 4, carried out by CAs w/c 18/5 - from this we have 3 staff shielding and 4 who have dependants who are shielding. These staff will not be called upon to be in school. Numbers of remaining staff at green or amber will be sufficient to cover ratios of 1:8 initially for F2 and Y1. Government guidance (section 2 planning guide) states 8 children per group in EYFS with 2.3m floor space for each child – this has been measured and accounted for by RPe/DHo.</p> <p>Staffing provision to utilise class teachers, HLTAs and APs where appropriate and in accordance with government defined ratios has been outlined.</p> <p>Staff are to be designated groups of no more than 8 children (there may be slightly more in a key worker provision group, with siblings sitting at a desk from one household. However, this number will not be over 15 and kept well under this wherever possible) – staff will stay with these groups. Reserve staff will be nominated in case of absence or self-isolation.</p>	<p>Consider taping off areas for children doing certain activities.</p> <p>All government guidance on shielding, shielding with other people and social distancing guidelines shared with staff as part of the audit process.</p> <p>Vulnerable children are taken into account as per attendance expectations for vulnerable children guidance.</p>
Insufficient spaces can be identified in school to provide small enough groupings/ enable social distancing		<ol style="list-style-type: none"> 1. Consider all spaces in school – which, if any, spaces will need repurposing to provide additional facilities. 2. Consider spaces for suitability – are they large enough for 15 children or smaller groupings – can they be ventilated? 3. What provision is in place for monitoring and adjusting arrangements? 	<p>Spaces for key worker and vulnerable children, F1, F2, Y1 and Y6 have been defined and prepared to accommodate children in groups of no greater than 8 by SLT (key worker groups with siblings from one household may be slightly higher). The EYFS unit will accommodate 4 groups of 8 children for F1 and has been split accordingly as per government guidance planning document part 2. and NEU guidance step 3. F2 have adequate space (2.3m per child) in the 3 allocated KS1 classrooms to be used for each group. Y1 have allocated space according to guidance in the use of the small hall, two Y6 classrooms and a KS1 classroom. Groups no</p>	<p>Spaces are well ventilated and have adequate functional windows, fire exits and access to designated outdoor spaces. Provision for larger numbers of key worker pupils is provided through the Y4 classrooms which have reserve staff available where required.</p> <p>Health and safety check of the building will be carried out by 26/5 and results analysed. As per NEU</p>

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			larger than 8 will be allocated for bubbles. Key worker provision may have more than 8 children in a group if siblings from one household are sitting on one desk. Space for Y6 to return has been allocated in the Y5 classrooms. Taped areas will designate space in F2 and Y1 provision.	guidance step 1 and government planning guide section 1.
Equipment available in school is insufficient to allow all teaching groups to be catered for.		<ol style="list-style-type: none"> 1. Is sufficient equipment available to enable all classrooms to function adequately? 2. Are all classrooms equipped with medical information etc which is needed? 3. Are chairs tables etc of correct height for age range taught? Are there any other provisions which are unsuitable for the age range/activity which a space is to be used for? 	Order placed for equipment week commencing 18/5 (by KHa) to ensure basic resources are in place for each group initially returning. Bags and pots for each individual child are being put together to ensure resources are not shared or cross-contaminated. Furniture has been moved to ensure it is appropriate for age – correctly sized desks and chairs are now in place for those areas designated for groups and only appropriate, easily cleaned resources are in the classrooms as per planning guidance section 1 and NEU checklist . Displays have been taken down where required. Medical files are to be available in all classrooms and designated spaces.	Classrooms have had any items which are not easy to clean removed as per section 1 in the planning guidance . Ensure school medical needs are copied and put into each designated space.
Are measures in place to ensure registration processes are undertaken effectively and accurately?		<ol style="list-style-type: none"> 1. Is a paper-based system needed or can SIMs access be provided to all staff for whom it is needed? 2. Are systems in place for registers to be completed in a timely manner? 3. Are systems in place for registers to be returned to the office with minimal footfall in school? 4. Is school able to differentiate between those students expected/shielded/ being kept at home / absent due to illness/ absent due to safeguarding concerns 5. Are systems in place/is there capacity to target first-day contact at appropriate groups to minimise safeguarding risks? 6. Has thought been given to how late arriving pupils will be taken to groupings? 7. What provision is in place for monitoring and adjusting arrangements? 	A spreadsheet based system, which will then be imported into SIMS will be set up prior to pupils being admitted into school, therefore minimising footfall through school – complying with ‘reduce mixing in the childcare setting’ in the ‘implementing protective measures guidance . Registers should be completed within 15 minutes of the staggered start time for the respective group. Attendance registers to the DfE and vulnerable pupils to RoSIS will continue as per section 4 (Attendance) of the planning guide . The spreadsheet system will ensure those children who are absent for differing reasons are clear and for those who require subsequent contact – this will occur. Late arriving pupils will be taken to the main gate (one entrance to school premises on Lilly Hall Road) and alert the office. The leader in school will walk to the gate and ensure social distancing is observed as per government guidance on protective measures – the parent and child will follow the one-way system through school and the leader will ensure compliance and delivery of the child to provision until the parent / carer is off the premises.	Ensure communication to governors, parents and staff as per sections 5 and 6 of the planning guidance via website, MyEd and email. Liaise with CAs to ensure SIMS groups are set up with appropriate groups for attendance and reason for absence.
Workspaces for administrative staff/ leaders cannot be		<ol style="list-style-type: none"> 1. Are clearly defined working spaces and terminals designated to admin staff/ leaders on duty? 	Clearly defined areas for admin staff are designated – if 2 staff are on duty, they are in separate areas (reception and office). The	Ensure staff are familiar with HSE guidance in the workplace.

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sufficiently segregated to meet social distancing guidelines		<ol style="list-style-type: none"> 2. Are systems in place to minimise meetings of more than 2 people? 3. Are designated meeting spaces well ventilated and do they provide enough space for social distancing guideline to be observed? 4. Is a well-planned cleaning regime in place for all computer terminals and equipment, surfaces and equipment in admin areas? 5. What provision is in place for monitoring and adjusting arrangements? 	<p>Associate Principal is to use the leader's office in school. HSE guidance on keyboards, mice and display screens is to be complied with. Meetings of more than 2 people will be organised via Zoom (school account) or in a room where social distancing can be observed according to government guidance (implementing protective measures). The space will be large (small hall or empty classroom), be well ventilated and spacings demarcated. Cleaning will routinely be undertaken as per 'cleaning and hygiene' in the planning guide section 1 and the document 'cleaning in non-healthcare settings'. A deep clean will be undertaken midweek, routine cleaning daily and cleaning products will be available to staff to clean. Barrier put up in reception to increase protection to staff.</p>	<p>Ensure orders of cleaning products are up to date and in plentiful supply – ensure staff are aware of the products available and wear protective clothing if required (in case of skin allergies) etc. Stock routinely monitored and re-ordered when required.</p>
Communal facilities provide risk of cross contamination – ICT/ sign in systems / photocopiers / admin supplies / keypads / telephones etc.		<ol style="list-style-type: none"> 1. Is clear signage in place to limit number of people using/queuing for communal equipment sign-in systems etc? 2. Are well structured regimes in place to ensure all equipment/ screens keypads etc are cleaned after each usage? 3. What provision is in place for monitoring and adjusting arrangements? 	<p>Clear signage and 2m spacing demarcation will be in place to ensure appropriate social distancing at potential 'pinch points' in school (section 5 planning guide). Corridors will be demarcated to maintain social distancing when moving through reception after sign in. Sign in systems will have hand sanitiser next to them and signage encouraging use of this before signing in or out. Regular cleaning of all sign in equipment with disinfectant is in place and staff have access to appropriate cleaning products. The same protocols will apply to other touch screen devices such as photocopiers</p>	<p>Ensure stock of cleaning products is monitored and replenished in a timely fashion. Inform staff of sign in requirements and reception staff of routines.</p>
Public-facing areas (eg main reception) provide insufficient protection for staff meeting with children from different groups/ parents/ staff		<ol style="list-style-type: none"> 1. Is a plan in place for dealing with parental concerns/visitors? 2. Has consideration been made to a no visitors in building policy where protection cannot be guaranteed? 3. Have processes been put in place to prevent administrative staff dealing with pupils/ staff from multiple groupings? 4. Have the protocols been adequately communicated to all staff pupils and parents? 5. What provision is in place for monitoring and adjusting arrangements? 	<p>Parents will not be allowed inside the school building. Communication with parents who have concerns will be via the info@ email address, via My Ed messaging, via telephone or via a pre-arranged Zoom meeting if the query requires a face-to-face response. This will be in accordance with the planning and organising (communicating your plans) section of the document. Definitive areas for groupings through school mean that any contact administrative staff have with pupils from multiple groupings is minimal, however, should the need arise – any child will be accompanied by a member of staff from the group to ensure social distancing is maintained whilst the issue is solved. A protective barrier across reception will be in place to ensure protection from staff and children from different groups. Processes will be communicated fully to staff</p>	<p>Ensure rules for administrative staff and staff through school are communicated to all. Ensure parents are clear on the variety of ways school can be contacted in the event of an emergency, query or other issue.</p>

