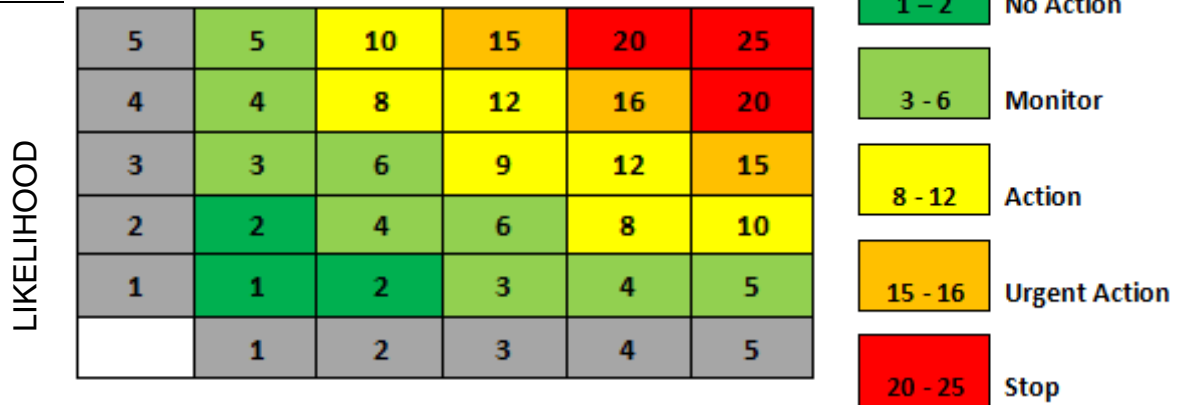


Risk Assessment

Work Activity:	Lockdown 05/01/21	Directorate	St. John Bosco RC Primary School	Section:	Education
Date of Assessment:	July 2020 Reviewed 02/02/21	Date to be Reviewed:	Ongoing		

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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SEVERITY

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Risk of contracting virus to whole school community. Lockdown announced by Prime Minister on 04/01/21	Pupils, parents and staff at risk of contracting virus due to opening of school to pupils of Critical Key Workers: • Requests for Critical Worker/Vulnerable	<ul style="list-style-type: none"> Chair of Governors advised and provided with risk assessment, arrangements for opening Staff advised and asked for views Staffing levels will be assessed daily to ensure adequate cover on site. Any child displaying symptoms of 	2	4	8	<ul style="list-style-type: none"> Critical workers asked to contact school for a place and provide an up to date confirmation letter from their employer in an effort to keep numbers at a manageable and safe level. Parents of vulnerable pupils offered a place. Number of places requested reviewed on a weekly basis to ensure adult:pupil ratios are 	2	4	8

