

## COVID-19 RISK ASSESSMENT JANUARY 2021

<b>Location / Site</b>	BOLNEY CEPS
<b>Activity / Procedure</b>	School being partially open during the national lockdown due to high rates of COVID-19 transmission
<b>Assessment date</b>	4.1.21
<b>Assessment completed by</b>	Lorraine Kenny

  

<b>Identify people at risk</b>	EMPLOYEES, CHILDREN, VISITORS, CONTRACTORS
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### DfE GUIDANCE:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

Prevention principles from the guidance

#### **Prevention:**

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

#### **Response to any infection:**

- 9) Engage with the NHS Test and Trace process.
  - 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
  - 11) Contain any outbreak by following local health protection team advice.
- Numbers 9 to 11 must be followed in every case where they are relevant.

*How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:*

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*



## Identified Hazards

<b><u>Identify hazard 1</u></b>	<b>Contact with individuals who are unwell with possible coronavirus (COVID-19)</b>
<b><u>Identify hazard 2</u></b>	<b>High virus rates locally, 50% of staff are over 50 years old, 2 staff are over 60 making them more at risk if they develop COVID-19</b>
<b><u>Identify hazard 3</u></b>	<b>Limited physical space and staff restricting the number of available places for pupils</b>
<b><u>Identify hazard 4</u></b>	<b>High number of pupil places requested by parents who are critical workers exceeds the available pupil places. West Sussex instruction of not to send to other schools</b>
<b><u>Identify hazard 5</u></b>	<b>Not enough staff to cover all bubbles and remote learning due to self-isolation or illness</b>
<b><u>Identify hazard 6</u></b>	<b>No premises officer currently available</b>
<b><u>Identify hazard 7</u></b>	<b>Risk of spreading virus due to poor hand and respiratory hygiene resulting in direct or indirect transmission of the virus</b>
<b><u>Identify hazard 8</u></b>	<b>Risk of infection due to lack of cleaning resulting in indirect transmission of the virus</b>
<b><u>Identify hazard 9</u></b>	<b>Lack of social distancing in the classroom resulting in direct transmission of the virus</b>
<b><u>Identify hazard 10</u></b>	<b>Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus</b>
<b><u>Identify hazard 11</u></b>	<b>Lack of social distancing entering/leaving school resulting in direct transmission of the virus</b>
<b><u>Identify hazard 12</u></b>	<b>Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus</b>
<b><u>Identify hazard 13</u></b>	<b>Lack of social distancing and shared resources when eating lunch resulting in direct transmission of the virus</b>
<b><u>Identify hazard 14</u></b>	<b>Lack of social distancing in the corridors and other parts of the school resulting in direct transmission of the virus</b>
<b><u>Identify hazard 15</u></b>	<b>Lack of social distancing when administering first aid resulting in direct transmission of the virus</b>
<b><u>Identify hazard 16</u></b>	<b>Lack of social distancing by adults resulting in direct transmission of the virus</b>
<b><u>Identify hazard 17</u></b>	<b>Contact of shared resources resulting in indirect transmission of the virus</b>
<b><u>Identify hazard 18</u></b>	<b>Emotional distress of the children</b>
<b><u>Identify hazard 19</u></b>	<b>Emotional distress of the staff</b>
<b><u>Identify hazard 20</u></b>	<b>Risk of disruption to education caused by staff self-isolating due to transmission of the virus</b>
<b><u>Identify hazard 21</u></b>	<b>Risk of spreading virus due to singing / shouting resulting in direct transmission of the virus</b>



<b><u>Identify hazard 22</u></b>	<b>Risk of spreading virus to school trips or after school clubs</b> resulting in direct transmission of the virus
<b><u>Identify hazard 23</u></b>	<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus
<b><u>Identify hazard 24</u></b>	<b>Easy entry / exit to school by intruders if Beech, Holly and Silver Birch external classrooms doors are open</b> to increase airflow to help reduce transmission of virus