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Parental concerns/ complaints cannot be dealt with effectively because of a lack of face-to-face contact.		<ol style="list-style-type: none"> 1. Have protocols been put in place to enable day to day concerns to be quickly and efficiently addressed? 2. Have protocols been put in place to enable staff to contact parents by telephone where needed? 3. Have protocols been put in place for video conference meetings where needed? 4. What provision is in place for monitoring and adjusting arrangements? 	<p>and to parents by RPE/DHo to ensure clarity before children come back to school.</p> <p>Protocols are in place to deal with parental queries via MyEd, phone, @info email. These measures are efficient in communicating with parents. Administrative staff relay messages to staff via email where necessary.</p> <p>Staff can contact parents via telephone using the phone in the PPA room. Cleaning products and hand sanitiser will be on hand to spray the phone before and after use in line with 'Implementing protective measures in education and childcare settings.'</p> <p>School has its own Zoom account and, where required, meetings will take place via this medium between staff-staff and staff-parents to ensure social distancing.</p>	<p>Parents to be informed of communication channels, especially video conferencing where required.</p> <p>Ensure stock of cleaning products for phone is up to date and order where necessary.</p> <p>Ensure parents, where required are directed to the 'opening schools and educational settings to more pupils from 1st June: guidance for parents, as this may help understanding of protocols and answer some queries.</p>
Entry/Exit from the site:				
Parents/pupils waiting at main gate pre-entry fail to keep adequate social distancing		<ol style="list-style-type: none"> 1. Has thought been given to demarcating 2 metre intervals on paths/approaches to school? 2. Has protocol for prompt opening of gates been put in place and control of flow to avoid bottlenecking? 3. What provision is in place for monitoring and adjusting arrangements? 	<p>2 metre markings are placed outside all external entrances to school where children will be admitted (at least 8 per door). These markings are also placed at gate entrances with clear, obvious signage to remind parents and carers of social distancing measures. Leaders on site at the time of entry to school will monitor this alongside possible pinch points at classroom entrances as per the planning framework and 'movement around the school' section of planning guidance. This will also apply to childminders arriving at the school, who are expected to adhere to the social distancing rules as parents and carers do. Provision for parents who have access issues, or their child has access issues will be clearly communicated to arrive in the school car park, where a leader will greet the child into school across a 2m hatched area at their allotted time.</p>	<p>Class teachers and leaders have a responsibility for ensuring parents and carers adhere to the markings. They must be challenged if they fail to do this.</p> <p>Communication of guidelines for entering the school site will be communicated unequivocally to parents, carers and staff.</p>
Parents/Pupils are unable to social distance when entering the school premises as paths/walkways are too narrow.	Parents/ Pupils	<ol style="list-style-type: none"> 1. Has due consideration been given to flows of people through site, including one-way systems and use of barriers etc? 2. Has clear signage been put in place to ensure parents and pupils can navigate around the site effectively? 3. What provision is in place for monitoring and adjusting arrangements? 	<p>A one-way system has been put in place for ease of flow around the site. Children, parents and childminders enter via the Lilly Hall Road entrance and exit via the Cliff Hill gate.</p> <p>Demarcation of the one-way system is robust and clear signage in place as outlined in the planning and organising section of the implementing protective measures guidance.</p> <p>This system is monitored by all staff on a daily basis for effectiveness and will be under continuous review.</p>	<p>Ensure communication with parents and carers is robust and clear in nature.</p> <p>Continually review the flow of adults and children through the school site and communicate any potential changes.</p>

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Too many children/parents enter site at one time – walkways and waiting areas become crowded		<ol style="list-style-type: none"> Has consideration been given to staggering start/end times? Have waiting areas for pupils/parents been clearly demarcated away from the ‘flow’ of people through the site? Have siblings been given common drop-off times/arrangements put in place to minimise waiting/parental anxiety? Has consideration been given to parents who disregard the arrangements put in place? What provision is in place for monitoring and adjusting arrangements? 	Staggered start times are to be employed from the day that school reopens. Key worker provision will begin each school day at 8.30am, with subsequent groups at 10-minute intervals after this time. Siblings in different year groups will arrive at the time of the first group to start school. The child(ren) in other groups will be dropped off by the parent / carer / childminder at the appropriate entrance and they will be in provision early. The same 10-minute stagger premise will be employed at the end of the school day. It is imperative that parents and carers arrive promptly to collect and drop off their child(ren) and this will be clearly communicated. Any parent who misses their slot will have to wait off-site until it is safe to collect their child – this will be at school’s discretion. Waiting areas are demarcated as per government social distancing guidelines .	Parents who disregard signage, the one-way system or social distancing rules will be reminded of the need for these and warned – all staff need to be aware and challenge this where it is seen. If the action is repeated by the parents this can result in a ban from the premises. This will be at school’s discretion. For more serious breaking of guidelines, an instant ban can be imposed.
Too many people are present on site due to additional adults/siblings not in school being brought onto premises.		<ol style="list-style-type: none"> Has consideration been given to the limiting numbers of adults/children on site at start end of day to only those necessary? Have protocols/arrangements to promptly meet/dismiss groups of pupils been put in place to ensure children enter the building as soon as possible after arrival/leave promptly? What provision is in place for monitoring and adjusting arrangements? 	Staggered start times and end of the day times will be communicated, and protocols outlined above for missing these are clear. This will ensure numbers of adults and children on site at the start and end of the day is regulated. Protocols mentioned above regarding the 10-minute staggered starts and end to the day will be clearly communicated in accordance with section 5 of the planning guidance . These arrangements will be kept under review and altered accordingly where group overlap may occur and where parents / carers / childminders arrive late.	In the case of childminders, if collecting multiple children, they will collect their children at the time the first group is scheduled to be picked up. Administrative staff will ensure teachers of children in other groups will be alerted they will be picked up early.
Danger of contamination/ interaction with parents/ carers /visitors in communal areas – eg entrance areas/ main reception/ cloakrooms		<ol style="list-style-type: none"> Has consideration been made to a no visitors policy to restrict risks to administrative staff? Has consideration been made to how deliveries can be made without the need for interaction with school staff/pupils? Is clear signage in place to ensure visitors and delivery persons are clear on protocols? What provision is in place for monitoring and adjusting arrangements? 	Clear signage will be around the school premises as highlighted above. Signage on the main entrance will clearly inform that visitors will not be admitted into the school building. Contractors and external agencies will be communicated as per the ‘communicating your plans’ section of the planning guidance . Deliveries will be directed to declare arrival at the side gate. They will then be directed back to the car park gate where they will deliver either across a hatched area, or into the covered area off the car park at a socially safe distance – overseen by leaders and / or administrative staff.	As outlined above – visitors to school can communicate via the My Ed app, the info@ email address, telephone and, if need be, via the school Zoom account.
Entry/Exit from classrooms				