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<ul style="list-style-type: none"> ▪ Risk of new variant spreading through school community – Public Health advise it is at least 56% more transmissible. ▪ Risk after return from Christmas holidays – households mixing. ▪ Risk to EHCP pupils attending school during lockdown. ▪ Risk to staff supporting EHCP pupils due to potential close working contact. ▪ Test positivity in Sunderland over last 7 days up to 24 January shows 1,071 positive results ▪ High number of staff on school site every day. ▪ Large numbers of key worker/ 	<p>places are too high to safely manage.</p> <ul style="list-style-type: none"> ▪ Risk to all through parents bringing children to school when they are not on shift/at work. ▪ Risk of bubbles closing due to positive cases. ▪ Young children unable to adhere to distancing/ require close contact supervision. ▪ Risk to EHCP pupils attending – potential of not following social distancing/requiring close contact supervision/having specific medical needs. ▪ Infection rate increases. ▪ Pupils, staff, visitors at risk of contracting virus. ▪ Increase in staff and pupil absence ▪ Spread of virus to immediate family members and wider community. Closure of school. ▪ Younger children are unable to maintain 	<p>illness will be isolated in the KS2 Disabled toilet and the parent contacted.</p> <ul style="list-style-type: none"> ▪ 2m Social distancing is adhered to by staff wherever possible. ▪ School have sufficient stock of PPE available and this will continue to be reassessed and restocked as necessary. ▪ Staff will have staggered breaks and lunchtimes. This has been relayed to staff and is documented in the COVID file. ▪ Any pupil who is unwell in any way – parents will be telephoned immediately and advised to collect their child. ▪ Staff dealing with a child displaying symptoms of COVID MUST wear appropriate PPE. A supply of PPE is available in each classroom and in the KS2 disabled toilet quarantine area. ▪ Parents will be either given a testing kit when they collect their child or advised to obtain a COVID testing kit and self-isolate for 7 days. ▪ Any area contaminated through sickness will be sealed off and a deep clean carried out by LA contracted cleaning staff. ▪ Cleaning staff/kitchen staff will follow their own departments risk 				<p>low and manageable and limit risks to all.</p> <ul style="list-style-type: none"> ▪ Parents asked to only bring children to school when they are on shift to limit risks to all. ▪ Parents asked to confirm their shifts before Friday for the following week. ▪ Individual staff assigned to EHCP pupils to limit risks. Pupils kept within year group bubbles. Individual risk assessments carried out. ▪ Staff advised not to arrive before 8am and to leave the premises by 4pm each day. ▪ Staff participating in lateral testing twice a week. Results reported to NHS and Headteacher. ▪ Clear and prominent signage will remain in place; footprints/arrows/spots on floor. ▪ Current recommendations of 2m social distancing adhered to by staff. ▪ Staff reminded of this at each staff briefing. ▪ Prevent spread of infection by ensuring individuals who are unwell with COVID-19 symptoms do not come to school. ▪ Signpost individuals to NHS Test and Trace process. ▪ Any positive cases of COVID will be reported immediately to the Local Authority. ▪ Any negative cases will be advised to isolate for 14 days in case they develop the virus. ▪ Minimise contact between individuals wherever possible. ▪ Pupils arriving at school wearing a mask will be instructed to remove them safely without touching the front of their face. Temporary face masks will be disposed of in a covered bin 			

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vulnerable children on site increases risk of transmission.	social distancing	<p>assessments and cleaning routines/procedures as provided by their respective Local Authority departments.</p> <ul style="list-style-type: none"> ▪ Prop doors open if safe to do so to limit use of door handles. This will include doors in classrooms, doors in corridors and doors into the hall. All outside doors will remain closed with fob entry access. The main office door will remain closed to limit access in the small space. ▪ Access to testing available should illness be suspected. ▪ Staff advised of isolation period should illness be suspected by Headteacher at staff briefings. ▪ The Headteacher will telephone/e-mail the Local Authority should we have any suspected COVID cases in school. 				<p>and reusable masks should be placed in a plastic bag to be taken home to wash.</p> <ul style="list-style-type: none"> ▪ Hot meals continue to be served in hall/classrooms – two bubbles in hall at any one time. Tables face forwards. Children choose meal at morning registration and are then given a sticker with their choice to make meal times more efficient and safe. ▪ Staff will wear face masks/visors at all times. ▪ Staff break and lunch times will be staggered to ensure adherence to social distancing and minimise contact. ▪ We have liaised with City of Sunderland Cleaning Supervisors to ensure adequate cleaning can be guaranteed each day with enough cleaning staff available on site. ▪ Staff are prepared for the possibility of a localised/full lockdown – home learning packs are ready to send home, online learning platforms are licenced and in place. ▪ Any pupil who does not attend school will be contacted before 10am to find out the reason why (if they have not already contacted us) A log of absences and information on any tests taken is available in the school office in order to track and trace if necessary. ▪ Advice about who to call if an outbreak is suspected is pinned to the noticeboard in the main office and the headteachers office and contains names and contact information. ▪ Public Health advice about self-isolation is pinned to the wall beside the phone in the main office and on the noticeboard in the 			

