



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

Risk	SYSTEMS IN PLACE TO REDUCE RISK									
<p>Communication – staff will not know what is happening before the opening in September Parents will not know what is going on before Septembers Parents will not be contacted.</p> <p>Risk rating: 3 medium</p>	<ul style="list-style-type: none"> <li>• Updates are given regularly via morning memos and use of the staff Whatsapp group; a specific group to be created where only HT can send messages so that important information does not get lost within the other chats.</li> <li>• Regular communications sent to parents/carers via school comms</li> <li>• SLT meetings will now be held by zoom</li> <li>• Meetings between staff members in separate bubbles should where possible be held via zoom; if not possible, they should be held in a well ventilated room and staff should wear face coverings where possible.</li> <li>• Class dojo used for communication between staff and parents/carers</li> <li>• Staff meetings held through zoom</li> </ul> <p><b>Remote learning:</b> Guidance states that there should be 3 hours worth of work What is planned for at home should be delivered in school – children can carry out the same work – we may be able to give them access to class dojo in place on a laptop</p> <ul style="list-style-type: none"> <li>• Start each day with a Zoom meeting – make a record of which children have not attended and send into the school so we can carry out a welfare check on them.</li> <li>• If you are in school you can either do the zoom meeting from there with the children in school watching live or get your year group partner(if you have one) to deliver to both classes if they are at home.</li> </ul> <p><b>Zoom timings – set up a link and send to me on the Monday morning please:</b></p> <table border="1" data-bbox="591 1254 1637 1406"> <tbody> <tr> <td>EYFS</td> <td>8.45</td> </tr> <tr> <td>Year 1</td> <td>8.55</td> </tr> <tr> <td>Year 2</td> <td>9.10</td> </tr> <tr> <td>Year 3</td> <td>9.20</td> </tr> </tbody> </table>	EYFS	8.45	Year 1	8.55	Year 2	9.10	Year 3	9.20	<p>Risk rating: 1 Low</p>
EYFS	8.45									
Year 1	8.55									
Year 2	9.10									
Year 3	9.20									



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Year 4	9.30
Year 5	9.40
Year 6	9.50

- Discuss in Zoom meeting what they will be doing during the day; ideally upload the tasks the day before with a date on them so that they know when to complete them. Consider the task types and the worksheets used as these may not be able to be printed off at home. They can be printed off in school for those in.
- Assembly – I will film an assembly each day which they can watch
- Maths – use the White Rose Maths Hub resources – use the video links to upload and the worksheets as well – this can then be replicated in lessons in school.
- Literacy – not sure it is worth looking at a text – may be best to look at reading comprehension, grammar skills, book reviews, spelling activities
- Daily handwriting x 10 mins
- Daily reading x 15 mins
- Daily times tables rockstars x 15 mins
- Foundation subjects – probably best not to do START week – remember there are lots of remote links for STAR which link to Oak National Academy/BBC bitesize – I'll email these to you. May be better to look at the theory side of:

- Geography
- History
- RE
- PSHE
- Science

- Daily PE session could be given via supermovers etc

Please ensure that you spend time marking the work that us uploaded also – those support staff at home can help with this if you have access to Class Dojo.



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**Teaching staff at home**

- Review and comment on work during the day
- You could leave the zoom call running during the day for anyone that wants to speak to you about anything – you will need to let them know that you are doing this and it may not be feasible for all
- Respond to any messages that are sent to you via Dojo
- Liaise with support staff as to how they can best support from home
- Prep the work to be uploaded for the next day – you could film any teaching points and upload them as videos to support with the remote learning

**Support staff at home**

- Please liaise with your class teacher as how you can best support – this could be that you mark work and leave comments on Class Dojo – I will assign you all to your classes – you just need to accept the invite on your school emails accounts.
- You could join the zoom meetings and stay on them to support through out the day – if you kept the meeting on a laptop all day – your teacher could assign you as admin and you could let any child who wants to talk to you into the meeting –this would take all day but is an option if you are willing to do it
- Your teacher could assign some children to read to you via zoom – they will need to liaise with the child’s parent and yourself for this to happen
- Yvonne will remind you of the online training from before that you could continue with.

**PE timetable**

Mon	Tues	Weds	Thurs	Fri
Year 1	Year 2	Year 3	Year 4	Year 5 & 6
Years 5 & 6	Year 3	Year 2		Year 4



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Year 1

Children will mix with other children  
Staff will mix with other staff

- Children will remain in their class bubbles.
- Staff will be assigned to a class bubble; these staff members will support and deliver the work that is on Class Dojo by the class teacher.

Risk rating: 4

Risk rating: 2

	Mon 4th	Tues 5th	Weds 6 <sup>th</sup>	Thurs 7th	Fri 8th
EYFS	Mrs Healey Miss Bean	Mrs Healey Miss Bean	Mrs Gubby Mrs Cadden	Mrs Gubby Mrs Cadden	Mrs Nash Miss Bean
Year 1	Mrs Turpie Mrs Cardnell	Mrs Turpie Mrs Cardnell	Miss Browne Mrs Turner	Miss Browne Miss Coughlan	Mrs Dymott Miss Coughlan
Year 2	Mrs Grasby Mrs Broster Mrs Stammer	Mrs Grasby Mrs Stammer	Mrs Roddan Mrs Broster	Mrs Roddan Mrs Poile	Mrs Roddan Mrs Chandler
Year 3	Mrs Meggs (Wilson) Mr Ellen (Dahl) Mrs Robinson Miss Saunders Mrs Wheeler	Mrs Meggs (Wilson) Mr Ellen (Dahl) Mrs Robinson Miss Saunders Mrs Wheeler	Mr Ellen (all) Mrs Robinson Miss Saunders Mrs Wheeler	Mr Ellen (all) Mrs Strudwick Mrs Dodd Mrs Wheeler	Mr Ellen (all) Mrs Strudwick Mrs Dodd Mrs Wheeler
Year 4	Mr Dymott Mrs Scarborough	Mr Dymott Mrs Scarborough	Mrs Bishop Mrs Hoadley	Mrs Bishop Mrs Hoadley	Mr Hiscock Mrs Hoadley
Years 5/6	Mrs Francis Miss DeSilva Mrs Slater	Mrs Francis Miss DeSilva Mrs Slater	Mrs Francis Miss DeSilva Mrs Hazel	Mr Jones Miss DeSilva Mrs Hazel	Mr Jones Miss DeSilva Mrs Marsh