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Too many pupils/parents queuing for entry to classrooms		<ul style="list-style-type: none"> Has consideration been made to staggered starts/end of day and separate queuing arrangements to limit queue lengths? Have queuing/waiting areas been clearly demarcated What provision is in place for monitoring and adjusting arrangements? 	Queuing arrangements, as already outlined, will be demarcated with both clear signage and 2 metre markings at the entrance to each area of school. Entrance to and exit from classrooms will be across a 2-metre hatched area into which the parent / carer / childminder is not admitted. The child will cross this area when entering and exiting the classroom and school building.	Communication with parents / carers / childminders will be clear on where and how to ensure they drop off and pick up children and at the correct times of day. These will be under constant review and will be tweaked if necessary.
Staff interact with multiple parents without physical separation as children are handed over.		<ol style="list-style-type: none"> Has provision been put in place to limit/prohibit entry to the site? Are clear demarcations in place to show parents/staff where they should wait/release children? What provision is in place for reluctant/emotional/behaviourally challenging pupils? What provision is in place for monitoring and adjusting arrangements? 	Clear demarcation and signage is in place to ensure entrances and exits from the school premises are clear. This is backed up by clear communication to parents / carers and childminders on where to enter the premises, how to navigate the premises and where to drop off and collect their child(ren) (see one-way system mentioned elsewhere). Annex A in the planning guidance will be adhered to when considering children with reluctant or challenging behaviour. Risk assessments will have already been completed around SEMH and SEND needs of vulnerable children – these will provide guidance at an individual level for each child and these should be referred to by the group teacher. The pastoral and SEND lead in school will be available for aid and socially distant counselling in a designated area.	SEND / SEMH risk assessments should be under continuous review according to child's need. If a child is repetitively challenging and preventative measures are ignored, then parents are informed to collect their child and their allocated place in school will be reviewed.
Staff mix with groups of pupils not under their direct supervision during pick-up/drop off times		<ol style="list-style-type: none"> Have clearly demarcated, labelled waiting areas for different groups been put in place? Has consideration been made to staggered start/end times in order to limit possible interactions? What provision is in place for monitoring and adjusting arrangements? 	Clearly demarcated areas are marked for entry, exit and relevant areas for admission of children into the school building as outlined elsewhere in this risk assessment. These areas will be clearly communicated with parents before reopening via MyEd and email. See above arrangements for staggered start and end times to the day and planning guidance to which it relates.	Ensure labels and demarcations are maintained appropriately and stock ordered and / or repaired where appropriate.
Too many staff and pupils enter the building via the same entry point at the same time. Corridors/cloakrooms become crowded		<ol style="list-style-type: none"> Has careful consideration been made to start times/routing of pupils through the building to minimise 'pinch points' and ensure groups do not mix? Has consideration been made about alternative arrangements for storage of coats/bags and equipment where provision is communal? What provision is in place for monitoring and adjusting arrangements? 	Staggered start times and end of the day times will be communicated, and protocols outlined above for missing these are clear. This will ensure numbers of adults and children on site at the start and end of the day is regulated. Protocols mentioned above regarding the 10-minute staggered starts and end to the day will be clearly communicated in accordance with section 5 of the planning guidance . These arrangements will be kept under review and altered accordingly where group overlap may occur and where parents / carers / childminders arrive late.	Coats and bags will be actively discouraged from being brought into school. If the weather is inclement, parents will be advised to take the coat home with them and bring it back on return. Packed lunches will be provided in school. If a child does need to bring a bag or coat – it stays with them in their classroom space or group.

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Pupils become distressed/show behavioural issues on entry to school		<ol style="list-style-type: none"> 1. Is pastoral provision/leadership available on site? 2. How will this be used? What distancing/PPE protocols are in place? 3. How will an issue be communicated to the pastoral/leadership team? 4. Has the approach been communicated to the teachers/parents /pupils? 5. What provision is in place for monitoring and adjusting arrangements? 	<p>Pastoral provision will be available on-site – the pastoral lead will be based in an office, socially distanced from the children. As with teaching staff, the pastoral lead will adhere to Annex B of the planning guidance and ensure when speaking to children that it is in a socially distant way and acts on guidance in the child's risk assessment. Issues will be communicated via walkie-talkie, email or phone call either to admin staff, leaders, but preferably to the pastoral lead directly. Use of outdoor spaces can be used where possible for pastoral work. If this is not possible, a well-ventilated room with demarcated areas for lead and child will be used.</p>	<p>Communication to parents will be provided via the pastoral lead to parents and via leaders to staff. This will be done via phone call to individual child's parents and via email more broadly.</p>
Classroom environments				
Pupil groupings are too large – pupils mix with too many pupils		<ol style="list-style-type: none"> 1) Have pupil groupings been carefully formulated based on physical capacity/social distancing? Are there a maximum of 15 pupils? 2) Are registers in place and available? 3) What provision is in place for monitoring and adjusting arrangements? 	<p>Spaces for key worker and vulnerable children, F1, F2, Y1 and Y6 have been defined and prepared to accommodate children in groups of no greater than 8 by SLT (key worker groups may be higher if siblings from one household are included). The EYFS unit will accommodate 4 groups of 8 children for F1 and has been split accordingly as per government guidance planning document part 2. F2 have adequate space (2.3m per child) in the 3 allocated KS1 classrooms to be used for each group of 8. Y1 have allocated space according to guidance in the use of the small hall, two Y6 classrooms and a KS1 classroom. Groups no larger than 8 will be allocated (with the exception of siblings in key worker groups as mentioned above). Space for Y6 to return has been allocated in the Y5 classrooms. Taped areas will designate space in F2 and Y1 provision.</p> <p>A SIMS based system will be set up prior to pupils being admitted into school, therefore minimising footfall through school – complying with 'reduce mixing in the childcare setting' in the 'implementing protective measures guidance. Registers should be completed within 15 minutes of the staggered start time for the respective group.</p> <p>Attendance registers to the DfE and vulnerable pupils to RoSIS will continue as per section 4 (Attendance) of the planning guide.</p> <p>The SIMS system will ensure those children who are absent for differing reasons are clear and for those who require subsequent contact – this will occur.</p>	

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Room allocated is not large enough to maintain soc distancing/cannot be ventilated adequately.		<ol style="list-style-type: none"> 1) Has the size of rooms/available ventilation been taken into account when allocating spaces and deciding group sizes? 2) Have staff been instructed to ensure that windows are kept open and ventilation maximised whenever possible? 3) What provision is in place for monitoring and adjusting arrangements? 	Each designated space for groups has had ventilation taken into account with functioning windows and functioning fire doors in all designated areas. The measures on the relevant points in 'when open' in the implementing protective measures document will be complied with fully. This includes doors being chocked open, fire doors and windows open whenever weather allows. Government guidance (section 2 planning guide) states 8 children per group in EYFS with 2.3m floor space for each child (taped demarcation) – this has been measured and accounted for by RPe/DHo.	Communication to staff around ventilation and use of outdoor space as outlined in the implementing protective guidance will be distributed via email, monitored and kept under review.
Staff are unfamiliar with the specific medical, behavioural or learning needs of allocated children		<ol style="list-style-type: none"> 1) What arrangements have been put in place for group leaders to have access to key documents, including medical files etc? Have significant medical needs been explicitly highlighted? 2) Have any children with needs which require specialist training (eg diabetes) been allocated to staff with relevant training/experience? 3) What handover has been received from substantive class teacher about the needs of the children? 4) What provision is in place for monitoring and adjusting arrangements? 	Year group medical records will be available in medical files in all classrooms. Individual records will be moved to the appropriate area for access by the group leader. Significant medical needs are highlighted on these. Any child with more specific needs, epipen, diabetes, allergies will be allocated a group leader or TA that has up-to-date training. Handover from substantive teacher will take place before children arrive for reopening and electronic and / or hard copies of records and needs will be in place for each group before children arrive for reopening. Changes in medical needs will be reported to the appropriate group leader as soon as they are reported.	Children's medical records will be part of the 'guidance for staff document to be given out before reopening. This takes into account points raised in Annex B – Principles for staff. Administration of medicines policy to be revised to better meet the needs of children on reopening.
Staff mix with more than one group – risk of infection/cross contamination is increased		<ol style="list-style-type: none"> 1) Arrangements for cover/ PPA / SMSA provision ensure that inter-group interactions are minimised. 2) Are any staff asked to work in more than one group? Can this be eliminated? 3) Has provision been made to enable teachers to receive their PPA allocation? 4) What provision is in place for monitoring and adjusting arrangements? 	PPA will be taken by staff on Wednesday, when the school is being deep cleaned, so therefore will not need cover. Breaks will be covered by the appropriate group leader / TA as each group will have 2 members of staff allocated to them. Adherence to 'practical steps to reduce risk' in the planning guidance and NEU guidance step 5, will be adhered to. This includes ensuring groups at break are effectively monitored in groups of no more than 15. SMSAs will work continuously with the same group(s) such as A and D, B and E etc.	Timetable to be drawn up with designated timings and areas for each group to adhere to. This will be part of the guidance for staff document and will remain under review and tweaked in case of absence.
Danger of cross contamination from equipment if shared between groups of children.		<ol style="list-style-type: none"> 1) Has equipment been allocated to specific teaching groups? 2) Has the movement of equipment been minimised? 3) Are arrangements in place for the regular cleaning of equipment and surfaces? 4) What provision is in place for monitoring and adjusting arrangements? 	Equipment has been ordered and will be distributed to specific groups. Each child will have their own set of equipment and this will be contained in a tray under the relevant desk. This complies with guidance in the 'reduce the use of shared resources' section of the implementing protective measures guidance. Shared equipment within the group (computers etc) are routinely cleaned daily, deep cleaned on Wednesday and throughout the day as required by group leaders.	Ensure staff are aware of the 'cleaning and hygiene section of the implementing protective measures guidance to be used in conjunction with the actions stated here.