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						<p>headteachers office.</p> <ul style="list-style-type: none"> ▪ Pupils or staff only need to isolate if they have any symptoms of COVID (High temperature, new, continuous cough, loss or change in sense of smell or taste; <ul style="list-style-type: none"> ➢ They have a positive test ➢ They are a close contact of a confirmed case or are contacted by NHS Test and Trace ➢ They are a household member of someone who is symptomatic or has a positive result. ➢ Anyone who lives with a household member who is a contact of a confirmed case does not need to self-isolate, it is only the contact who needs to do so. ➢ If the contact goes on to develop symptoms or has a positive test result, then all household members should self-isolate for 14 days (even if they have a negative result this time). 			
<p>Nursery Pupils <i>Risk of high numbers attending and mixing of 3 different bubbles</i></p>	<ul style="list-style-type: none"> ▪ Risk to Nursery staff and other pupils if high numbers attend due to potential cross contamination of settings if children attend another setting part time when not in school (e.g. Childminder, nursery). ▪ Risk of spread from close contact of young children. ▪ Risk of high numbers attending and potential 	<ul style="list-style-type: none"> ▪ Part time Nursery places allocated to Critical Worker parents initially in line with the rest of the school to minimise risks to everyone, particularly the risk of cross contamination of settings however following Government guidance all parents of Nursery children have been asked if they require a place. 	3	4	12	<ul style="list-style-type: none"> ▪ In order to minimise the risk of high numbers attending the maximum number of children that can be safely accommodated in the EYFS unit (Nursery and Reception) at any time is 20 ▪ Resources in EYFS will be cleaned regularly throughout each day. ▪ Staff will work together as a whole Unit to try to spread everyone out however considering the age of the children this may not be possible and close contact is inevitable. ▪ Hand washing will be rigorously enforced in Foundation Stage with close supervision of children by staff. ▪ Due to high number of children in same unit space and ventilation may be compromised 	3	4	12

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	<p>infection of a high number of children and staff.</p> <ul style="list-style-type: none"> ▪ Risk to Nursery staff due to high numbers attending and cross contamination through pupils attending other settings. ▪ Morning and afternoon nursery children will be using the same equipment each day as there are not enough resources to keep them separate. ▪ Nursery children will be part of a Bubble of 3 (Nursery am/pm/Reception) as part of the same unit. ▪ For space and ventilation the dividing wall will need to remain fully open. ▪ Impossible to sterilise all toys in the time available. ▪ Risk of not enough staff due to illness, isolation ▪ Young children unable to adhere to social distancing 					<ul style="list-style-type: none"> ▪ unless partition wall is left open. ▪ When comforting a child staff will be required to wear full PPE. ▪ Any future critical worker requests for Reception pupils may result in a new bubble being created in a different classroom due to high numbers in EYFS. ▪ Furniture is wiped clean. ▪ Toys are put away after each session and not used again until the following week as impossible to sterilise between each session. 			

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	<ul style="list-style-type: none"> Nursery children require close contact supervision. Young children are more likely to require physical comfort when upset. Risk of children rubbing their face/eyes after sanitising their hands. High numbers attending will restrict any additional critical worker children from Reception accessing the EYFS bubble. If there are not enough staff available the bubble may have to temporarily close. 								
Clinically vulnerable staff and pupils	<ul style="list-style-type: none"> Significant risk to those categories of people through contracting COVID Significant risk to those categories of people through contracting the new COVID variants Significant risk due to lockdown of country. 	<ul style="list-style-type: none"> Any pupil unable to attend school because they are complying with clinical advice will be offered home learning packs and given access to online learning platforms. Their absence will not be penalised. 	3	4	12	<ul style="list-style-type: none"> Occupational Health advice will be adhered to when deploying staff on their return to work in order to protect them. If necessary, staff will be deployed in roles where there is more chance of social distancing being maintained in order to facilitate their return to work. Vulnerable staff advised to shield again and offered support for home working. 	2	4	8
Entry and exit to and from school for pupils	<ul style="list-style-type: none"> Staff, pupils, parents all at risk of contracting virus 	<ul style="list-style-type: none"> Staggered entry and exit timetable in place for current year groups in school. 	2	4	8	<ul style="list-style-type: none"> Staggered entry and exit from school for each group of children with clearly marked routes in the school grounds for children and adults to 			