	Mon 11th	Tues 12th	Weds 13 <sup>th</sup>	Thurs 14th	Fri 15th
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EYFS	Mrs Healey Miss Bean	Mrs Healey Miss Bean	Mrs Gubby Mrs Cadden	Mrs Gubby Mrs Cadden	Mrs Nash Mrs Cadden
Year 1	Mrs Turpie Mrs Cardnell	Mrs Turpie Mrs Cardnell	Miss Browne Mrs Turner	Miss Browne Miss Coughlan	Mrs Dymott Miss Coughlan
Year 2	Mrs Watson Mrs Stammer	Mrs Watson Mrs Stammer	Mrs Grasby Mrs Broster	Mrs Roddan Mrs Poile	Mrs Roddan Mrs Chandler
Year 3	Mrs Meggs (Wilson) Mr Ellen (Dahl) Mrs Robinson Miss Saunders Mrs Wheeler	Mrs Meggs (Wilson) Mr Ellen (Dahl) Mrs Robinson Miss Saunders Mrs Wheeler	Mrs Meggs (Wilson) Mr Ellen (Dahl) Mrs Robinson Miss Saunders Mrs Wheeler	Mr Ellen (all) Mrs Strudwick Mrs Dodd Mrs Wheeler	Mr Ellen )all) Mrs Strudwick Mrs Dodd Mrs Wheeler
Year 4	Mr Dymott Mrs Scarborough	Mr Dymott Mrs Scarborough	Mrs Bishop Mrs Hoadley	Mrs Bishop Mrs Hoadley	Mr Hiscock Mrs Hoadley
Years 5/6	Mrs Francis Miss DeSilva Mrs Slater	Mrs Francis Miss DeSilva Mrs Slater	Mr Jones Miss DeSilva Mrs Hazel	Mr Jones Miss DeSilva Mrs Hazel	Mr Jones Miss DeSilva Mrs Marsh

• If we need to get supply staff in, we will look at ensuring that we ask for the same supply staff member when covering longer term cover; where possible, classes will be

covered by those adults attached to the class

- No small group work should take place in smaller rooms – groups will either need to be taught in the classroom or use a spare classroom as the space is larger.
- Children should be spread out as much as possible in the classes – try to keep the classes on separate sides of the room where possible.
- Ideally children should have a gap between them – a table each would be best if there are less than 15 in a bubble this should be achievable.



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Gatherings of large groups within the school building

Class	Time	Location	
Year 1	1015	KS 1 playground	Mrs Farrell
Year 2	1015	Front of mobiles	Mrs Stammer Mrs Chandler
Year 3	1030	Court	Alternate staff
Year 4	1035	KS2 playground	Mr Hiscock
Year 5/6	1045	Court	Mrs Drake

- There will be no assemblies; we will use class dojo to film assemblies for classes and use this for achievement assemblies.
- Each class will have their own space to play in at break time – they will not mix
- Lunch times will be staggered; children will eat their meals in classes.

Class	Collect from hall	Lunch Time	Play time	Location	
EYFS	1155	12-1230	1130 – 12	EYFS area	Mrs Mercer
Year 1	1145	1150 - 1220	1220 – 1250	KS1 playground	Mrs Keating
Year 2	1150	1155 - 1225	1225 – 1255	KS2 playground	Miss Christie Mrs Chandler



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	Year 3	1220	1225	1255 - 125	KS2 playground	Mrs Remzi		
	Year 4	1215	1220	1250 - 120	Court	Mrs Pamflet		
	Years 5/6	1220	1225	1255 - 125	KS1 playground/front of mobiles	Miss Wise		
Staff being in a room together with hygiene risk	<ul style="list-style-type: none"> <li>• All staff to wash their hands before sitting down with other staff</li> <li>• Staff to wipe down any surfaces that they are using after they have used it if another adult is likely to be using it after</li> <li>• Only hard surface chairs to be sat on; no fabric chairs to be used</li> <li>• Chairs to be wiped down when used or put to one side to be quarantined if there are other chairs available.</li> <li>• Staff should not enter the office area due to the size; they should make contact through the hatch in the main entrance or via the phone system.</li> <li>• Office staff will now be rotated to ensure only 1 staff member in office at a time</li> <li>• PPST room will have desks separated so that there is 2m between them; windows will need to be opened as will doors to ensure good ventilation.</li> <li>• Staff will now have dedicated rooms that they can have their lunch in</li> <li>• Staff should NOT enter another bubble ideally – make contact through the phone system; if you do need to enter another bubble, where possible wear a face covering</li> <li>• Staff who are meeting another staff member from a different bubble should now wear a face covering for this meeting ideally</li> <li>• It is advisable for any staff who is moving around the school to wear a face covering e.g. taking messages, collecting registers, supporting a child elsewhere</li> </ul>							