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Danger of cross contamination from equipment/furniture which is hard to clean (eg soft surfaces/upholstery/soft toys)		<ol style="list-style-type: none"> 1) Has an assessment of risk in each allocated space taken place? 2) Has all equipment and furniture which is hard to clean been removed from teaching areas and stored? 3) Has any equipment which is hard to clean and cannot be removed been covered or marked as not for use? 4) Has the regular cleaning of soft surfaces such as carpets been put in place to minimise risks? 5) Has consideration been made to minimising carpet time etc to reduce risk? 6) What provision is in place for monitoring and adjusting arrangements? 	<p>Assessment of risk in each area has been undertaken (see first part of risk assessment). All inappropriate equipment, resources and furnishings have been removed as per the planning and organising section of the implementing protective measures document. This equipment has been stored centrally in an area (main hall) which is not used by staff or children. This area will be signed as 'not for use'.</p> <p>Regular and deep cleaning will include carpets and other soft surfaces where these cannot be removed, although these are minimised in the allocated spaces.</p> <p>In the staff guidance, carpet time will be addressed as to not take place and minimise any unnecessary groupings of children within their 'bubbles' in school.</p>	<p>Allocation of space will be kept under review, but groups are set and capped at 8 children.</p> <p>Cleaning routines will comply with the COVID 19 cleaning of non-healthcare settings guidance document.</p>
Danger of cross contamination from equipment which provides a medium for viral growth (eg water/sand)		<ol style="list-style-type: none"> 1) Has an assessment of risk in each allocated space taken place? 2) Have any resources or equipment which provides a medium for viral growth been removed from the area or taken out of use? 3) What provision is in place for monitoring and adjusting arrangements? 	<p>Assessment of risk in each area has been undertaken (see first part of risk assessment). All inappropriate equipment, resources and furnishings have been removed as per the planning and organising section of the implementing protective measures document. This equipment has been stored centrally in an area (main hall) which is not used by staff or children. This area will be signed as 'not for use'.</p>	<p>Allocation of space will be kept under review, but groups are set and capped at 8 children.</p>
Children accessing formal education are seated too close together or change places to be closer together.		<ol style="list-style-type: none"> 1) In formal classrooms, have seating arrangements been adjusted to ensure every child has an allocated seat? 2) Is a seating plan in place? 3) Has provision been made to reduce the number of children accessing areas of provision in foundation classrooms? 4) Are carpet spots etc in place where carpet time is used? 5) What provision is in place for monitoring and adjusting arrangements? 	<p>Seating adjustments have been adjusted to 8 desks only with 1 child at each with designated and demarcated 2 metre spacing on the floor. In key worker provision, a desk may have 2 pupils if they are siblings from the same household). This consequently forms the seating plan according to section 2 of the planning guide. F1 children will access the EYFS unit which is split into 4 different areas with 8 in each. These areas are barriered but have access to the outdoor area and to toileting. Equipment is provided per child and per group as outlined elsewhere. F2 children will access the KS1 classrooms, but the setting will be formal, with designated desks and demarcated areas as advised in the class or group sizes section of the implementing protective measures document.</p>	<p>Seating arrangements must be kept under review and it is up to group leaders and leaders to ensure social distancing and those measures outlined in the implementing protective measures document are adhered to.</p>
Children exhibit challenging behaviour, inhibiting the learning process for all learners in a group and or impacting on social distancing.		<ol style="list-style-type: none"> 1) Has an assessment of individual risks presented by known children taken place? 2) Have additional staff been allocated to meet the need where challenging children are present? 3) Has consideration been made to additional PPE where 	<p>Risk assessments will have already been completed around SEMH and SEND needs of vulnerable children – these will provide guidance at an individual level for each child and these should be referred to by the group teacher. The pastoral and SEND lead in school will be available for aid and socially distant</p>	<p>Behaviour policy to be amended to include elements of Annex A of the planning guidance which identifies new school rules and protocols whilst reopening.</p> <p>Updated school rules to be</p>

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		<p>children have a history of spitting etc?</p> <ol style="list-style-type: none"> 4) Has sufficient leadership/pastoral support been allocated to meet these needs? 5) Have withdrawal spaces been allocated where children can be taken to calm down while respecting social distancing? 6) Has thought been given to how urgent need will be communicated while minimising movement through the school? 7) What provision is in place for monitoring and adjusting arrangements? 	<p>counselling in a designated area. Where the risk assessment determines, extra staff will be available to provide for more challenging children if required. A set of PPE will be available in every classroom and changing areas – this set includes a disposable apron, a mask and disposable gloves. This is to be used for intimate care and where risk assessments deem it to be used when a child becomes aggressive or has a medical condition. Urgent need will be used via SIMS messenger, mobile phone, walkie-talkie in the most needy cases and via email and admin in the less needy cases – this will be in the guidance for staff document. A space outside has been allocated for any child who needs time to calm or for pastoral intervention at a safe distance. If weather does not permit this, a space is allocated in a break-out area outside the group class.</p>	<p>proactively taught to the children as per section 7 of the planning guidance along with sanctions.</p>
<p>Risk of infection spreading within groups due to poor hygiene – Surfaces/handles/equipment are not clean or become contaminated during the day.</p>		<ol style="list-style-type: none"> 1) Are clear, regular routines in place for handwashing/provision of sanitiser? 2) Are sufficient supplied of soap and sanitiser in place? Is this sustainable? 3) What provision has been made for drying hands? Is this sufficient/sustainable? 4) What routines are in place for good cough/sneeze hygiene? Is this sufficient/sustainable? 5) Are surfaces regularly cleaned during the day – what resources are provided to enable this to happen? 6) Are interior doors propped open to minimise handle contact? Is a cleaning regime in place for handles/door plates? 7) Are clear, high profile reminders prominently displayed for children giving key messages? 8) What provision is in place for monitoring and adjusting arrangements? 	<p>The when open (for cleaning and hygiene) section of implementing protective measures document will be adhered to. This includes: Ensuring that sufficient handwashing facilities are available – designated spaces adhere to this. Where a sink is not nearby, hand sanitiser in classrooms and other learning environments will be provided. Cleaning surfaces regularly that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Group leaders will have access to cleaning products to clean between regular cleaning sessions. Ensure all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Government document 'guidance on hand cleaning' to be shared with all staff and the principles of this with children. Adults and children will clean their hands on arrival at school, before and after eating, and after sneezing or coughing - regular 'hand washing sessions' will be organised at set times throughout the day. Hand sanitiser will be freely available in dispensers on the walls in both classrooms and corridors and in classrooms in bottles. Children are actively encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for</p>	<p>High profile signage is ordered and displayed in hand washing areas such as those provided in Annex C of the planning guidance. Children should be referred to these regularly.</p>