<b><u>Identify hazard 1</u></b>	<b>Contact with individuals who are unwell with possible coronavirus (COVID-19)</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Share with parents the importance of keeping children at home if feeling unwell.</li> <li>2. Share with parents the importance for children to stay at home if any household member has possible COVID virus symptoms, this is to now include a headache and/or aching.</li> <li>3. Share with staff the importance of staying at home if feeling unwell and informing LK asap.</li> <li>4. Share with staff the importance of staying at home if any household member has possible COVID virus symptoms and informing LK asap.</li> <li>5. Check temperature of every child and staff member each morning. If above 37.0°C to be sent home.</li> <li>6. All staff to be aware of coronavirus symptoms and be vigilant for any child feeling unwell, including headaches and/or aching.</li> <li>7. If any child or adult in school feels unwell staff to follow our 'What to do if someone develops symptoms of coronavirus at school' guidelines, moving them away from other people and immediately inform member of staff in charge and follow PHE guidance for management of COVID-19.</li> <li>8. Isolate anyone with possible coronavirus symptoms in Beech classroom and arrange to go home.</li> <li>9. All staff have agreed the return to school agreement stating they will not attend school if they have any coronavirus symptoms or been in contact with anyone with symptoms or who have been asked to self-isolate (including recent return from non-exempt countries).</li> <li>10. All parents and carers have agreed the return to school agreement stating they will not send their child to school if they have any coronavirus symptoms or been in contact with anyone with symptoms or who have been asked to self-isolate (including recent return from non-exempt countries).</li> </ol> <p><b>It has been reported that the increased number of asymptomatic cases of the virus has increased, control measures for this are very difficult to identify making this a high risk despite the other controls.</b></p>		
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 2</u></b>	<b>High virus rates locally, 50% of staff are over 50 years old, 2 staff are over 60 making them more at risk if they develop COVID-19</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Keep numbers of pupils in school to an absolute minimum while virus rates so high.</li> <li>2. Up to 35 pupils can be accommodated in 3 bubbles.</li> <li>3. Minimum staff in school at all times.</li> <li>4. All staff to follow prevention measures closely.</li> <li>5. Limit class bubbles to 15 children seated 2m apart</li> <li>6. KS2 children to stay 2m apart at all times</li> <li>7. KS1 children to be encouraged to stay 2m apart as much as possible.</li> </ol>		
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 3</u></b>	<b>Limited physical space and staff restricting the number of available places for pupils</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. 4 classrooms: 1 room holds 15 desks at 2m distance, 3 rooms hold 10 desks at 2m distance, library used as a staff room</li> <li>2. Hall available but also storing classroom furniture making cleaning difficult.</li> <li>3. A qualified teacher to lead each bubble daily where possible.</li> <li>4. Staff to stay with the same bubble Monday – Friday of each week.</li> <li>5. Minimum of 3 staff allocated to each bubble to cover breaks and release time to provide remote learning.</li> <li>6. One first aider in each bubble each day.</li> </ol>		
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 4</u></b>	<b>High number of pupil places requested by parents who are critical workers exceeds the available pupil places. West Sussex instruction of not to send to other schools</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Vulnerable children to be allocated places as a priority.</li> <li>2. Ask parents if they are able to find alternative arrangements for childcare.</li> <li>3. Priority for the remaining places offered agreed with governors as follows:- families with two parents as critical workers, single parent families who are a critical worker and families where one parent is a frontline NHS worker or carer.</li> <li>4. Any remaining places offered to families by senior leadership team using our knowledge of our families including how they responded in the previous partial school closure (if at Bolney CEPS) and to provide support to as many families as possible.</li> <li>5. Proof of critical worker status requested.</li> </ol>		
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 5</u></b>	<b>Not enough staff to cover all bubbles and remote learning due to self-isolation or illness</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Review staffing and reallocate as needed to ensure cover for each bubble with minimal movement of staff between bubbles.</li> <li>2. If teachers are not able to be in class, teaching assistants to support children with accessing the remote learning using Microsoft Teams instead of taught lessons.</li> <li>3. If a teacher is ill to arrange for another teacher or Headteacher to manage remote learning using Teams</li> <li>4. Provide parents with an alternative email address if teacher is absent due to illness while maintaining confidentiality as much as possible.</li> </ol>		
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