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	<ul style="list-style-type: none"> <li>• Those who have an age, health or disability reason (a note that this may not be visible and can include mental health reasons) for not wearing a face covering should not be routinely asked to give any written evidence of this, this includes exemption cards. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign. We must be sensitive to the needs of others.</li> </ul>	
<p>Signing in; touching of pens etc</p>	<ul style="list-style-type: none"> <li>• Hand sanitiser is available for use before and/or after signing in</li> <li>• New pens and used pens pot in place</li> <li>• Signing in books for visitors to be placed in the office</li> <li>• Signing in books for staff will now be in the front atrium and each KS will have a separate book to complete to reduce the number of people touching a book.</li> </ul>	
<p>Staff meeting with parents with hygiene risk</p>	<ul style="list-style-type: none"> <li>• All adults who are meeting together inside will need to wear a face mask at 2m or more distance between them.</li> <li>• Parents will be asked to provide their own face mask or will be issued with a disposable face mask to wear.</li> <li>• All visitors will be asked to either wash their hands or use hand gel before the meeting</li> <li>• Tables will be separated for meetings</li> <li>• Any tables and chairs used in a meeting will be wiped down before and after used</li> <li>• If the meeting will last longer than 15 minutes, ideally it should take place via zoom or over the phone</li> <li>• A border/standing sign will be in place to ensure parents/carers do not cross and get too close to the window when speaking to the office</li> <li>• The office should first try to deal with any enquiries through the phone system and only allow the visitor in if they need to come in to hand something over; as much of the conversation as possible should be done by the intercom first.</li> <li>• Anything being dropped off can be placed in a drop off box just inside the door</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Office staff should remind all coming into the main entrance that they are to wear their mask and cover their mouth and nose</li> <li>• Office staff may wear a visor type face covering if they wish when speaking to parents/carers.</li> <li>• Those who have an age, health or disability reason (a note that this may not be visible and can include mental health reasons) for not wearing a face covering should not be routinely asked to give any written evidence of this, this includes exemption cards. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign. We must be sensitive to the needs of others.</li> </ul>	
Small enclosed offices	<ul style="list-style-type: none"> <li>• In the school office, staff should refrain from entering this space due to the space whilst office staff are working there.</li> <li>• Staff should speak to office staff through the hatch window in the main foyer</li> <li>• Staff should wait at the door before entering the office; if possible staff will phone to make contact with office staff</li> <li>• Office desks have been arranged so that they face in the same direction</li> <li>• Windows and doors to be open to ensure area is well ventilated</li> <li>• Finance office and HT office – staff should refrain from entering these areas due to small size; they should wait at the door before entering until the space can be prepared</li> <li>• Only 1 other person should enter the DH/first aid room whilst an adult is there</li> <li>• Office staff on rota to ensure that only staff member in office and finance office at a time; staff at home should ensure that they carry out any tasks they can at home during the day</li> <li>• Desks in the PPST room will be 2m apart and room will need to be well ventilated.</li> <li>• Ceiling windows to be opened and at least 1 door left open for ventilation</li> <li>• Any meeting between PPST should be with staff at over 2m apart</li> <li>• No sharing of equipment; chairs will need to remain in same place.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Staff should not walk through this area; they need to wait at the door before being asked to enter; standing by the door is the best place to have a conversation with someone in the PPST room</li> <li>• PPST will clean the room throughout the day, regularly washing hands; phones to be wiped down during the day.</li> </ul>	
<p>Toileting – children mixing in bubbles</p>	<ul style="list-style-type: none"> <li>• Toilets will be specified for each class in KS1 building – they will become uni-sex toilets to avoid cross-contamination</li> <li>• KS2 will remain as they are; children will not visit the toilets in more than 2 at a time from same bubbles.</li> <li>• They should be instructed not to enter the toilet area if they can see someone in there from another bubble; they should wait on the marking outside of the toilet.</li> </ul>	
<p>Staff will mix at lunch times and break times Staff will mix in staff meetings</p>	<ul style="list-style-type: none"> <li>• Staff will not to use the staff room due to the size; only 3 staff members in staff room at a time ideally – they need to keep more than 2m apart; <b>it would be advisable that staff who use this area should wear a face covering</b></li> <li>• <b>When staff are using the photocopier with other staff waiting, it would be advisable that they wear a face covering</b></li> <li>• Rota will be in place for areas that staff can eat their lunch in; they can use communal areas to access fridge and microwave as long as they stay over 2m away from those not in their bubble</li> <li>• Areas in KS2 building have been set up to allow for staff to use this area for lunch; there is a sink and hot water in this room. Tables are separated to allow for distancing. If staff can use the same table as people from their bubble.</li> <li>• When chairs are used they either need to be wiped down or put to one side and not used again until it has been cleaned.</li> <li>• Staff meetings to be held via zoom; <b>any meeting taking place face to face will need to be carried out in a well ventilated room, at least 2m distance between participants and ideally with face coverings being worn.</b></li> <li>• Zoom will continue to be used where needed to hold meetings virtually</li> <li>• All staff should be sat at least 2m away from another in their bubble</li> <li>• Ideally staff should not share transportation to and from work if they are in separate bubbles if they can not maintain 2m+ distance on a journey of less than 15 minutes.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Those who have an age, health or disability reason for not wearing a face covering should not be routinely asked to give any written evidence of this, this includes exemption cards. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign.</li> </ul>	
<p>Issues with children hand washing Use of hand sanitisers</p> <p>Risk rating 3</p>	<ul style="list-style-type: none"> <li>• The best hand hygiene is through use of soap; this will be asked of all when they come in, before eating snack, after play, before lunch, after lunch, after PE and before they go home.</li> <li>• If parents/carers wish, they may provide their child with hand sanitiser to use; this must be alcohol based with WHO recommendations being at least 60% alcohol</li> <li>• Parents/Carers must ensure that children know how to use hand sanitiser before they bring it into school; they should explain to them that they are not to share with other children</li> <li>• Staff may question parents/carers as to what is in anything sent in to ensure that it is an effective hand sanitiser especially if there are no labels on the bottle</li> <li>• If parents/carers wish to provide their own soap in a bottle for children to use, they may do so; if there is a cream they wish for their child to apply after washing their hands, they may do so but will need to complete a health care plan/medical form for this.</li> <li>• All children will be asked to wash their hands with soap if they are dirty.</li> </ul>	<p>Risk rating 2</p>
<p>Level of support needed for certain 1:1 children and proximity they get to 1:1 staff member Issues for those who will find it difficult to adjust to changes in school</p>	<ul style="list-style-type: none"> <li>• Reduced timetables will continue to be used where appropriate to support</li> <li>• Interventions where possible to take place in the classroom; if interventions needed to be in group rooms, the area should be cleaned afterwards before a new group uses it.</li> <li>• Adults from different bubbles should not be carrying out interventions in the same room if they can not maintain a 2m distance from others at all times</li> <li>• If 1:1 adult is poorly, this will be explained to parents/carers and there will not be another adult allowed in that group</li> <li>• 1:1 can only work in the group that the child is part of</li> </ul>	<p>Risk rating: 3</p>