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	<ul style="list-style-type: none"> Close contact with large groups arriving and leaving at the same time. Increased number of Critical Worker /Vulnerable pupils on site (30%) means increase in parental footfall outside during drop offs/ collections. 	<ul style="list-style-type: none"> Clear and prominent signage already installed; footprints on floor. Rigorous enforcement of rules due to increased risks from January 2021. (High number of cases/new variant/higher transmission risk) 				<ul style="list-style-type: none"> follow. This has been relayed to parents via a letter, staff in daily meeting and is documented in the COVID file. No visitors/parents will be allowed onto the school premises wherever possible. They will also be advised not to gather at the school gates. This will be relayed to parents in a letter, via Twitter and is documented within our COVID File. Parents will continue to be advised to ring the school with any questions/problems and request a telephone appointment. Due to the increased numbers on site all parents/carers asked to wear a mask when dropping off/picking up. 			
Staff:Pupil Ratio	<ul style="list-style-type: none"> All involved Not enough supervision through staff absence could lead to risk of accidents, passing on of infections. Risk of staff not returning from booked holidays due to quarantine/ lockdowns. Risk of low staffing levels due to lockdown /enforced shielding/risk of contracting new variant Number of children on site continually rising due to increase in 	<ul style="list-style-type: none"> Staffing assessed daily to ensure adequate cover of staff:pupils, First Aider's and DSL's. First Aider present each day (qualified available staff include 2 First Aid at Work, 2 Paediatric First Aid and 8 First Aid) Lunchtime sports coach provides additional activities daily assisted by member of staff. Number of Critical Worker children assessed weekly to ensure levels are safe and manageable. 	2	5	10	<ul style="list-style-type: none"> Staff have been advised that if they take a holiday during school holidays they need to allow sufficient time for 14 day quarantine on return. They should also consider the implications should they be locked down in the place they are visiting. Governors have agreed that if they are unable to return for school reopening it will be classed as unpaid leave. Extremely clinically vulnerable staff directed to work from home in the event of lockdown/ receipt of medical advice. Critical workers asked to keep children at home when not at work. Rota system cancelled - all staff in school every day to ensure adequate levels of cover. 	2	3	6

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	<p>Critical Key Worker requests increasing risk to staff and children.</p> <ul style="list-style-type: none"> All staff on site increases risk of spreading virus to larger number of contacts. 								
Classroom Management and Year Group Bubbles	<ul style="list-style-type: none"> Staff at risk from extended periods of contact with pupils Pupils at risk through mixing bubbles and contact with others Use of cloakrooms increases risk of cross contamination PE in the school hall will pose risk to all as social distancing will not be possible and cleaning and hygiene cannot be guaranteed throughout the school day. School meals in the hall poses a risk to all as no social distancing possible. Increased number of SEN children returning to school with specific needs Some pupils may 	<ul style="list-style-type: none"> DfE guidance states that ideally adults should maintain a 2m distance from each other and children. Coats will continue to be put on the back of individual's chairs and packed lunches will go under their desk. Each group of children will be kept separate and will not mix with any other group in school having separate break times, lunch times. This has been relayed to staff in daily meeting and is documented in the COVID file which is available for all staff. Toilet breaks for pupils monitored and numbers limited at any one time. Ensure classrooms are well ventilated with open windows where possible. Access rooms from outside wherever possible. Outdoor areas to be used as 	2	4	8	<ul style="list-style-type: none"> Bubbles will be kept separate during lockdown to maintain integrity. Admission of new Critical Worker pupils will be closely monitored to ensure integrity of existing bubbles remain intact. Places initially offered to part time Nursery parents who are Critical Workers to try to limit the number of pupils potentially accessing other childcare provision for the session they are not in school. (See Nursery Pupils) Desks will be spaced apart and facing the front of the classroom as advised by Government. Teachers advised to stay at front of class as far as possible (consider the use of a visor where close contact cannot be avoided). All PE will take place outside to minimise contact as social distancing and guaranteed cleaning and hygiene throughout the school day cannot be guaranteed in the school hall. Contact between groups will be avoided. School hall/classrooms/outdoor areas will be used for lunchtimes Older children in particular will be encouraged not to touch staff or peers. Movement around school will be kept to a 	2	3	6