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			<p>tissue waste ('catch it, bin it, kill it'). A lidded bin will be provided in every area used.</p> <p>Ensuring that help is available for children and young people who have trouble cleaning their hands independently – this will come from a group leader or TA who will aid whilst maintaining social distancing where possible.</p> <p>Group leaders and TAs to encourage young children to learn and practise these habits through games, songs and repetition.</p> <p>Ensure that bins for tissues are emptied throughout the day</p> <p>Where possible, all spaces should be well ventilated using natural ventilation by opening windows and doors (see elsewhere in this risk assessment for more detail).</p>	
Personal Care (Pupils)				
<p>Pupil require intimate care because of toileting issues – staff are potentially exposed to additional risks.</p>		<ol style="list-style-type: none"> 1) Are there children with an existing intimate care plan attending? What adjustments have been made to the plan to enable staff to be protected? 2) What protocols in terms of PPE etc will be adopted if a child needs intimate care? Will additional adults be called upon? How will social distancing be maintained? 3) Are stocks of appropriate PPE available? Are they sufficient and sustainable? Where will they be located to ensure they are used when needed? 4) How will parents be informed of the potential use of PPE at these times? 5) How will pupils be prepared for the use of PPE when they are already vulnerable? 6) What provision is in place for monitoring and adjusting arrangements? 	<p>There is one child initially attending who requires an intimate care plan. An individual risk assessment has been done to assess the needs of the child in the new setting. Intimate care area has been designated near to the child's group.</p> <p>Extra PPE will be provided both in the group area and in the changing area. This PPE will consist of a disposable apron, disposable gloves and a mask.</p> <p>Staff involved in intimate care will be directed to read sections 1-6 of the document 'safe working in education, childcare settings including the use of PPE'. Additional adults should not be required, but if they are, they will be designated and given the same guidance.</p> <p>PPE will be used where social distancing cannot be maintained, which will be the case with the child in question.</p> <p>The parents of the child will be informed of the need for PPE when in school. They, alongside the intimate care worker will agree (via phone conversation) the best way to talk to the child, who has communication issues.</p>	<p>Ensure stock of PPE is regularly monitored and maintained so no shortage occurs.</p>
<p>Different groups of children sharing communal toilet facilities – risk of cross contamination.</p>		<ol style="list-style-type: none"> 1) How will the number of children using communal facilities be minimised? How will privacy be maintained? 2) Will additional cleaning be needed? How will this be facilitated? 3) How will the risk of children meeting in communal facilities be minimised? How will this be monitored? 4) What provision is in place for monitoring and adjusting arrangements? 	<p>This information will be in the guidance for staff document recommended in Annex B of the planning guide. Designated toilets will be given to each 'bubble'. Stalls within these will be labelled A and B in male and female toilets – these are only to be used by one designated 'bubble' so cross contamination risk is minimised and privacy is maintained. This also complies with 'reduce mixing' section elements of the implementing protective measures</p>	<p>Additional cleaning will be applied where required.</p> <p>Group leaders and TAs will have access to cleaning equipment and disinfectant. This should be used at regular intervals during the day to toilet door handles etc.</p>

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			document. Children will not be able to meet in communal areas as one child will go to the toilet at a time from each group. This will be monitored by group leaders, school leaders and TAs.	
Movement around school during day (children)				
Children/staff meet on corridors in large groups. Unnecessary social contact takes place		<ol style="list-style-type: none"> 1) How will the use of outdoor paths be maximised as methods of transit around the site? 2) Which areas will have minimal traffic/ will staff and children be asked to avoid? 3) Which areas will have one-way systems instigated? 4) How will 'keep left' systems be implemented and labelled in corridors/stairs – how will this be enforced? 5) What provision is in place for monitoring and adjusting arrangements? 	Outdoor paths as used in the one-way system is outlined elsewhere in the risk assessment. Parents / carers /childminders will use these accordingly and in line with school guidance. Children will utilise outdoor spaces close to their 'bubbles' and direct access to them will be given to minimise use of other areas. As part of the 'when open' reduce mixing element of the implementing protective measures document, corridors in school will be partitioned with 2 metre spaced horizontal tape and also be split in half length wise to create two distinct lanes where two-way access is required. Children and parents will be notified of this and the 'keep left' rule enforced. This will be enforced through clear and regular signage and chevrons / arrows on the floor. Parents and staff will be communicated with and informed of the amenities available. The stairs in Y5/6 block will be similarly labelled – regular cleaning through the day of the banisters will be carried out.	Evacuation procedures will be kept the same in principle – each 'bubble' will have a designated area on the field to go to relevant to the classroom they are in. Lines will be more than 2 metres apart and children will line up at least 2 metres apart.
Danger of cross-contamination from door handles, equipment etc in classroom, communal and public areas		<ol style="list-style-type: none"> 1) Will doors etc be kept open to minimise the need for them to be touched? 2) What cleaning regime will be needed in order to ensure that handles and door plates are not sources of cross contamination? 3) What hand cleaning regime will be implemented to minimise the risk of cross contamination from outside the classroom – eg provision of sanitiser/soap? 4) How will this be labelled/clearly communicated to pupils? 5) What provision is in place for monitoring and adjusting arrangements? 	As part of the 'when open' section of the implementing protective measures document, rooms will be well ventilated. Wherever possible, windows will be open, and doors chocked open both to minimise touching and maximise ventilation. Cleaning will be regular throughout the day (after breaks, after lunch) and cleaning products will be available to group leaders and TAs for this. Deep cleans on Wednesday and regular cleaning regimes daily will also take place. This will be communicated to parents via email part of NEU guidance step 9. Using the government guidance on hand cleaning, hand washing will be arranged at regular intervals, with posters offering guidance on how to effectively do this in clear view such as those in Annex C in the planning guidance. Hand sanitiser and soap will be available through dispensers on the wall (soap as bars on the sinks) and in bottles in the classroom – children and staff are encouraged to use this regularly.	Stock of hand sanitiser, soap and disinfectant to be regularly monitored and restocked at regular intervals.

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Danger of cross contamination in communal facilities – ICT suite/library areas etc.		<ol style="list-style-type: none"> 1) Which communal facilities will be taken out of use/made out of bounds? 2) Which communal facilities will remain in use but be subject to regular cleaning? How will this be facilitated? 3) What provision is in place for monitoring and adjusting arrangements? 	The main hall will be out of bounds to children, as is the reception area (unless in exceptional circumstances). The nurture room, PPA room and staff room and pastoral leads office will be out of bounds for children. The Principal’s office and the office itself are also out of bounds for children. Designated classrooms, the small hall, toilets and some outdoor areas are remaining in use – cleaning routines for these will be daily, with a deep clean on Wednesday. Group leaders and TAs have access to cleaning equipment which will be used regularly and as they see fit during the day.	Stock of cleaning products must be monitored and replenished as needed. Overspill areas are to be maintained and cleaned in readiness for growth in numbers. Communication of plans in the implementing protective measures document will be adhered to – cleaning services will be informed of what to clean and how often.
Risk of children meeting those from other classrooms whilst on errands etc.		<ol style="list-style-type: none"> 1) How will number of children not in class at any time be minimised? 2) How will facilities such as SIMs messenger be used instead of ‘runners’ 3) Under what circumstances, if any will it be acceptable for a child to be out of class? 4) How will this be communicated to staff/ pupils? 5) What provision is in place for monitoring and adjusting arrangements? 	Children will not be allowed out of their ‘bubble’ unless the circumstances are exceptional (emergency, intimate care etc). Any errands or messages which need to be passed elsewhere should be done electronically (via SIMS messenger, email) or if the need is to be physically present, by the TA or the group leader. See guidance on reduce mixing in the implementing protective measures document . This will be communicated via email to parents and be in the staff guidance document.	In the event of an emergency or intimate care, children should be accompanied to their destination in a socially distant manner, observing school regulations, signage and taping demarcation.
Movement During School Day (Adults)				
Risk of not maintaining social distancing from other adults during start/end of school day when on corridors etc.		<ol style="list-style-type: none"> 1) How will those staff who are not directly working together be discouraged from social contact before/after the day? 2) How can staff be encouraged to leave the site in a timely manner at the end of the day, reducing the cross-contamination risk? 3) What provision is in place for monitoring and adjusting arrangements? 	Staggered break times, arrival and finishing times will minimise social contact between staff who are not working in the same ‘bubble’ - adhering to ‘practical steps to reduce risk’ in the planning guide document . Break out areas will also be spread through school and will be staggered in use – nurture room for staff in KS2 building and staff room for staff in KS1 /EYFS building. Staff will have clear time windows to vacate the school premises and are expected to adhere to these.	Markings on the corridors and clear, obvious signage around school will present the message to staff to ensure ‘keep left’ on corridors is maintained and any one-way paths around school are used appropriately. This will be communicated in the guidance to staff document (part of NEU guidance step 8) .
Risk of meeting other adults in key communal areas – photocopier etc		<ol style="list-style-type: none"> 1) What provision will be put in place to reduce the number of people using/queuing for photocopier etc at any one point? 2) How will social distancing be enforced in these areas? 3) What cleaning regime will be needed? 4) What provision is in place for monitoring and adjusting arrangements? 	Clear signage at both photocopiers in school will indicate one person in the room at any time – touch screens and areas of the photocopier should be disinfected using cleaning products provided in the rooms. 2 metre distancing tape on the floor will indicate waiting areas where required outside the door. This adheres to the ‘practical steps to reduce risk’ guidance in the planning guide . Screens will routinely be cleaned as part of the usual cleaning routine. This will all be communicated in the staff guidance.	Stocks of paper to be checked daily by admin staff to ensure no teacher has to walk through school to source any. If the copier malfunctions – admin staff should be contacted via the internal phone system.