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<p>Use of positive handling with individuals Applying medication for certain individuals <b>Risk rating:4</b></p>	<ul style="list-style-type: none"> <li>• Ideally, parents will have to come into school to apply any creams etc for pupils; if cream can be applied by gloves, this may be an option.</li> <li>• Any child who needs intimate care, staff will need to have PPE available to them to wear; a risk assessment will be needed in these cases.</li> <li>• Risk assessments have been created for 1:1 pupils detailing how the children will be supported and the expectations of the 1:1 adult; these have been shared with 1:1 adult and parents/carers.</li> </ul>	
<p>Poor hygiene spreading germs between pupils Poor hygiene spreading germs between staffing Cleaning of equipment/tables etc <b>Risk rating: 5</b></p>	<ul style="list-style-type: none"> <li>• Classes will not mix.</li> <li>• Windows will be kept open if possible even if just ajar; windows and doors to be opened during playtimes to get fresh air blasts in.</li> <li>• Children in pairs at own desks; will have their own equipment where possible.</li> <li>• Reading books used by children should not be placed back but instead placed in a returns area; this can be returned to bookshelves after 48 hours</li> <li>• Reminding all staff, pupils and visitors to wash hands often - with soap and water.</li> <li>• Children and staff encouraged to wash their hands: <ul style="list-style-type: none"> <li>○ on arrival at school</li> <li>○ after using the toilet</li> <li>○ after breaks and sporting activities</li> <li>○ before eating any food, including snacks</li> <li>○ before leaving school</li> <li>○ Staff to keep the staff room cleaner – not leaving dirty plates, cups etc</li> </ul> </li> <li>• Staff to keep to their own mugs/cups and place in the dishwasher for cleaning.</li> <li>• Signs will be placed around the school to remind children about washing hands.</li> <li>• Staff and children to be aware of the <a href="#">Catch it, Bin it, Kill it</a></li> <li>• Teachers to ensure that there are tissues in classrooms.</li> <li>• Pinnacle caretaker will empty bins daily/ KS2 site manager will do the same</li> <li>• Pinnacle are cleaning door handles etc thoroughly.</li> <li>• Pinnacle to provide KS1 classes with spray to clean during the day/ KS2 classes will be provided with similar equipment</li> <li>• Hand sanitizer pumps at key locations around the school site</li> <li>• Internal doors to be kept open where possible to reduce need to touch door handles.</li> <li>• Cakes, biscuits etc will no longer be available in the staff room</li> </ul>	<p><b>Risk rating: 3</b></p>



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	<ul style="list-style-type: none"> <li>• Tea bags etc will be provided for each individual group to reduce risk of spreading germs</li> <li>• Staff will need to wash clothes at the end of the day</li> <li>• Children will need to have their uniform cleaned on a daily basis</li> <li>• Areas such as trim trail and playhouse cordoned off to ensure children not too close to each other.</li> <li>• Dedicated pathways created for children to use around the playground to ensure they keep away from anyone playing in specific areas</li> <li>• Rooms to be well ventilated; when weather permits, windows and external doors should be kept open; if weather does not permit for this at all times, they should be opened during break times to ensure fresh blasts of air in rooms. Children will be allowed to wear coats etc in classrooms if they become too cold.</li> </ul> <p>Class equipment</p> <ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources such as PE equipment, art equipment, science equipment should be prepared before the start of term where possible and remain in possession of the bubble whilst needed. If bubbles need to share, they should be left for 48 hours before being used again (72 hours for plastics)</li> <li>• Laptops/ipads need to have a sign placed on them stating when last used so that they are not used with a 48 hour period by another bubble.</li> <li>• Wooden items should ideally not be used; if they need to be used, they should be disinfected every day and left overnight.</li> </ul>					
<p>Children mixing with children not in their group in breakfast club Staff not wearing protective clothing when serving breakfast</p> <p><b>Risk rating: 5</b></p>	<table border="1" data-bbox="501 1177 1644 1436"> <tr> <td>West Hill Life Ltd</td> </tr> <tr> <td>Based in hall</td> </tr> <tr> <td>Zoned off areas for children in different classes/year group bubbles</td> </tr> <tr> <td>Children will remain seated during activities</td> </tr> </table>	West Hill Life Ltd	Based in hall	Zoned off areas for children in different classes/year group bubbles	Children will remain seated during activities	<p><b>Risk rating: 4</b></p>
West Hill Life Ltd						
Based in hall						
Zoned off areas for children in different classes/year group bubbles						
Children will remain seated during activities						



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	<p>Hands will be washed before and after breakfast club</p> <p><b>Each table will have their own equipment assigned to them to use</b></p> <p>If it's not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. West Hill Life may need to limit their numbers and these will be static with new members only allowed to join on a Monday each week.</p> <p>After school club</p> <p>The hall will be used for after school club; children will be sat in year group/class bubble zones. Hands will be washed before they enter hall, before eating food and before leaving to go home.</p>	
<p>Travel to school by taxi, public transport Drop off times and congestion of families encountering each other Collection times and issues with social distancing</p> <p><b>Risk rating: 4</b></p>	<ul style="list-style-type: none"> <li>• Encourage walking or cycling to school rather than driving or getting public transport</li> <li>• Entrance to the site will be from the top of Craylands Lane</li> <li>• Exit only from the site will be through the pedestrian gate opposite Bright Horizons Nursery</li> <li>• Parents/Carers should not stay on site – they should drop their child off through the gate and then continue to move along the path keeping a 2m + gap between parents/carers</li> <li>• The drop off zone will not be in action</li> <li>• Parents/carers will be encouraged to wear face coverings when dropping off and collecting; those staff on gate duty will also be encouraged to wear them.</li> <li>• Siblings can be dropped off at the same time also and wait in holding area outside if dry or in mobile 2 if it is raining.</li> <li>• Children will walk down to their class immediately</li> <li>• Classes will have designated timings</li> <li>• Parents/carers will queue and tell a staff member who they are collecting; they will then be sent from class out to the parent/carers</li> <li>• Only 1 parent will be allowed to come onto site per child</li> </ul>	<p><b>Risk rating: 2</b></p>



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- On Monday 4<sup>th</sup> January – children will be lined up as we did in term 6 and teacher should come out to collect.
- After this day, children are able to come in themselves and will not need to be collected.

Class	Drop off time
EYFS (& siblings)	8.40
Years 1 & 2 (& siblings)	8.45
Years 3 & 4	8.50
Years 5 & 6	8.55
Gates close at 9 a.m.	

When collecting, enter in at Craylands Lane and out opposite Bright Horizons – children will be brought out to the gate or front door and sent out so no parent/carers in site.

Siblings can either wait for their elder siblings to come out; they can wait outside the White house or in mobile 2 if raining OR parents will collect younger siblings then return to collect older siblings.

Only 1 parent/carer to collect at one time – all children will exit via the gate.

Class	Collection time
EYFS	2.50 p.m.
Year 1	2.55 p.m.
Year 2	3.p.m.
Year 3	3.05 p.m.