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	<p>display challenging behaviour after spending so long out of the school setting</p> <ul style="list-style-type: none"> ▪ Risk to all by admitting Nursery pupils – unable to maintain social distancing, part time hours mean they could be accessing outside provision for the time they are not in Nursery. ▪ Risk of Nursery pupils becoming upset therefore taking a member of staff away from the other children (impact on staffing and other pupils) ▪ KS1 bubbles share a set of toilets. ▪ KS2 bubbles share a set of toilets. ▪ EYFS pupils and staff temporarily relocated to school hall due to new flooring being fitted after flooding. 	<p>frequently as possible to reduce risk of transmission indoors.</p> <ul style="list-style-type: none"> ▪ Pupils will be advised not to bring unnecessary bags and personal belongings, including mobile phones, into school with them if possible. Pens, pencils etc will all be provided in school and sanitised regularly. ▪ Any shared equipment will be cleaned frequently and kept out of service to 48 hours (72 if plastic) between use by different bubbles. ▪ I-Pads will be allocated to individual children and sanitised regularly by staff using anti-bacterial cleaner which is COSHH assessed (Data sheets available). ▪ Staff to reduce amount of time in face to face contact with pupils to lower risk. 				<p>minimum avoiding busy corridors, entrances and exits through staggered school day</p> <ul style="list-style-type: none"> ▪ Assemblies and collective worship will not take place for whole school – individual year group classroom based worship will be timetabled. ▪ All pupils will eat in year group ‘bubbles’ in their own classroom. ▪ Pupils will access outdoor areas within their own ‘bubble’. ▪ Educational visits will be considered on an individual basis and risk assessed accordingly when the time is right. ▪ SEN children will be provided with support through the booking of extra specialist agency supply staff to ensure their needs are fully met. ▪ Teaching staff may take home books and shared equipment although unnecessary sharing should be avoided, particularly if it does not contribute to pupil education and development. ▪ Staff will support pupils as they renew their friendships and talk about their feelings and experiences during COVID-19. ▪ Schools Behaviour Policy will be reviewed by September and discussed with Governors and staff to ensure rules are adequate for a full return to school. ▪ Support will be available for pupils displaying challenging behaviour through the purchase of SLA for Behaviour Support and the services of a Pastoral Support Worker for one afternoon a week to support mental health and wellbeing. ▪ Workshop on Managing Challenging Behaviour planned for Autumn Term and Spring Term 			

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						<p>through Safeguarding provider.</p> <ul style="list-style-type: none"> ▪ Staff to send all photocopying from their class computer to avoid unnecessary visits to the photocopier. ▪ Use a rubber ended pencil to type in on computer screen to avoid touching it. ▪ Reduce visits to collect copying. ▪ Outside providers (Sports, Music) coming into school should sanitise hands on entry and made aware of protocols and class bubbles. ▪ Instruments should not be shared unless sanitised in between use. ▪ Any IT equipment used during music should be wiped down before and after use. ▪ Any singing should take place in a well ventilated area (Hall, outdoors) and pupils should not be facing each other. ▪ Loud singing should be discouraged. ▪ 2m distancing should be observed as far as possible when teaching. ▪ During time relocated in hall children will remain in their bubble. KS2 staff and pupils will walk around outside of building so they do not compromise EYFS bubble. ▪ Children will access hall by walking through KS1 corridor during which time KS1 children will remain in their classrooms. ▪ EYFS children will use KS1 toilets accompanied by a member of staff. ▪ Staff will continue to take all precautions of regular handwashing, ventilating the hall and sanitising of equipment. ▪ Lunch will be eaten in the hall within the 			

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						<ul style="list-style-type: none"> bubble. Pupils will be taken outside at playtime and lunchtime using the KS1 cloakroom exit. All TA's on site full time to help provide adequate cover during potential staff absences. Teaching staff off site one day each per week to carry out online teaching. 			
Vulnerable Children	Children not attending school. Adequate DSL cover on site each day.	<ul style="list-style-type: none"> Vulnerable children will be invited to attend school. Vulnerable children not attending school through parental choice will receive a welfare call from a member of the SLT weekly to ensure they are safe and well. Ensure adequate DSL cover available on site each day. 	2	4	8	<ul style="list-style-type: none"> SLT to continue to pursue telephone calls and record conversations on proforma. Safeguarding protocols strictly adhered to should any concerns come to light. Use of 'A Star Attendance' to carry out welfare checks, deliver packs on our behalf. All calls are logged on CPOMS. KCSIE implemented in September and staff have received new guidance and refresher training. 	2	4	8
Mental Health and Wellbeing	<ul style="list-style-type: none"> Staff at risk – extra pressure through increased workload. Stress – concerns for physical and mental health Pupils display low mood, anxiety and stress in response to COVID-19 outbreak Parents wellbeing through isolation of lockdown, financial worries, health concerns 	<ul style="list-style-type: none"> Staff rota introduced to minimise number of staff on site at any one time (home working). Teaching staff given time to provide online learning for pupils not in school. Staff have opportunities to voice concerns and request support and advice. Wellbeing of Headteacher is supported and monitored by Chair and Vice Chair of Governors. Pupils mental health and emotional wellbeing is considered and addressed by staff. Staff continue to be signposted to 	3	4	12	<ul style="list-style-type: none"> Staff work-life balance and wellbeing will be monitored constantly by Governors and SLT. Governors will monitor work-life balance of Headteacher. School site will not open until 8am each morning during lockdown and staff advised to leave site no later than 4pm each afternoon to reduce risks. Staff rota introduced during lockdown to ensure every member of staff has time to work from home each week to reduce risk from time spent in school. Teaching staff given release time to make welfare telephone calls during week. Staff rota cancelled to ensure adequate number of staff on site due high number of critical key 	2	4	8