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<u>Identify hazard 6</u>	No premises officer currently available		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Allocate key roles of premises officer across staff to minimise additional burden on staff. 2. Employ contract cleaners to clean school. 3. Identify funds for additional cleaning if needed.			
<u>Remaining level of risk</u>	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard 7</u></b>	<b>Risk of spreading virus due to poor hand and respiratory hygiene</b> resulting in direct or indirect transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<div>1. Children and adults wash hands on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze and between activities where needed.</div> <div>2. Soap and paper hand towels inside all classrooms and toilets.</div> <div>3. Hand gel in hall, office, library and school main entrance as well as classrooms.</div> <div>4. Use handwashing rather than hand gel as much as possible.</div> <div>5. Soap in pump-action bottle in each classroom.</div> <div>6. Only one child to use the sink at a time to wash hands.</div> <div>7. Running water to be used to wash hands.</div> <div>8. Washing hands posters in all washing areas.</div> <div>9. Hand cream (in pump-action bottle) in each classroom to protect sore hands.</div> <div>10. No sharing of hand cream or soap from home.</div> <div>11. Reminders how to use ‘catch it - bin it – kill it’ approach for coughs, sneezes and runny noses.</div> <div>12. Tissues and bins available in each class, hall, library and outside areas.</div> <div>13. Children and adults to cough/sneeze into elbow if no tissue to hand.</div> <div>14. Empty bins during the day if needed otherwise at the end of the day – bin bag to be thrown away – no decanting of bins into other bins.</div> <div>15. No paper recycling bins in classrooms as often used paper hand towels are put in these which need to be taken out.</div> <div>16. Children to have their own water bottle which is not shared and kept on their desk.</div>			
<b><u>Remaining level of risk</u></b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b><u>Identify hazard 8</u></b>	<b>Risk of infection due to inadequate cleaning</b> resulting in indirect transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Increased wiping of frequently used surfaces, switches and handles: minimum of 3 times a day.</li> <li>2. Class staff to wipe pupils' tables, light switches and other frequently touched surfaces in classrooms after morning break and after lunch plus tables before lunch and at the end of the school day.</li> <li>3. CBe to clean the toilets and common areas at lunchtime</li> <li>4. Cleaner to clean all the school at the end of each school day including all frequently touched surfaces, light switches and handles following agreed cleaning regime.</li> <li>5. Staff to clear all surfaces at the end of the day to enable cleaning.</li> <li>6. ZB to wipe the photocopier at least 4 times a day.</li> <li>7. Soft furnishings and soft / cloth toys removed from use in classrooms.</li> <li>8. Deep cleaning of all classrooms and shared areas in each school holiday, including half terms.</li> <li>9. Two-way radios to be allocated to staff.</li> <li>10. Office telephones and two-way radios cleaned each day, plus wiped between users.</li> <li>11. If items cannot be cleaned they need to be left untouched for 72 hours before being used again.</li> <li>12. If using Milton or other similar cleaning product staff to read the COSHH Safety Data Sheet and the product's risk assessment.</li> <li>13. Staff to regularly wipe own mobile phones and wash hands after use in school.</li> <li>14. Use single use, disposable cleaning equipment where possible.</li> <li>15. Maintain adequate supplies of cleaning stock.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard 9</b>	<b>Lack of social distancing in school</b> resulting in direct transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Arrange children in 3 bubbles to keep separate during the school day: Willow (YR,Y1,Y2) Holly (Y3, Y4) and Silver Birch (Y5,Y6).</li> <li>2. Keep classrooms, library, hall, staff room well ventilated – windows to be open all day, chn and staff to wear additional clothing if cold, outside door to be opened if room becomes hot or stuffy during winter.</li> <li>3. Desks to face the front of the classroom with children seated at own desk 2m apart from other seats.</li> <li>4. Teacher to have an area at the front of the classroom with tape to indicate 2m distance.</li> <li>5. Remove excess furniture to increase space.</li> <li>6. No bubbles to mix during the day.</li> <li>7. No adults moving between class bubbles unless agreed by LK due to lack of staff – kept to a minimum.</li> <li>8. Staff to model 2m social distancing at all times.</li> <li>9. PE to be taught outside where possible – 2 adults when on field with two-way radios, if need to use hall only one bubble to use it on one day and cleaned before a different bubble uses it.</li> <li>10. Children's clothing suitable for PE as well as in class – no uniform needs to be worn.</li> <li>11. Children keep to their desks when in the room where possible.</li> <li>12. KS2 children to have their own tray/bag with own pen, pencil, ruler, reading books.</li> <li>13. Expectation that the children will keep to social distancing to be shared with children and staff.</li> <li>14. One to one reading to be completed 2m apart, using one book for the child and another book for the child.</li> <li>15. Lessons planned for individual work at all times.</li> <li>16. Resources and activities planned to ensure no contact.</li> <li>17. Adults working with children to limit close contact to less than 15 minutes and work side by side.</li> <li>18. Children to add marking comments following verbal feedback from adults where possible.</li> <li>19. Records of which children working with which adults daily kept and stored for 14 days.</li> <li>20. Children to use same desk each day.</li> <li>21. Children to enter and leave the classroom via the classroom external door except for going to the hall, toilet or to go to/from laptop trollies.</li> <li>22. Limit numbers of children using the cloakroom area to support social distancing.</li> </ol> <p><b>EY and KS1 children - as above plus</b> WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS These control measures are to encourage space between children where possible.</p> <ol style="list-style-type: none"> <li>23. Staff allowed to stay at adult height – no requirement for getting to child level for interactions.</li> <li>24. Interactions carried out where possible from a distance.</li> <li>25. Staff to wear gloves and aprons if need to help child following a toileting accident – parents to be called if further cleaning is required.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b><u>Identify hazard 10</u></b>	<b>Lack of social distancing using toilets and poor hygiene</b> resulting in direct and indirect transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. All children to ask permission to go to the toilet.</li> <li>2. Only one child allowed to go to the toilet at any one time – staff to wait for previous child to return before sending next child.</li> <li>3. Each bubble to be allocated a specific toilet to use.</li> <li>4. Keep boys and girls toilets as group toilets.</li> <li>5. How to wash hands posters above each sink.</li> <li>6. Toilets cleaned twice during the school day by CBe, deeper clean every evening.</li> <li>7. Silver Birch and Holly staff to only use the accessibility toilet, Willow and office staff to use the toilet upstairs.</li> <li>8. Staff to wipe all surfaces touched with hands in the toilet after use.</li> <li>9. Reinforce correct handwashing procedures.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 11</u></b>	<b>Lack of social distancing entering/leaving school</b> resulting in direct transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Parents to leave/collect children at the allocated gate – left open.</li> <li>2. Children to enter/leave building by allocated door – left open.</li> <li>3. Adult on gate duty to supervise the children into/out of class, call for children at the end of the day to manage how many leave at once.</li> <li>4. Staff to wear visors /masks when at the school gate.</li> <li>5. Adults bringing and collecting children requested to wear masks.</li> <li>6. Ask parents to leave area outside of school and the car park quickly.</li> <li>7. Deter parents from gathering outside.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