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<p>Year 4</p> <p>Years 5 &amp; 6</p>	<p>3.10 p.m.</p> <p>3.15 p.m.</p>	
<p>Handling of packages and letters which may have come from households with symptoms</p> <p><b>Risk rating: 1</b></p>	<ul style="list-style-type: none"> <li>➤ There is no need to change how you handle post, packages or food received from the affected regions.</li> <li>➤ The virus does not survive well for long periods outside the body and so it is highly unlikely that COVID-19 can be spread through post or packages.</li> <li>➤ It is highly unlikely that COVID-19 can be spread through food.</li> <li>➤ When handling money, office staff may wear gloves if they would like to; they may choose to collect the money in a box and leave it to quarantine for 48 hours before looking at it</li> <li>➤ The school will look into ways of paying by card</li> </ul>		<p><b>Risk rating: 1</b></p>
<p>Safeguarding risks involved in only having some in and some at home</p> <p>New safeguarding concerns over lockdown not being communicated with staff</p> <p>Staff no knowing how to report safeguarding for their groups</p> <p>TAs not knowing the children in their groups</p> <p>safeguarding concerns</p> <p><b>Risk rating: 3</b></p>	<ul style="list-style-type: none"> <li>➤ There will always be a DSL on site – Kris Hiscock will always be onsite; Yvonne Stone and Kylie Cox will alternate days ideally but always contactable by phone, as are Leanne Drake and Lisa Farrell.</li> <li>➤ All staff will have read and signed to have stated that they have read the addendum to the safeguarding policy</li> <li>➤ Any new cases will be monitored amongst DSLs</li> <li>➤ Staff will be updated as much as possible on a need to know basis regarding any new cases during lockdown</li> <li>➤ Communication on who can and can't collect etc will be passed on.</li> <li>➤ All staff will have updated safeguarding training on September 1<sup>st</sup> 2020</li> </ul>		<p><b>Risk rating: 1</b></p>



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

<p>Fire drill can not remain the same as it has done</p>	<ul style="list-style-type: none"> <li>➤ Children will be given specific areas of the field to stand by in the case of a fire drill</li> <li>➤ Fire drill will be practised within the first two weeks to ensure all children know where they are to go</li> <li>➤ Staff will have this information provided in their hand book.</li> </ul>	
<p>Behaviour of children returning from lockdown may have worsened Children not knowing the main rules around social distancing and following them Issues with children refusing to move and/or following instructions putting themselves at risk. <b>Risk rating: 4</b></p>	<ul style="list-style-type: none"> <li>• A list of coronavirus golden rules will be displayed around the school</li> <li>• An addendum to the behavior and discipline policy will be created to look at sanctions for those who do not follow these rules and for those who fake symptoms</li> <li>• For children who are refusing to move; consider: <ul style="list-style-type: none"> <li>• Are they putting themselves in danger?</li> <li>• Are they putting others in danger?</li> </ul> <p style="margin-left: 40px;">If not...</p> <ul style="list-style-type: none"> <li>- move other children away at least 2 m from them</li> <li>- leave them alone and see if they will calm down</li> <li>- contact parent/carer to come in and deal with them whilst all other children are removed from the room</li> </ul> <p style="margin-left: 40px;">If yes – call for a member of SLT</p> <ul style="list-style-type: none"> <li>• Wearing PPE, the staff member should use positive handling to support the child where necessary</li> </ul> </li> </ul>	<p><b>Risk rating: 2</b></p>
<p>Lack of PPE in school Lack of clarity over what PPE should be worn and what should not be worn and when <b>Risk rating: 5</b></p>	<ul style="list-style-type: none"> <li>• Wearing a face covering or face mask in schools or other education settings is not recommended</li> <li>• Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> </ul> </li> </ul>	<p><b>Risk rating: 3</b></p>



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<ul style="list-style-type: none"> <li>- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</li> </ul>	
<p>Lack of First aider on site Lack of willing first aiders PPE for first aiders Crowding in first aid room <b>Risk rating: 4</b></p>	<p>First aiders will be asked if they are happy to continue to deal with first aid</p> <p>First aid will be moved into the KS1 group room as there is more space</p> <p>Children, young people or learners who require first aid should continue to receive care in the same way . No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Medication will need to be stored and administered in classrooms</p> <ul style="list-style-type: none"> <li>• There is a large first aid pack in the KS2 group room</li> <li>• There is a first aid pack in the KS1 group room</li> <li>• There should be at least 6 ice packs in the KS1 group room</li> <li>• There should be at least 4 ice packs in the KS2 HERO club room</li> </ul> <p><b>PLEASE RETURN ICE PACKS AT THE END OF THE DAY!</b></p> <p><u>Break times/lunch times</u> Staff on duty need to take their mobile phone out with them and accident slips.</p> <p><u>Minor injuries</u></p> <ul style="list-style-type: none"> <li>• Each class should have their own first aid bag—please take this out with you and use for any minor injuries.</li> </ul> <p>If you need to first aider outside with you; ring 07709491750 and you will get through to Kris.</p>	<p><b>Risk rating: 2</b></p>



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**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<p>If a child has bumped their head, or needs and ice pack, follow these procedures:</p> <ul style="list-style-type: none"> <li>• Send the child in with an accident slip to the office window. <b>DO NOT SEND THEM TO KS1 GROUP ROOM AS NO ONE IS IN THERE.</b></li> <li>• The office staff will either administer first aid or locate someone who can. They should write in the first aid book and/or bumped head slip using the accident slip child came in with.</li> <li>• The person on duty should check that first aid has been administered after thier duty and the teacher knows so that parents/carers can be contacted,. If it was a bumped head, slip needs to go to the office for a phone call to be made.</li> </ul> <p>CPR: Adults this will comprise of chest compressions  CPR: Children – if mouth to mouth is needed then a mouth guard <b>MUST</b> be used  CPR: De-fib will be checked to ensure it is operational</p>			
<p>Children arriving wearing face masks</p>	<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the <a href="#">guidance on cleaning for non-healthcare settings</a>.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>			
<p>Fire hazard; children too close at fire muster points. Children in different building to where they are used to.</p>	<ul style="list-style-type: none"> <li>• There will be allocations on the school field for muster points in a fire evacuatuion</li> <li>• Fire doors will need to be closed when there is a fire drill</li> <li>• Fire wardens as follows:</li> </ul> <table border="1" data-bbox="495 1390 1771 1426"> <tr> <td style="background-color: #cccccc;">AREA/BUILDING</td> <td style="background-color: #cccccc;">FIRE WARDEN</td> </tr> </table>	AREA/BUILDING	FIRE WARDEN	
AREA/BUILDING	FIRE WARDEN			



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

Fire wardens not in school to carry out duty.