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		<p>Wellbeing support.</p> <ul style="list-style-type: none"> Headteacher continues to be supported by governing body Social interaction with peers and staff benefits pupil wellbeing. 				<ul style="list-style-type: none"> worker children. More staff on site to spread workload.. Weekly contact with parents via a telephone call provides the opportunity for them to voice any concerns and allow school to provide further support and advice. Staff communicate with pupils and parents via online learning programmes daily. 			
Reopening of Breakfast Club	<ul style="list-style-type: none"> Reopening Breakfast Club will be extremely difficult to manage considering staggered entry and segregation of year group bubbles posing a risk to all involved. 	<ul style="list-style-type: none"> Staggered entry system for each year group to provide a secure entry into school building will be in place however this would impact arrival of children for Breakfast Club. Advice from Government is that groups should be kept in their own bubbles therefore as Breakfast Club age range varies from Reception to Year 6 this would be impossible to maintain. 	4	4	16	<ul style="list-style-type: none"> Breakfast Club reopening postponed indefinitely as unable to guarantee safe entry into school and unable to segregate pupils into individual year group bubbles. 	3	4	12
Reopening of After School Clubs	<ul style="list-style-type: none"> Reopening After School Clubs will be difficult to manage whilst staggered exit system is in place and segregation of year group bubbles posing a risk to all involved. 	<ul style="list-style-type: none"> Staggered exit system for all year groups to provide a safe exit from school will be in place. Advice from Government is that groups should be kept in their own bubbles therefore Clubs would be limited to an individual year group. Difficult to run Sports Clubs as weather in Autumn may impact the use of outdoor space and contact sport not possible. Pupils need time to settle into the 'new' normal routines of staggered 	3	3	9	<ul style="list-style-type: none"> After school clubs restart postponed indefinitely in light of new variant and lockdown. This will be reviewed later in the term when the time is right. 	2	3	6

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		entry/exit and working and playing within their own bubbles.							
Visitors, Specialist staff, Outside Contractors	Risk of contracting, spreading virus to: <ul style="list-style-type: none"> All in school Visitors, contractors Signing in book not in use. 	<ul style="list-style-type: none"> Restrict number of visitors, contractors on site at any one time. Continue to make appropriate safeguarding checks where appropriate. Supply teachers, peripatetic music teachers can move between schools therefore will be allowed on site maintaining as much distance as possible. One way system is in place 	2	4	8	<ul style="list-style-type: none"> All contractors will be advised to make an appointment which is relayed when they telephone. Where possible they will come in before the children arrive or after they leave. Signing of the Asbestos Register/Legionella Register will still be mandatory as well as the digital register. To minimise the number of Supply Staff on site we have engaged two LSA's for a full half term to guarantee continuity of personnel. Sports coaches have been booked for a term and will timetabled on a rota basis which will restrict contact. Social distancing fitness will be timetabled to avoid contact sports. On site physical distancing expectations and hygiene will be explained to visitors who arrive on site. A digital visitor system is in place. Strict monitoring of all visitors in light of lockdown. Appointments must be made and confirmed by school in advance. 	2	3	6
Contracting Coronavirus by not following general hygiene and cleaning procedures.	<ul style="list-style-type: none"> Pupils, staff, visitors at risk of contracting virus. Increase in staff and pupil absence Spread of virus to immediate family members and wider community. 	<ul style="list-style-type: none"> General reminders for hygiene Posters prominently displayed. Effective hand washing facilities and soap available Follow usual absence periods for sickness Hand sanitiser and anti-bacterial wipes available for pupils and staff 	2	4	8	<ul style="list-style-type: none"> Site Supervisor/ Cleaner have increased responsibility to ensure deep cleaning of all areas in use during opening of school. Ensure all staff adhere to and enforce rules. Highly visible signage is displayed internally and externally – clear routes, hygiene posters. Ensure everyone adheres to social distancing if possible. 			