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Children's Break time				
Risk of children from different groups mixing in uncontrolled manner during break times.		<ol style="list-style-type: none"> 1) Will a system of staggered breaks be used to limit the numbers on the yard at any one time? 2) How will the importance of prompt timing be enforced with staff? 3) How will groupings be allocated spaces? What markings will be needed? 4) What provision is in place for monitoring and adjusting arrangements? 	Staggered breaks will be utilised as will designated areas for each 'bubble' to take their break time and lunch time. Staff guidance will be clear that prompt start and ending times of breaks are crucial to avoid overlap of children on the yard and field. No group should go out for their break if another group is out (or deemed too near) their designated area. These areas will be clearly demarcated and coned off, with clear signs of which group is to go where.	Practical steps to reduce risk section of the planning document suggests groups of no more than 15 children in groups at breaks – groups at MLHA will take their breaks in groups of no greater than 8 children.
Risk of children playing close-contact games with peers during break times.		<ol style="list-style-type: none"> 1) What expectations will be put in place at breaks? What will be allowed/prohibited? How will this be enforced? 2) What behavioural sanctions will be applied? How? 3) What provision is in place for monitoring and adjusting arrangements? 	Ball games (throwing and catching) will be permitted within the group of no more than 8 children (possibly slightly more including key worker siblings), however, this will not include football. Non-touch running games should be encouraged as outlined in section 11 of the planning guidance. Outdoor equipment such as hoops, racquets and other non-contact sports such as rounders and cricket are permitted. However, if these are played, then all equipment must be disinfected before and after use. Any contact sports are not. This will be enforced through group leaders and TAs on duty.	Sanctions will be clear in the updated behaviour policy. Any child misbehaving or not social distancing will be stopped from any games immediately and will be isolated if need be in their designated area or classroom.
Risk of supervising adults causing cross infection if they are supervising more than one group.		<ol style="list-style-type: none"> 1) Are adults allocated more than one group? Can this be minimised or eliminated? If not, what controls are in place? 2) How will staff have a comfort break if they are supervising groups? 3) What provision is in place for monitoring and adjusting arrangements? 	Break times will be monitored by one adult to 7 or 8 children, depending on the group (could be slightly more if a key worker group). If the teacher supervises, the TA takes the group once back in class for 15 minutes whilst the teacher has a break and vice versa. Lunchtimes will be similarly staggered, with one SMSA supervising a group of children with which they shall remain each lunchtime, each day.	Staff (including SMSAs) will be given guidance on maintaining a safe distance from both pupils and other staff before reopening commences as per 'practical steps to reduce risk' in the planning guidance.
Risk of play equipment (fixed/non-fixed) being used by more than one group at break times.		<ol style="list-style-type: none"> 1) Will fixed play equipment be allowed to be used? If not, how will it be taken out of use or cleaning guaranteed? 2) Will non-fixed equipment, such as footballs, be allowed? How will you ensure they are not used by multiple groups and cross contaminate? If you are not permitting them how will you keep children occupied? 3) How will it be enforced? 4) What provision is in place for monitoring and adjusting arrangements? 	Fixed play equipment will not be used at playtimes or lunchtimes – this will be coned off and signage placed clearly on the equipment stating it will be out of bounds. Footballs and contact sports will not be allowed. Games permitted are outlined 2 sections up in this risk assessment in accordance with the planning guidance. Enforcement will be via the updated behaviour policy. This will also be in the staff guidance document with clear steps to take using the school's card system and isolating children if they break the rules.	Check coned off areas daily to ensure signs and cones are in correct positions to ensure children do not use the equipment.

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Risk of children mixing when entering and exiting the classroom at break times.		<ol style="list-style-type: none"> 1) How will you ensure that children exit/enter the classroom in an orderly manner? What supervision expectations are placed on staff around this? 2) What arrangements are in place to route children into/out of the classroom? Can they directly access the outside without moving on corridors/through cloakrooms? 3) What provision is in place for monitoring and adjusting arrangements? 	Children will leave the classroom from the fire door which leads straight outside. Children will leave their desk when called (nearest to the exit first) and will go to their designated area. The member of staff on duty will already be outside and will ensure the children make their way to the area appropriately distanced, then supervise until break is ended. At the end of break, children will stand still on a whistle and, when called make their way back to the classroom via the fire door one at a time. Cloakrooms will not be used for access other than for toileting.	Ensure the TA or class teacher is in the classroom to receive the children, before they return and direct them to their desks.
Children's Lunch time				
Children mix in an uncontrolled manner exiting classroom/entering dining hall – Children mix in an uncontrolled manner in dining hall.		<ol style="list-style-type: none"> 1) Will children have an allocated lunch time? 2) How will you ensure these timings are prompt to avoid congestion? 3) How will you ensure that children exit/enter the dining room in an orderly manner? What supervision expectations are placed on staff around this? 4) What arrangements are in place to route children into/out of the classroom? Is there a practical alternative to eating in the dining room? 5) What arrangements will be made to place groupings/provide alternative locations for food to be eaten? 6) What provision is in place for monitoring and adjusting arrangements? 	All children in school will have an allocated lunchtime. The allotted times for each group will consist of time to eat their lunch in their group 'bubble' and time for break outside. Communication with staff will insist on prompt start and end times of the allotted slots. These will be staggered so even if some groups are outside at the same time, they will be far apart and easily socially distanced in their designated areas. Children will not enter the dining at all – packed lunches provided will be eaten in the classroom for their designated group, at their desks, or where possible outside in their designated area. If this is to be done, then protocol will follow the same as break, in accordance with 'practical steps to reduce risk' in the planning guidance. Washing of hands must take place both before and after eating. This must be supervised by the TA or teacher.	Ensure lunches are ready and delivered to classes no earlier than 15 minutes before that groups allotted slot.
Children queue together to be served, making it difficult to maintain social distancing		<ol style="list-style-type: none"> 1) Has consideration been made to how spacing will be maintained? Does a different serving regime need to be implemented? Is a full menu viable? 2) What provision is in place for monitoring and adjusting arrangements? 	Communication to staff around lunchtime will be in the staff guidance document. Lunches will be delivered to the separate groups and eaten in the classroom or preferably outside where possible. Spacing will be maintained as outlined above and serving of lunches will be negated completely, thereby minimising risk.	Ensure lunches are ready and delivered to classes no earlier than 15 minutes before that groups allotted slot.
Risk of SMSAs supervising multiple groups – danger of cross contamination between groups of pupils.		<ol style="list-style-type: none"> 1) Has consideration been made to allocation of SMSAs? How will this be done? Are there sufficient SMSAs to have one per class or is this not attainable? If not, how will cross-contamination be avoided? 2) What provision is in place for monitoring and adjusting arrangements? 	SMSAs will be allocated groups of 7 or 8 children (or slightly more if a key worker group) on a staggered basis, so they will be responsible for groups A and D, another for B and E and so on as the week progresses. Staff audit suggests there will be enough SMSA supervision for F2 and Y1 initially (7 groupings). This will be re-assessed and will include TAs and other eligible SMSAs when Y6 and F1 return.	Clear guidance will be issued to SMSAs in the staff guidance document around social distancing and hygiene based around the principles set out in the cleaning and hygiene section of the implementing protective measures guidance.