	Mon	Tues	Weds	Thurs	Fri
<b>PPST office/Hall</b>	Claire	Jen	Lin	Lin	Yvonne
<b>Main entrance</b>	Claire	Jen	Lin	Lin	Yvonne
<b>Office/staff room</b>	Claire	Jen	Lin	Lin	Yvonne
<b>Staff Toilets</b>	Claire	Jen	Lin	Lin	Yvonne
<b>Upper KS1 toilets</b>	Kris	Kris	Kris	Kris	Kris
<b>Lower KS1 toilets</b>	Kris	Kris	Kris	Kris	Kris
<b>Main Atrium</b>	Kris	Kris	Kris	Kris	Kris
<b>Mobiles 1&amp; 2/ New mobile</b>	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne
<b>Mobiles 3&amp; 4</b>	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne	Kyie/Yvonne

<b>AREA/BUILDING</b>	<b>FIRE WARDEN</b>				
	Mon	Tues	Weds	Thurs	Fri
<b>Front entrance fire warden</b>	Anita Meggs	Anita Meggs	Danielle	Danielle	Kris
<b>Downstairs classrooms/toilets</b>	Rob	Rob	Leanne R	Alison	Alison
<b>Upstairs classrooms</b>	Liz	Liz	Trudi Hazel	Trudi Hazel	Leesa

Fire wardens will need to meet Kris at the front of the building that the fire alarm is going off in.

Fire points will be on the KS2 field up the back – signs will be made to place on the fencing.



## CORONAVIRUS RISK ASSESSMENT updated January 2021



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

Staff member showing symptoms in school

Risk rating: 5

- book a test if you are displaying symptoms - staff must not come into the setting if they have symptoms, and must be sent home to self-isolate if they develop them when at the setting
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- settings will be provided with a small number of home testing kits that they can give directly to staff who have developed symptoms at work, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)
- if someone tests positive, they should follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10 day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 10 days)
- Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.

Risk rating: 3



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- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.
- The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for **10** days since they were last in close contact with that person when they were infectious. Close contact means:
  - direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
  - proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case
  - travelling in a small vehicle, like a car, with an infected person
  - We will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.
- Afterwards
  - If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
  - Cleaning an area with normal household disinfectant after a suspected case of COVID-19, will reduce the risk of passing the infection on to other people.
  - Cleaners should wear disposable or washing-up gloves and aprons for cleaning. Once cleaning is finished, these should be double-bagged, then stored securely for 72 hours then thrown away in



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**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<p>the regular rubbish. Cleaning staff should wash their hands before starting cleaning and after they have disposed of their used clothing.</p> <ul style="list-style-type: none"> <li>• Cleaning should be administered using a disposable cloth. Hard surfaces should be cleaned first with warm soapy water. Surfaces should then be cleaned with normal disinfectant products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</li> <li>• If an area is believed to be at risk of more heavy contamination from a person with COVID-19 (such as an isolation room, the teaching room where the child was learning, circulations spaces, etc), cleaners should use a higher level of cleaning PPE, to include a face mask, disposable apron and gloves and eye protection, such as goggles or a visor.</li> <li>• Once cleaning is finished, the PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Cleaning staff should wash their hands after they have disposed of their used PPE</li> </ul>	
<p>Child showing symptoms Parents wanting to know if there are anyone with symptoms in their child's class</p>	<ul style="list-style-type: none"> <li>• If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and asked to book a test. They must be advised to follow '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• If a child is awaiting collection, they should be moved, if possible, to the ks1 group room with appropriate adult supervision if required. <b>They should access from the outside by leaving their class via the fire exit and entering through the classroom fire exit door.</b> Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet in the main entrance. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	



## CORONAVIRUS RISK ASSESSMENT updated January 2021



### **RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of PPE guidance](#).
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet.
- settings will be provided with a small number of home testing kits that they can give directly to parents of pupils who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.
- A message will be sent out to parent/carers of the bubble that the child belongs to so that they are informed and can make a decision based on whether they are happy for their child to remain in the bubble. A message will be sent out when a result of the test has been received and if negative it will be expected that any child who has been removed will return.
- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu)



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### **RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<p>– in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)</p> <ul style="list-style-type: none"> <li>• if someone tests positive, they should follow the <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone – the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 10 days)</li> </ul>	
<p>Confirmed case of Coronavirus within the school</p> <p><b>Risk rating: 5</b></p>	<ul style="list-style-type: none"> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</li> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period) - their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>• Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a</li> </ul>	<p><b>Risk rating: 3</b></p>



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### **RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

team of advisers who will inform them of what action is needed based on the latest public health advice.

- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.

The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for **10** days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case
- travelling in a small vehicle, like a car, with an infected person
- We will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their **10**-day isolation period they should follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:
  - if the test delivers a negative result, they must remain in isolation for the remainder of the **10**-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days



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**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	<ul style="list-style-type: none"> <li>• if the test result is positive, they should inform the school immediately, and must isolate for at least <b>10</b> days from the onset of their symptoms (which could mean the self-isolation ends before or after the original <b>10</b>-day isolation period) - their household should self-isolate for at least <b>10</b> days from when the symptomatic person first had symptoms, following '<a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>• If we have 2 or more confirmed cases within <b>10 days</b>, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and we will work with the local health protection team who will be able to advise if additional action is required.</li> <li>• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</li> </ul>	
<p>Parents sending children in when there is someone at home with symptoms</p> <p>Risk rating: 3</p>	<ul style="list-style-type: none"> <li>• If a child discloses that someone at home is unwell, staff should inform a member of SLT and/or a member of the PPST so that a phone call can be made to ascertain whether it is Covid related.</li> <li>• If it is, the child will be sent home immediately.</li> <li>• If it is not, the child will remain in school.</li> <li>• Where it is suspected that a parent/carers has sent a child in knowing someone at home has symptoms, the school will make it clear that these actions were unacceptable.</li> </ul>	<p>Risk rating: 3</p>
<p>Unwell staff who are unable to come in</p> <p>Risk rating: 3</p>	<ul style="list-style-type: none"> <li>• Staff should not come to school if they display symptoms</li> <li>• if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment</li> <li>• If you develop symptoms of coronavirus, staff should make an appointment to be tested; if the results are negative, they are free to return to work.</li> </ul>	<p>Risk rating: 1</p>
<p>Staff considered vulnerable Staff living with those considered vulnerable</p>	<p>Taken from the Dfe document:</p>	<p>Risk rating: 1</p>



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Risk rating: 3

We have worked closely with the Department of Health and Social Care (DHSC) and PHE to develop this specific guidance for school settings. The PHE and DHSC endorsed system of controls outlined in this document sets out the measures that school leaders and all school staff should follow.

Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments.

Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.

All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in section 5 of the 'prevention' section.

School leaders should explain to staff the measures the school has put in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to attend school.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place

**Tier 4 guidance**



## CORONAVIRUS RISK ASSESSMENT updated January 2021



RISK ASSESSMENT – 1 = LOW

3 = MEDIUM

5 = HIGH

- In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020.
- Staff should talk to their employers about how they will be supported, including to work from home where possible. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.
- All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.
- Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.

People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.



## CORONAVIRUS RISK ASSESSMENT updated January 2021



RISK ASSESSMENT – 1 = LOW

3 = MEDIUM

5 = HIGH

Pupils who are considered vulnerable

Risk rating: 3

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:

- they have had symptoms or a positive test result themselves
- they live with someone that has symptoms or has tested positive and are a household contact
- they are a close contact of someone who has coronavirus (COVID-19)

More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Far fewer children should remain in the clinically extremely vulnerable group in the future following their routine discussions with their clinician.

Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able immediately to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity but this does not need to be formally recorded in the attendance register.

For pupils who are self-isolating, or shielding and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. Our published definition of vulnerable children includes young people are defined as those who have a social worker or an education health and care (EHC) plan or those who are deemed otherwise vulnerable by the school or the local authority.

Risk rating: 1



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

	Where children are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.	
Risks involved with children who may spit	<ul style="list-style-type: none"> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</li> <li>• In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.</li> </ul>	
Staff absenteeism <b>Risk rating: 4</b>	<ul style="list-style-type: none"> <li>• If a teacher is sick, we will look towards those other staff members linked with the class first before seeking a supply teacher</li> <li>• We will use staff members who are less linked with a class where possible</li> <li>• We will look towards requesting the same supply staff member when needed</li> </ul>	<b>Risk rating: 2</b>
Not having food for children on site Kitchen staff remaining safe MMS not knowing the routines	<ul style="list-style-type: none"> <li>• Pinnacle staff will continue to provide hot meals for those who have them</li> <li>• Food will be boxed up and sent to classrooms with plastic cutlery</li> <li>• They will have food prepared for them; asked if they want it cut up and then placed at their tables</li> </ul>	<b>Risk rating: 2</b>



**CORONAVIRUS RISK ASSESSMENT updated January 2021**



**RISK ASSESSMENT – 1 = LOW      3 = MEDIUM      5 = HIGH**

<p>Mixing of MMS with children MMS cutting food close to children <b>Risk rating: 4</b></p>	<ul style="list-style-type: none"> <li>• MMS/TA will be assigned to a group of children to supervise in classroom and on the playground.</li> <li>• MMS will be provided with staff hand book as well</li> <li>• Tables in classrooms will need to be washed down after use.</li> </ul>	
<p>Risks involved in trips <b>Risk rating:3</b></p>	<ul style="list-style-type: none"> <li>• Any trips out of school will need to be carefully planned and risk assessed</li> </ul>	<p><b>Risk rating: 1</b></p>
<p>Risks involved in clubs <b>Risk rating: 3</b></p>	<ul style="list-style-type: none"> <li>• All extra-curricular clubs will be offered to children in the teacher’s class only <b>if we decide to run them</b>; this will allow for the class bubbles to remain constant as much as possible.</li> </ul>	<p><b>Risk rating: 1</b></p>
<p>Children not having the knowledge about hygiene  <b>Risk rating: 3</b></p>	<ul style="list-style-type: none"> <li>• Staff to encourage children to wash their hands regularly throughout the day</li> <li>• Staff to use the following resources to teach children about hygiene</li> </ul> <p><b>KS1: Horrid Hands and Super Sneezes</b></p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">Horrid hands - https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a></p> <p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">Super sneezes - https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a></p> <p><b>KS2: Hand Hygiene and Respiratory Hygiene</b></p> <p><a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene">Hand hygiene - https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene</a></p> <p><a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene">Respiratory hygiene - https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene</a></p>	<p><b>Risk rating: 1</b></p>
<p>Children will struggle with mental health issues which will make them upset in school Gaps in children’s knowledge and skills  <b>Risk rating: 4</b></p>	<ul style="list-style-type: none"> <li>• National curriculum will continue to be taught in full; the arts will be used to engage the children in their learning</li> <li>• Low stakes assessment quizzes will be used to identify gaps in learning</li> <li>• Focus should be PSHE based on mental health and well-being</li> <li>• Children should have opportunity to discuss how they are feeling in weekly circle times/class assemblies</li> <li>• Guidance sent out to parents/carers and staff with links to support for mental health and well being</li> </ul>	<p><b>Risk rating: 2</b></p>



## CORONAVIRUS RISK ASSESSMENT updated January 2021



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Risks associated with specific subjects such as PE and music

### *Singing, wind and brass playing*

Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.

### *Social distancing*

In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.

### *Seating positions*

Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

### *PE- Schools in tier 4*

PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.

Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.