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	<ul style="list-style-type: none"> ▪ Closure of school. 	<p>throughout school</p> <ul style="list-style-type: none"> ▪ Children directed to wash hands upon entry to school and at other regular intervals during the day including break time and lunchtime. ▪ Encourage good respiratory hygiene. Catch it, bin it, kill it – regular emptying of bins during the day. Lidded pedal bins in use throughout school. ▪ Frequent cleaning of all hard surfaces will be carried out by staff during the school day using anti-bacterial cleaner which is COSHH assessed. The contracted cleaners will carry out thorough cleaning of all surfaces and the interiors at the end of each school day. They will follow their own risk assessments and COSHH assessed cleaning products. ▪ Soft toys, furnishings and toys which are hard to clean will be removed from all classrooms. ▪ outdoor play equipment should be cleaned more frequently. ▪ Regular hand washing will continue to be rigorously enforced throughout the school day by all pupils and staff. ▪ Paper hand towels will replace hand driers in toilets. ▪ Cleaner/Site Supervisor will 				<ul style="list-style-type: none"> ▪ Site Supervisor to ensure PPE is worn when cleaning high volume areas in school. ▪ Staff advised to use their own cup for drinks and be responsible for cleaning them. ▪ Antibacterial wipes provided for staff to wipe down boiler in staffroom after using. ▪ Staff reminded to wash their hands before and after touching anything in the staffroom. ▪ Office desks will be cleaned each day. ▪ Office telephone will be wiped down after each use. ▪ Meeting room tables should be wiped down after use by staff. 			

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		<p>continue to ensure all high volume areas are sanitised.</p> <ul style="list-style-type: none"> Site Supervisor has carried out all relevant COSHH assessments relating to cleaning consumables. Any staff using cleaning equipment have been briefed on safe use. 							
<p>Risk of infection increases through high increase of positive cases /new variants:</p> <ul style="list-style-type: none"> Increased absence in staff and pupils. Risk of spread. Public health alerts. Suspected cases in school or within community. Local lockdowns Nationwide lockdown 	<ul style="list-style-type: none"> New variant is more contagious and more easily spread increasing the risk to everybody. Whole school community and wider community Risk of not enough adequate PPE Closure of school Local figures of infection rate may see a potential rise and/or a localised lockdown. <p><i>Increased risk of contracting the virus for:</i></p> <ul style="list-style-type: none"> All pupils attending All staff on site Immediate family members of staff and pupils Local community <p>Increase in:</p> <ul style="list-style-type: none"> Risk to staff dealing with a sick child Risk of school closure 	<ul style="list-style-type: none"> Nationwide lock down announced by Prime Minister on 04.01.21 Reduced number of pupils and staff on site each day. Rigorous hygiene procedures. Regular increased cleaning of key areas by premises staff, e.g. door plates, handles, sinks, toilets Hand washing rigorously enforced throughout the day. Staff to wear adequate PPE when dealing with any ill child to minimise risk. PPE will continue to be purchased to ensure enough stock available in school. Encourage parents to keep children at home if any sign of infection. Send children/staff home if they display any signs of sickness. Isolate any children showing signs of virus until they can be collected. Communication received and shared from DfE, LA, School Governors. We will continue to follow the advice we receive from Government, DfE 	2	5	10	<ul style="list-style-type: none"> All procedures are rigorously enforced due to higher risks associated with new variant and lockdown. A Contingency Plan for outbreaks is in place and has been shared with staff and Governors. Increased communication with key people, including Local Authority, parents, governors. Enforce quarantine from school during illness Send home <i>any</i> child or member of staff showing <i>any</i> symptom. Access to testing available for anyone showing symptoms. During school closure staff will be directed to work from home on rota basis. School will remain open to Critical Worker children and vulnerable children during enforced closure. SLT to review situation daily. Staff have prepared home learning packs for each child to take home during lockdown. Deep clean of whole school through local arrangements with LA cleaning SLA. Increased contact with Chair of Governors. Brief staff with latest information from DfE, L.A each morning before the start of the school day (Meeting in Hall at 8.15am each morning). 	2	5	10

