

HOO ST WERBURGH PRIMARY SCHOOL & MARLBOROUGH CENTRE
Full Re-opening Risk Assessment – September 2020



Action	Full Re-opening Sept 2020
Assessment Date	14.07.20
Review Date	16.07.20 (SLT meeting)

Key	
Likelihood (L)	Scored 1-3 : 1=highly unlikely, 2=unlikely, 3=likely
Severity (S)	Scored 1-3 : 1=slightly harmful, 2=harmful, 3=extremely harmful
Risk rating (L X S)	6: risks are high; action imperative to reduce/eliminate risk(s) 3 or 4 : risks are medium; controls should be in place to reduce risks 1 or 2 : risks are trivial to low; no immediate action necessary

Hazard : Safeguarding : Disruption to normal safeguarding procedures	
Who might be harmed and how? What are the effects?	Children. Key safeguarding needs not identified Risk to safety of children. Families left without support
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks	
<ol style="list-style-type: none"> 1. School safeguarding policy amended for Sept 2020 opening 2. Statutory guidance followed and shared with appropriate staff 3. DSL presence on site at all times 4. Weekly DSL team meetings to review actions/concerns/trends 5. Staff CPD on identifying and reporting concerns using MyConcern carried out 6. Liaison with Place2Be counsellor for referrals of children and families 7. Signposting families to external support agencies via DSL/Pastoral teams 8. RAG rated vulnerable list used to identify and carry out appropriate contact with families- weekly update via DSL meetings 9 Safeguarding to be standing item on SLT agenda 	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2



Hazards: SAFEGUARDING: Dealing with emergency situations in bubbles

Who might be harmed and how? What are the effects?	Children and staff Unable to deal with illness/emergency properly due to lack of movement
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks 1. Use of internal phones, walkie-talkies, mobile telephones, office tannoy system to relay messages to and from office and to request assistance 2. Staff who have to enter bubble will sign register for any potential track and trace requirements 1. Week 1 LORIC focus 2. Well-being Learning Journey Term 1 3. Staff identify and respond to isolated instances 4. Staff make appropriate referrals to pastoral team/Place2Be/SLT 5. Quick contact with families for coordinated approach 6. Log of instances to identify and manage trends 7. Behaviour policy amended in line with new guidelines 8. Class activities focused on well being 9. Flexibility in teaching to allow for well-being activities at teacher's discretion	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard: Difficulty in returning to the full educational offering for SEND children

Who might be harmed and how? What are the effects?	Children through being unable to access curriculum Needs of SEND children not met
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Class plans, Inclusive Learning Plans and Pupil Passports up to date and focused on by class teacher 2. Effective handover meetings between class teachers carried out 3. In-bubble interventions implemented as quickly as possible with mitigating cleaning procedures in place 4. Across bubble interventions are created in Upper KS2 with appropriate social distancing in force and mitigating cleaning procedures 5. Review of possibility of lower KS2 classes having across bubble interventions from term 2 if restrictions continue 6. SENCO highly visible and supporting class teachers 7. SEND provision discussed at weekly safeguarding meeting to review actions 8. SEND provision standing item on SLT agenda 9. SEND provision discussed at weekly Raising Standards Meeting (RSM) 10. Additional professionals used with appropriate risk assessment and mitigating cleaning procedures 11. Dedicated teaching spaces created with appropriate social distancing safeguards in place 12. Differentiated planning and teaching in place within classes 13. Flexible timetables allow teachers to divide day up if appropriate into shorter teaching sessions 14. Individual SEND resources continue to be used but cross usage not allowed unless mitigating cleaning procedures in place 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard: Wellbeing of children has been negatively affected by absence from school.