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	<p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.</p>	
<p>Risks associated with playgroud equipment</p>	<ul style="list-style-type: none"> <li>• Play ground equipment should be collected and stored in your classroom for your bubble</li> <li>• Consider the use of the active mile to play without equipment at times</li> <li>• Non-contact games should be played; football is not an option as the children will tackle each other.</li> <li>• As a general principle, external outdoor equipment should not be used unless the school is confident that it can be appropriately cleaned between groups of children using it. Avoid letting large groups use it – trim trail will not be in action</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles – Outdoor playground equipment should be more frequently cleaned.</li> <li>• plastic items can be cleaned by immersing in a tub or bucket of weak disinfectant solution for half an hour.</li> <li>• Where possible, encourage children to select a piece of equipment to play with during that lunch session and then not to swap it with others or use within a small group and keep it with a small group of children.</li> </ul>	
<p>Remote learning for those not in school</p>	<ul style="list-style-type: none"> <li>• Skills and knowledge grids have been linked with oak national academy lessons for history, geography, science – children can be sent these links for their work at home for these lessons</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Any bbc links may need a task set – use the context question where possible</li> <li>• For maths use <a href="https://whiterosemaths.com/homelearning/">https://whiterosemaths.com/homelearning/</a> to direct children to watch videos for maths lessons</li> <li>• Use oak national academy where possible for spag lessons also</li> <li>• Work needs to be created for any child who is self isolating and should either be uploaded daily or all at once ready for the following week</li> <li>• Each day should start with a Zoom intrdocution for the day ahead</li> </ul>	
<p>Amount and type of child-initiated resources being shared between pupils.</p> <p>Risk rating: 5</p>	<p>he following careful consideration has been given to the resources that will be made available.</p> <ul style="list-style-type: none"> <li>• The large communal sand pit will be timetabled every third day and accessed from the edges only by Rainbow Fish Class . Other sand play will be restricted to tuff trays outdoors; sand will be quarantined for this purpose.</li> <li>• Playdoh; only new playdoh to be used in any one day and binned at the end of that day.</li> <li>• Water play to be outdoors only and in specified water table with the usual accessories available - pouring/measuring jugs, builders brushes, water wheels, boats, guttering, sea creatures.</li> <li>• Gardening activities to remain.</li> <li>• Minimal dressing up and baby clothes to be provided and taken home to wash every day by member of staff.</li> <li>• Painting and water aprons are taken home at the end of every day and washed by member of staff.</li> <li>• No soft toys and hand puppets. All to be washed and stored away.</li> <li>• Remove all soft furnishings, including cushions, beanbags and blankets.</li> <li>• Role-play – Home corner. Minimal resources in use and disinfected every day. Children to be instructed not to put items in their mouths.</li> <li>• All small world resources, dolls house/furniture; wild animals; farm animals; garage; cars; dinosaurs to be cleaned before re-opening and regularly there after.</li> <li>• Indoor and outdoor construction resources to be minimilised and cleaned before re-opening and regularly.</li> </ul>	<p>Risk rating: 3</p>



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	<ul style="list-style-type: none"> <li>• Wheeled toys – bikes and scooters; Handlebars will be cleaned regularly.</li> <li>• Children to wash hands frequently, particularly after using wheeled toys and being in the outside environment.</li> <li>• Story books/library books are changed every day and under weekly quarantine.</li> <li>• All mark making resources, scissors, glue, collage materials, cellotape are also in bundles of 5 and changed everyday operating a quarantine system.</li> <li>• ALL provision is disinfected at the end of every day.</li> </ul>	
<p>Free flow of pupils between inside and outside environment for child-initiated</p> <p>Risk rating: 5</p>	<p>Free flow between garden and indoors will continue but only within class bubble. Children to wash hands after being in the garden.</p> <ul style="list-style-type: none"> <li>• Garden to be divided in two and ensuring no contact between EYFS bubbles.</li> <li>• Dividing doors between two EYFS rooms to remain closed.</li> </ul>	<p>Risk rating: 3</p>
<p>Unable to deliver effective EYFS curriculum to meet developmental requirements.</p> <p>Risk rating: 3</p>	<ul style="list-style-type: none"> <li>• Government have amended legislation to allow for temporary disapplying and modifying of a number of requirements within the EYFS.</li> <li>• Our curriculum will reflect the circumstances and will at all times put pupils safety and well-being first; stories, reading, singing, phonics, number games and high quality communication will remain a constant.</li> </ul>	<p>Risk rating: 1</p>
<p>Comforting distressed/tearful pupils.</p> <p>Risk rating: 5</p>	<ul style="list-style-type: none"> <li>• As far as is reasonably possible adults will refrain from side hugs. Encouraging a pupil to sit and breath and use calming words to passify them where possible.</li> </ul>	<p>Risk rating: 3</p>



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<p>Emotional pupil unable to detach from parent at drop off.</p> <p><b>Risk rating: 5</b></p>	<ul style="list-style-type: none"> <li>• Adults will not be able to take a clinging pupil from a parent.</li> <li>• Encouragement through words to be used.</li> <li>• If a pupil refuses to detach then parent will need to return home with pupil until they are ready.</li> </ul>	<p><b>Risk rating: 1</b></p>
<p>Staff wellbeing</p> <p><b>Risk rating 4</b></p>	<ul style="list-style-type: none"> <li>• Staff members may have been impacted psychologically due to COVID-19. Many will have endured social isolation and fear over the health of themselves and family members. People are likely to still be on high alert to health risks from infection and these are unlikely to diminish when the government relaxes the lockdown rules. It is therefore important to remember that individuals may need time to adjust to any new arrangements/rules put in place by the government and understand the impact for the personally or for their family. Schools should ensure that everyone feels included, through an inclusive school culture, and everyone returns to a positive and supportive working environment to help relieve anxiety and fear. The school should consider purchasing access to and reminding staff of the ability to access the Employee Assistance Programme (Counselling Service). Staff Care Services (OH) and Employee Assistance Programme (Counselling):</li> <li>• <a href="https://cantium.solutions/brand/staff-care-services/">https://cantium.solutions/brand/staff-care-services/</a></li> <li>• 03000 411411</li> <li>• We will be introducing a well being committee; representatives from teaching staff, support staff and SLT will meet a few times per term to discuss any changes that may need to be made to ensure staff well being is at the forefront.</li> <li>• A survey monkey survey will be sent out to gether initial thoughts and issues that may currently exist and action plans put in place as part of the first meeting. Details to follow.</li> </ul>	<p><b>Risk rating 2</b></p>
<p>Staff concerns causing issues</p> <p><b>Risk rating: 3</b></p>	<ul style="list-style-type: none"> <li>• Scaremongering of any type is unhelpful in such situations.....it is best to focus on what is happening in our own school rather than those elsewhere.</li> <li>• if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environment</li> <li>• Staff, parents and young people can contact the helpline as follows:</li> </ul>	<p><b>Risk rating: 1</b></p>



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Phone: 0800 046 8687

Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Opening hours: 8am to 6pm (Monday to Friday)