Identify hazard 12		Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<div>1. Holly and Silver Birch bubbles to alternate weekly using front and rear playground</div> <div>2. Willow to use willow outside area as play area.</div> <div>3. Fixed playground equipment to be cleaned at end of break – metal bars, handles, frequently touched surfaces.</div> <div>4. Teachers to liaise with each other using two-way radios to co-ordinate movement to outdoor area to avoid being close to each other.</div> <div>5. Groups to use classroom external doors to go out to play.</div> <div>6. Games agreed which enable social distancing.</div> <div>7. Staff supervision throughout – actively encouraging and insisting on social distancing.</div> <div>8. Wash hands before and after playtime.</div>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<b><u>Identify hazard 13</u></b>	<b>Lack of social distancing and shared resources when eating lunch</b> resulting in direct transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
<div>1. All children eat in their classrooms,</div> <div>2. Hot lunches taken to classroom by adults on a tray, finished trays left outside classrooms for LK/ZB to return to kitchen</div> <div>3. Cutlery and drink on the tray.</div> <div>4. Tables cleaned before and after lunch by class adults in classrooms.</div> <div>5. Children wash their hands in the classroom before and after eating and playtime.</div> <div>6. Children leave classroom through the external door and make way round to the playground to avoid other groups.</div>			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 14</u></b>	<b>Lack of social distancing in the corridors</b> and other parts of the school resulting in direct transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door whenever possible.</li> <li>2. One child going to toilet at one time.</li> <li>3. Messages to office via two-way radios.</li> <li>4. No children to collect photocopying or printing.</li> <li>5. Assemblies/worship to only be held in allocated classrooms.</li> <li>6. Walk cautiously in corridors to check no-one else is using the corridor especially around corners.</li> <li>7. A one way system around the school is not possible due to lack of corridors – use of outside is a safety concern.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b><u>Identify hazard 15</u></b>	<b>Lack of social distancing when administering first aid</b> resulting in direct transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>	<ol style="list-style-type: none"> <li>1. First aid to be administered by first aider in classroom where possible.</li> <li>2. Adults to wash hands before and after administering first aid.</li> <li>3. Child to administer as much first aid as possible to themselves following directions of the first aider.</li> <li>4. Gloves to be worn to deal with body fluids as normal.</li> <li>5. Ice packs only to be used if absolutely needed and washed after use – cold water and a paper towel or tissue to be used where possible.</li> <li>6. Each classroom to have first aid kit that can be taken outside.</li> <li>7. Trained first aider in each class group to keep first aid kit stocked.</li> <li>8. Children are not to be sent to the office without contacting ZB/LK first.</li> <li>9. ZB/LK to assist only when no trained first aider is in classroom or if child very poorly – contact using two-way radio – keep child in allocated zone where possible.</li> <li>10. Record all first aid administered in book in classroom.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>