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Danger of cross contamination between dining furniture, coloured choice bands, serving areas etc		<ol style="list-style-type: none"> 1) Will the dining hall be used? 2) What cleaning regime will be needed between groups for tables/ chairs? 3) How will cleanliness of counters, trays etc be maintained? What system will be used to avoid coloured bands with multiple usages? 4) How will this be facilitated? 5) What provision is in place for monitoring and adjusting arrangements? 	<p>The dining hall will not be used for lunches to minimise risk. Therefore, there will be no cleaning regime required in this sense. In the children’s groups, cleaning equipment will be available to clean desks before and after lunch is eaten, if they are to be eaten inside the room (it is preferable the children eat outside). This is to be undertaken by SMSA, TA or group leader for hygiene purposes.</p> <p>Coloured bands will not be used as lunches will be delivered to the classroom and eaten in there or outside.</p>	<p>Ensure stock of cleaning products is monitored and kept up to date in each group (PWi).</p>
Staff break times/lunchtime				
Risk of too many staff utilising toilet facilities causing cross contamination.		<ol style="list-style-type: none"> 1) What capacity is there for staff to be allocated different toilet facilities in different areas of school? 2) What cleaning regime are staff expected to adhere to after use? 3) How will cleanliness of handles and door plates be guaranteed to prevent cross contamination? 4) What labelling etc will be needed? 5) What provision is in place for monitoring and adjusting arrangements? 	<p>Staff have separate toilet allocations in different areas of school. Staff using the Y5 classrooms use one of the cubicles upstairs (clearly demarcated as a staff toilet). Staff in the key worker provision use the toilets opposite the meeting room (clearly demarcated male and female staff toilets). Staff using the Y6 classrooms will use the disabled toilet at the bottom of the stairs (clearly demarcated as the staff toilet). Staff using the KS1 classrooms will use the disabled toilet (female) and male toilet (male) near reception. All these toilets will be clearly labelled and be referenced in the staff guidance document.</p>	<p>As part of the cleaning and hygiene element of the implementing protective measures guidance, staff will be responsible for ensuring handles on toilets and doors they use are disinfected and clean, as these will be shared areas. Cleaning products will be easily accessible inside the toilet areas. Hand sanitiser dispensers will be readily available.</p>
Risk of insufficient social distancing as staff gather in social areas at lunch/ break times.		<ol style="list-style-type: none"> 1) What capacity is there for staff to be allocated different rest areas and the access to these staggered? 2) What cleaning will be needed between usage? 3) What provision is in place for monitoring and adjusting arrangements? 	<p>Staff will be able to use the staff room (for those based in the KS1 / EYFS building) and the nurture room / kitchen / meeting room for those based in the KS2 building. These areas will be staggered in their use and a timetable for this will be included in the staff guidance document. If two members of staff share an area, they must ensure ventilation is adequate (open doors and windows) and be based at least 2 metres apart as per the implementing protective measures government guidance.</p>	<p>Staff will be responsible for cleaning up after their breaks and disinfecting any areas used before leaving, including tables and door handles. Cleaning products will be provided, and stock regularly checked to ensure availability.</p>
Safeguarding / First Aid				
Risk of increased safeguarding/ pastoral needs following self-isolation – risk of pastoral worker/ safeguarding lead cross contaminating individuals and groups		<ol style="list-style-type: none"> 1) What provision has been made for pastoral/ safeguarding support? 2) Have staff been briefed to be vigilant for children displaying signs and indicators of abuse? 3) Have reporting lines been reinforced? 4) How will pastoral support be provided while maintaining social distancing – can outside spaces be utilised? 5) What consideration has been made to access by social workers/Early Help etc – how will this be managed? 	<p>Child wellbeing will be prioritised on their return to school. Pastoral lead will have notes and risk assessments of those children with known SEMH needs. Plans for distance counselling will be put in place. Section 10 of the planning guide and NEU Step 10 outlines ways to manage pupil wellbeing, which will be adhered to by giving guidance on how to support children in the staff guidance document, this will include: Providing regular opportunities for children to</p>	<p>Staff will be briefed on being vigilant for signs of abuse – all staff safeguarding training is up to date. Any issues will be reported via the usual channels (CPOMS, safeguarding leads) these will be reinforced. A designated area outside the pastoral lead’s room has been allocated with demarcation at</p>

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		6) What provision is in place for monitoring and adjusting arrangements?	<p>talk about their experiences of the past few weeks</p> <p>Providing opportunities for one-to-one conversations with trusted adults where this may be supportive.</p> <p>On reopening, teaching some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe.</p> <p>Singing songs and other group work which can be kept distanced to increase feeling of sociability and belonging.</p> <p>Providing pastoral activity, such as positive opportunities to renew and develop friendships and peer groups.</p> <p>Training guidance will be forthcoming from the government as part of the introduction health education 2020-21 and will be utilised when available.</p> <p>Safeguarding policy will be updated to clarify changes in routines and processes.</p> <p>SEND children will be supported as per the supporting children and young people with SEND as schools and colleges prepare for wider reopening guidance.</p>	<p>social distance for pastoral support. For indoor use, an area has been designated at the entrance to the pastoral office.</p> <p>Social workers and other visitors to school regarding safeguarding will be encouraged to contact staff via zoom or via telephone. If a face to face meeting with a child or member of staff is essential, either end of the table in the meeting room will be provided. Cleaning routines must be performed both before and after the meeting takes place.</p> <p>This protocol will also apply to external visitors for SEND children and government guidance on conducting a SEND risk assessment during the coronavirus outbreak will be adhered to.</p>
Risk of lack of safeguarding and pastoral capacity in school due to demand / staff shortages		<ol style="list-style-type: none"> 1) How will capacity for safeguarding/pastoral support be maintained? 2) What capacity is available? 3) What provision is in place for monitoring and adjusting arrangements? 	<p>The main pastoral lead will be the main source of support for children in school. Two other members of staff will be available at short notice if required, or if the lead falls ill or is absent.</p> <p>2 designated areas are used for socially distancing pastoral work – an outside area near the pastoral lead and an indoor area near the entrance to the pastoral office.</p>	Ensure spreadsheet and audit of staff availability is consistently current.
Lack of appropriately qualified first aid staff means that children are not safe		<ol style="list-style-type: none"> 1) How will the availability of first aid provision be guaranteed? 2) Which staff on duty have the different levels of qualification? 3) What can be done to mitigate risk? 4) What provision is in place for monitoring and adjusting arrangements? 	<p>First aid provision will be available in each group and 'bubble'. First aid kits are available as usual and should be administered in as socially distanced manner as possible. If staff feel PPE needs to be used to administer first aid, they can do so. This will be available in each class as a disposable apron, disposable gloves and a face mask. These should be disposed of in a lidded bin provided and cleaning protocol followed after administration.</p>	All staff have up to date first aid training and / or paediatric first aid training.
Key staff who administer medicine at increased risk due to close contact with children from different groupings. How will medication be received from parents?		<ol style="list-style-type: none"> 1) Which staff have training to administer medication? 2) How will parents hand-over medication/fill in required forms? 3) How will compliance to Trust policies be guaranteed? What lines of communication will be in place to substantive class teachers/group leaders? 	<p>18 staff currently have training to administer medication. Medicines will be handed into school with the child and any instructions for dosage and the like either communicated via electronic channels or from across the hatched area at the entrance to group classes. Required forms should be sent electronically, or where this is unavailable, home with the child and</p>	When administering medicines, trained staff can measure the dosage and leave on a table for the child to pick up at a socially safe distance. If the child can administer the medicine themselves, they should do

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		4) What provision is in place for monitoring and adjusting arrangements?	returned with the child – no parent will be admitted to the school building. MyEd, info@email and zoom meetings will be offered if parents wish to contact school regarding medicine administration. Administering medicines policy will be updated to reflect changes in protocol.	so. If trained staff cannot socially distance when administering medicines, PPE will be available to be used as outlined previously.
Pupil requires first aid for non-covid illness – staff exposed to additional risks due to proximity/body fluids		1) Have first aid areas been allocated which are well ventilated and maximise staff safety? 2) Have stocks of relevant PPE (Masks/gloves/aprons for sickness) been placed in these areas to enable ease of access? 3) Has provision of equipment for safely dealing with body fluids been checked and are they sufficient/sustainable? 4) Has an emergency cleaning protocol been put in place, so body fluids are not left in areas with other children/staff present? 5) What provision is in place for monitoring and adjusting arrangements?	First aid areas are well ventilated and where possible be administered outside. Stocks of PPE have been ordered and will be placed in all group areas. Sections 1-6 of the document 'safe working in education, childcare settings including the use of PPE', will have been read by any staff intending to use PPE and are encouraged to use the equipment if providing intimate first aid. Provision of equipment is checked and monitored daily by group leaders and PWi and stock replenished where necessary. Lidded bins should be used for any used first aid equipment and cleaning protocols both before and after administration should be followed as outlined elsewhere in the risk assessment. Cleaning products will be provided in all areas where children are admitted, and these are kept in stock at all times. Staff will be encouraged to use these regularly.	Ensure stock is monitored regularly and ordered in good time to be replenished.
Suspected / Confirmed Cases (Children)				
Risk of contamination spreading as symptomatic child continues to mix with staff / children		1) Has a clear message been communicated to all stakeholders that any child with a raised temperature or cough will be sent home? 2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3) Are supplies of soap/sanitiser and drying towels in place? Are they sustainable? 4) Has a well-ventilated area been allocated to 'hold' children with symptoms in isolation until they can be collected? 5) What arrangements are in place for supervision while a child is in the isolation space? 6) What provision is in place for monitoring and adjusting arrangements?	As normal school practice, if a child appears unwell, including with a raised temperature or a cough, they will be sent home and advised to follow the guidance outlined in COVID 19 – guidance for households with possible coronavirus infection document and self-isolate for 14 days. This message will be communicated to all staff, parents and governors. We will continue to liaise with parents on their child's condition and eventual return to school. Any child showing symptoms will be moved, if possible, to a room where they can be isolated behind a closed door (initially one of the unused classrooms for overspill) depending on the age of the child and with appropriate adult supervision if required at a 2 metre distance – this will either be the group leader or TA from the relevant 'bubble'. A window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate toilet if	Cleaning and hygiene will be observed as outlined in the cleaning and hygiene part of the 'when open' section in the governments implementing protective measures guidance. Supplies of cleaning products will be monitored daily and replenished where necessary.