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	<ul style="list-style-type: none"> Risk of inadequate staffing capacity due to absence. Risk of no DSL on site due to staff absence. Risk of no Site Supervisor/Cleaning staff on site due to staff absence. Risk to all staff including Senior Leaders - increased mental and physical stress. Risk to pupils – mental health and emotional wellbeing 	<ul style="list-style-type: none"> and Local Authority. 4 trained DSL's lowering risk of having none on site at any one time. 				<ul style="list-style-type: none"> Ensure contracted cleaning staff take adequate precautions to protect themselves when cleaning premises by following the Local Authority Cleaning department guidance, risk assessments and advice. Ensure Site Supervisor takes adequate precautions by following our Risk Assessment, guidance in the school COVID file and by wearing PPE when required. Headteacher meets with Site Supervisor throughout each day to discuss protocols, concerns. 			
Health & Safety Fire Safety PPE	<p>All involved</p> <ul style="list-style-type: none"> Level of risk increased to all through new variant and lockdown of country. Staff could be infected when dealing with a sick child, e.g. risk of splashing through coughing, vomiting, spitting. Risk of correct PPE not being available meaning staff would not be protected and would not be able to carry out their duty of care to 	<ul style="list-style-type: none"> All staff and pupils have access to hand sanitiser, adequate hand washing facilities. PPE has been purchased by school to include visors, face masks, aprons, gloves In the event a child is ill in school, staff should wear appropriate PPE <u>if it is available</u> to ensure adequate protection, e.g. mask, gloves, apron, visor. Gloves are ordered 'latex free' in order to protect staff from irritations. Staff ensure they keep themselves safe at every opportunity by limiting contact with pupils, other members 	2	5	10	<ul style="list-style-type: none"> Stocks of PPE are constantly checked and replenished wherever possible, depending on supplier availability. Should we find ourselves without PPE and unable to source any we would contact the Local Authority who have confirmed they have a small supply of emergency PPE which they could make available. Fire drills will resume when we are advised it is safe to do so by the Local Authority H & S Team. In response to a rise in cases at both local and national levels (Sept 2020), TfC and DfE recommend that staff wear face coverings in areas outside the classroom where social distancing cannot be easily maintained such as corridors and communal areas i.e. when 	2	4	8

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
	<p>pupils who are sick.</p> <ul style="list-style-type: none"> It was advised we should halt fire drills during lockdown by the LA H&S Team. 	<p>of staff, parents, visitors.</p> <ul style="list-style-type: none"> Risk of spreading COVID19 via heating and ventilation systems. Risk of children rubbing their face/eyes after sanitising their hands. 				<p>having a staff meeting in the hall. Children will not need to wear face coverings.</p> <ul style="list-style-type: none"> Some individuals are exempt from wearing face coverings – these same exemptions will apply in school. Visitors will be advised to wear either their own mask or one provided by school. A socially distanced fire drill was held for the whole school with year groups operating individual evacuations of the building. In response to the question of using the heating in school the following advice was received from H&S at LA: <p>The risk of spreading Covid-19 via heating and ventilation systems is relatively low providing the following protocols are followed:</p> <ul style="list-style-type: none"> Frequent inspection Well maintained systems– replace the filters regularly Vacuum the filter regularly Regular space cleaning regime is in place Hand hygiene advice is followed Social distancing is followed and occupancy levels are kept in line with your revised risk assessments Fresh air is maximised -normally through opening windows but not obviously compromising security of the site This advice was shared with all staff on 28/9/20 and staff will be reminded of protocols at weekly staff meetings. Site supervisor will continue to ensure all 			

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						<p>inspections and servicing is carried out frequently.</p> <p>The risk of children rubbing their face/eyes after sanitising their hands:</p> <ul style="list-style-type: none"> ▪ Precautionary removal of sanitising station in Early Years Foundation Stage free flowing area to prevent children accessing sanitiser independently. ▪ Staff to continue to administer sanitiser when required and reinforce good hygiene routines, e.g. not touching face/eyes as stated in DfE guidance. ▪ Staff to continue to supervise younger pupils at specified sanitising times throughout the day as stated in DfE guidance. 			

To be completed by the Individual undertaking the risk assessment:

Name: Lianne Peart/Gill Mason

Job Title: Headteacher/School Business Manager

Signature:

Date: 01/02/2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Lianne Peart

Job Title: Headteacher

Signature:

Date: 01/02/2021