<b>Identify hazard 16</b>	<b>Lack of social distancing by adults resulting in direct transmission of the virus</b>		
<b>Existing level of risk</b>	<b>Consider current level of risk</b>		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Only essential adults allowed on site.</li> <li>2. Staff to have the option of wearing visors in the classroom but to wear masks or visors when not in the classroom.</li> <li>3. Staff to minimise travel around school building.</li> <li>4. Staff to use two-way radios as much as possible.</li> <li>5. Staff to wash hands on entering and leaving school.</li> <li>6. Staff to stay 2m apart.</li> <li>7. Staff to stay in the same class bubbles where possible.</li> <li>8. Staff to only mix with other staff from their bubble as much as possible.</li> <li>9. Willow team to use the staff room, Holly and Silver Birch teams to the library as a staff area with one team at one end and the other team at the other end.</li> <li>10. Only one member of staff allowed at a time in the kitchen area.</li> <li>11. Ensure sitting 2m apart in staff room / library staff area / classrooms.</li> <li>12. Wash hands before entering and leaving shared areas if using equipment / seating.</li> <li>13. Meetings to be virtual using Microsoft Teams</li> <li>14. Staff toilet to be wiped down after each use, including the door handles by staff member using it.</li> <li>15. Use two-way radios for communication as much as possible when not confidential as whole school can hear.</li> <li>16. If need to share confidential information with another member of staff – try and use notes where possible, if need to talk, meet outside where possible, stand side by side with each adult facing in an opposite direction.</li> <li>17. PE coach to only work with more than one bubble if outside. Not to enter classes. If raining PE coach to only work with one bubble in the hall.</li> <li>18. No entry signs on gates asking visitors to phone the office where possible.</li> <li>19. Where possible adults to talk with any visitors outside maintaining 2m distance.</li> <li>20. Messages and school forms to be left with the adult on the gate at the start and end of school.</li> <li>21. Any parcels / post to be put on shelf outside the office window.</li> <li>22. Adult on duty with children outside to blow a whistle so all children stop and move if needed if anyone enters school site.</li> <li>23. Hand sanitiser available at school entrance.</li> <li>24. Clean doorbell after each use.</li> <li>25. Brakes food deliveries to be brought into school via door by Holly.</li> <li>26. All other deliveries to be left in school entrance where possible.</li> <li>27. Office window is not to be opened to visitors – talk through the window or outside.</li> <li>28. Adults to wear a face mask when visitors meet with school staff in school and to wear masks or visors when talking with families outside.</li> </ol>		
<b>Remaining level of risk</b>	<b>Consider level of risk following use of control measures</b>		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard 17</b>	<b>Contact of shared resources</b> resulting in indirect transmission of the virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Children to have all personal equipment in trays– no shared resources</li> <li>2. Lessons planned so no shared resources.</li> <li>3. Minimise movement by children around the classroom.</li> <li>4. No shared water for play, playdough, sand or similar materials to be used that are shared.</li> <li>5. No bikes or helmets to be used.</li> <li>6. Laptops and ipads to be wiped with cleaning wipe between use.</li> <li>7. Books to be quarantined for 3 days after use.</li> <li>8. PE equipment allocated to each class bubble and not shared.</li> <li>9. PE / games equipment cleaned after use or left unused for 3 days.</li> <li>10. Indoor gym apparatus not to be used.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<b>Identify hazard 18</b>	<b>Emotional distress of the children</b>		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b>Control measures</b>	<ol style="list-style-type: none"> <li>1. Provide opportunities for children to talk about the current situation.</li> <li>2. Address and equip children to respond to issues linked to coronavirus.</li> <li>3. Curriculum to include support for children's well-being</li> <li>4. Support children with approaches to improving their physical and mental wellbeing.</li> <li>5. Virtual assemblies to focus on values and support for children.</li> <li>6. Continue to develop the Zones of Regulation understanding and promote this common language.</li> <li>7. Comfort given from a distance – seated side by side where possible and wash hands after if needed.</li> <li>8. Remind children they can hug their family when they are at home as no hugging at school.</li> </ol>		
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard 19</u>	Emotional distress of the staff		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<div>1. Provide opportunities for staff to voice worries or concerns at any time.</div> <div>2. Staff meetings to discuss concerns and shared control measures.</div> <div>3. Sharing of support helplines.</div> <div>4. Risk assessments reviewed three weekly or at any significant change in circumstance</div> <div>5. Monitor and review workload, especially if any staff are self-isolating.</div>			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard 20</u>	Risk of disruption to education caused by staff self-isolating due to transmission of the virus		
Existing level of risk	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<u>Control measures</u>	<div>1. Staff, children and parents made aware of the importance of adhering to preventative measures to enable school to remain open and to reduce risk of virus transmission.</div> <div>2. Follow actions and guidance as outlined in the ‘response to any infection’ section of <a href="#">DfE Guidance</a></div> <div>3. Ensure clear and rapid communication with DfE helpline if a positive case of coronavirus is confirmed.</div> <div>4. Ensure clear and rapid communication with families and staff involved in self-isolation.</div> <div>5. Inform governing body of any positive case of coronavirus and actions taken</div> <div>6. Ensure all teachers’ laptops are working and teachers report any issues directly to IT support</div> <div>7. Provide cover for any teacher who is unwell as needed.</div>		
Remaining level of risk	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