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			possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Follow guidance at section - ‘what happens if someone becomes unwell at an educational or healthcare setting?’ in the implementing protective measures guidance.	
Risk of cross contamination with other children/adults from surfaces, handles etc within classroom space.		<ol style="list-style-type: none"> 1) Have sufficient cleaning materials been put in place within classrooms to enable regular cleaning of surfaces, handles etc during the day? 2) Have good hygiene systems been put in place to ensure basic sneeze/cough/hand hygiene is consistently adopted? 3) Has an emergency cleaning protocol been put in place to ensure all areas where a suspected case have been are thoroughly cleaned? 4) What provision is in place for monitoring and adjusting arrangements? 	<p>Cleaning materials have been ordered and will be put in place into classrooms in a designated area, which is labelled.</p> <p>Lidded bins, PPE, hand sanitiser will all be provided in each group setting. Hand sanitiser stations on corridors will also be clearly labelled and encouraged to use- all in adherence with cleaning and hygiene part of the ‘when open’ section in the government’s implementing protective measures guidance and outlined already in this risk assessment.</p> <p>Emergency cleaning measures will be in place to ensure any isolation areas, use of toilets by a suspected case is thoroughly disinfected and cleaned.</p>	Stock of cleaning products to be replenished when required and monitored daily.
Risk of spread within groupings if case is confirmed / symptomatically probable		<ol style="list-style-type: none"> 1) Is protocol in place to communicate with Trust regarding informing parents if a case is confirmed/symptomatically consistent with infection? 2) Is a deep cleaning regime in place, if and when needed? 3) What provision is in place for monitoring and adjusting arrangements? 	Trust will be contacted if a suspected case or a positive test is confirmed within the school setting – this applies to children and adults alike. The name of child and known siblings will be passed centrally to Nba and this information then passed to appropriate family members and other parties quickly, so risk is minimised. Other children’s families within the group will be notified of any child who has been sent home with suspected symptoms or has had a positive or negative test confirmed.	Deep cleaning every Wednesday is in place and cleaning protocol according to cleaning and hygiene part of the ‘when open’ section in the government’s implementing protective measures guidance will be adhered to.
Suspected / Confirmed Cases (Adults)				
Risk of contamination spreading as symptomatic adult continues to mix with staff / children		<ol style="list-style-type: none"> 1) Has protocol of any staff member who displays symptoms being sent home/not coming to work and seeking a test been implemented? 2) Has this been communicated to staff? 3) Have leaders been instructed to send any adult suspected of being symptomatic out of school? 4) Has a space been allocated so any unwell adult, who is unable to drive can wait in isolation? 5) What provision is in place for monitoring and adjusting arrangements? 	If an adult in school appears unwell and shows potential coronavirus symptoms, including a raised temperature or a cough, leaders know that they are to send them home and advised to follow the guidance outlined in COVID 19 – guidance for households with possible coronavirus infection document and self-isolate for 14 days. This message will be communicated to all staff, parents and governors. We will continue to liaise with the member of staff on their condition and eventual return to school. Any member of staff showing symptoms who cannot leave the premises straight away, will be moved, if possible, to a room where they can be isolated behind a closed door (initially one of the unused classrooms for overspill). A window	Those developing symptoms will follow procedures ring 111/GP and notify SLT of intention to self-isolate. Staff need to contact GP for a referral to testing. We will follow Govt guidelines and a deep clean of the area involved will be undertaken. We will refer to DFE guidelines for staff requiring testing. Staff referred to testing stations and online applications. The Government have issued guidelines that all our

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			<p>will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Follow guidance at section - 'what happens if someone becomes unwell at an educational or healthcare setting?' in the implementing protective measures guidance.</p>	<p>community from the age of 5 can be tested. Families that are self-isolating will be supported if required, in applying for testing.</p> <p>We understand that families that cannot access tests at distance – they may have the test delivered to their door by NHS staff.</p> <p>This guidance will be reiterated in the staff guidance document.</p>
Health and Wellbeing (Adults)				
Risk to staff mental health and well-being		<ol style="list-style-type: none"> 1. What is in place to reassure staff they are working in as safe an environment as possible? 2. Have staff been asked what they need to feel safe? 3. What is in place to ensure that staff have opportunities for self-referral to mental health support? 4. What is in place to provide opportunities for confidential conversations/counselling sessions? 	<p>Communication with staff is prioritised to ensure clarity of procedures and reassurance around safety measures being put in place. Staff will be canvassed on what they expect to see when they resume teaching to feel safe. This will then be compared to actual actions being taken.</p> <p>Clear signage, obvious and plentiful hand-sanitiser and cleaning products, social distancing measures and clearly outlined procedures for movement around school as outlined in this risk assessment will aid reassurance of returning to work.</p>	<p>Staff suffering with mental health issues are advised to contact their GP initially, but there are counselling services available, including bereavement counselling through the MAST service.</p> <p>Staff should contact a senior leader in school if they require this service. NEU guidance step 10.</p>
Risk to staff with pre-existing medical conditions or living with those with pre-existing medical conditions	Shielding staff	<ol style="list-style-type: none"> 1. How are these staff are kept up to date with developments in school, so they don't feel isolated? 2. What are staff expectations – have these changed? Working from home / working at school? 	<p>Staff are contacted on a regular basis, either by their line manager, phase leaders or by a senior leader. This contact varies and includes WhatsApp groups, zoom meetings, emails and phone conversations. This contact is routine and logged and monitored on a document in school.</p> <p>In the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID 19 it states that staff who are living with someone who is shielding do not have to shield themselves, but should do what they can to aid the shielding individual, this includes:</p> <p>Minimising the time other people living with you spend in shared spaces such as kitchens,</p>	<p>Staff workload will be different once reopening resumes. Work-life balance will be considered and PPA will be given during the week.</p> <p>As some staff return to the classroom, those remaining at home will have increased responsibility to provide remote learning via Purple Mash and other media for those children still working from home.</p> <p>If any member of staff goes</p>
	Staff living with someone who is shielding	<ol style="list-style-type: none"> 1. If they can't be separated from the person isolating what are expectations? 		

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	Staff who have to self-isolate/ If a member of staff develops symptoms	<ol style="list-style-type: none"> 1. What will be done to ensure safety of that member of staff and other staff who may have been in contact? 2. What are arrangements if a child shows symptoms (or siblings)? e.g. send home to isolate. 3. What will actions be to inform parents/carers? 4. What changes will be made to the arrangements in school? 	<p>bathrooms and sitting areas, and keep shared spaces well ventilated.</p> <p>Keeping 2 metres (3 steps) away from people you live with and encourage them to sleep in a different bed where possible. If you can, use a separate bathroom from the rest of the household. Use separate towels from the other people in your house, both for drying yourself after bathing or showering and for hand-hygiene purposes.</p> <p>If you share a toilet and bathroom with others, it's important that they are cleaned every time after use (for example, wiping surfaces you have come into contact with). Consider drawing up a rota for bathing, with you using the facilities first.</p> <p>If you share a kitchen with others, avoid using it while they're present. If you can, take your meals back to your room to eat. If you have one, use a dishwasher to clean and dry used crockery and cutlery. If this is not possible, wash them using your usual washing-up liquid and water and dry them thoroughly. If you are using your own utensils, remember to use a separate tea towel for drying these.</p> <p>Everyone in your household should regularly wash their hands with soap and water for 20 seconds, avoid touching their face and clean frequently touched surfaces.</p>	<p>home with coronavirus symptoms or tests positive for the virus, then any staff who have had contact with the individual will be informed, as will families of children who have been in contact with the member of staff.</p> <p>If a child or member of staff shows symptoms, the steps to isolate and send them home will be put in place as already outlined.</p> <p>If a member of staff is sent home and has to isolate, a senior leader, or reserve member of staff will be put in place to supervise the group.</p>

Approved By: R. Pease & D Horrigan

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