<u>Identify hazard 21</u>	Risk of spreading virus due to singing / shouting resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. No whole bubble singing to take place. 2. Any singing activity to be approved by LK. 3. Adults need to avoid being in front of singers. 4. Singing to take place in the hall or outside so children stood at a distance of more than 2m. 5. No shouting. 6. Music lessons to focus on notation and musical appreciation.			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard 22</u>	Risk of spreading virus due to school trips or after school clubs resulting in direct or indirect transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
No school trips or after school clubs to take place at the moment.			
Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard 23</u>	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus		
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
We currently have no children who require 1:1 support or restraint To reassess risk if this changes			
Remaining level of risk	Consider level of risk following use of control measures		



<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
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<b><u>Identify hazard 24</u></b>	<b>Easy entry / exit to school by intruders if Beech, Holly and Silver Birch external classrooms doors are open</b> to increase airflow to help reduce transmission of virus		
<b>Existing level of risk</b>	Consider current level of risk		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>
<b><u>Control measures</u></b>			
1. Net dog gates attached to the exit that lets in airflow but is a barrier to visitors though enables ease of exit from classroom as exits and fire doors.			
<b>Remaining level of risk</b>	Consider level of risk following use of control measures		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>NEGLIGIBLE</b>

OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments		Insert comments relevant to findings as appropriate	
This assessment was completed in January 2021 and will be reviewed if there are any significant changes to the current advice and guidelines.			

***Currently no individual staff member is clinically vulnerable or has household members who are clinically vulnerable.***

***A separate document reviews the risk to our children staying at home during this lockdown.***

<b>Risk assessment next review</b>	Review 25.1.21
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