Who might be harmed and how? What are the effects?	Children's behaviour for learning and general behaviour negatively impacts return to school for individuals and groups Behaviour for learning adversely affected. Children struggle to adapt back to structure of school routines
Likelihood	3
Severity S	2
Risk Rating (L X S)	6

Control measures in place to reduce, mitigate or eliminate risks

1. Wellbeing curriculum and focus is key focus for all staff and has been planned for in first term
2. Child wellbeing is standing item on SLT meetings and phase meetings
3. First two weeks focus on "shuffle up" days in new classes
4. First full week back : LORIC week focused on rebuilding resilience and communication skills through fun and engaging activities
5. Second full week back : Wellbeing Learning Journey developed focused on PiXL 10 wellbeing strands
6. Second full week back : Gap finding and filling lessons start with Learning Journey in afternoons
7. Structure of school day and classroom routines embedded in first week back. School uniform worn from first day to build school spirit
8. Behaviour policy adapted in line with guidance to ensure wellbeing is at forefront of any behaviour management systems
9. All school staff have had CPD on identifying and responding to perceived wellbeing issues with children
10. Place2Be resource to be used for individuals or groups where extra wellbeing activities are required
11. Teachers given flexibility to change teaching plans and timetables if they feel that more wellbeing activities are needed at start of term or throughout the day
12. Nurture groups initiated using class bubbles as starting point
13. Pastoral team to use RAG rated vulnerable list to check on wellbeing of children on this list
14. Pastoral team to give feedback to teachers and SLT if required
15. Teachers to use positive behaviour management systems, in line with school behaviour policy, to build wellbeing and ensure right choices are made by children
16. A "Stop,Think,Act" approach to be taken by staff when managing behaviour issues to ensure that they are sympathetic to wellbeing of child at all times
17. Teachers to refer serious behaviour issues to SLT in line with normal policy
18. Behaviour logs to be kept by each teacher and returned to phase leads weekly to ensure any consistent issues are recognised and appropriate action taken
19. Fast, open communication based on facts with parents if felt that school needs to involve parents to improve wellbeing or behaviour issues

Revised likelihood (with control measures in place)	2
Severity S	2
Revised Risk Rating (L X S)	4



Hazard :Transmission of Covid-19 from parents/carers to staff and children during drop off

Who might be harmed and how? What are the effects?	Staff, children, parents and carers Increased risk of transmission of Covid-19 due to increased numbers of people on school premises at key points of the day
Likelihood (prior to control measures) L	2
Severity S	3
Risk Rating (L X S)	6
Control measures in place to reduce, mitigate or eliminate risks	
<ol style="list-style-type: none"> 1. Staggered drop off times either in Pottery Road park (KS2) or in school (KS1/EYFS) 2. Times to be enforced by SLT 3. Pottery Road car entrance to be closed to traffic from 8.20 to 9.20am to allow to be used for pedestrian access 4. Adults and children in park to be encouraged to retain social distancing 5. KS1 parents to drop off at designated gates and leave by Pottery Road entrance 6. Only 1 adult per family allowed onto site to reduce numbers 7. Year N parents to use Gordon Road gate for entry and exit 8. Gordon Road gate to be manually set to smaller opening for safeguarding purposes 9. KS2 children to be met by teacher in park and then at allocated times walked across road into main school entrance and into classrooms 10. School crossing patrol will be on duty on Pottery Road throughout movement of children 11. Siblings : Parent drop off at latest time and collect at earliest time to reduce congestion 12. If children late then SLT will decide when appropriate for parent/child to enter school 13. If children refuse to enter school then SLT to make judgement on how best to proceed but can ask for child to return home if encouragement does not work 14. If child comes in by scooter then scooter is to be parked in usual place 15. Children and adults wash/sanitise hands upon entry to school- supervised by adults 16. Review of system at end of each morning to ensure issues are identified and action taken if appropriate 	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2



Hazards : Transmission of Covid-19 between adults and children whilst waiting in park : increased hazards of mustering children in park which is not controlled by school. Risk of injury to child or adult when crossing road

Who might be harmed and how? What are the effects?	Children, parents and staff. Increased risk of transmission. Injury caused by actions in park Increased risk of transmission. Injury to staff, children or parents whilst in park
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Letter to parents about process for mustering in park and importance of complying with staggered drop off and collection times 2. Letter to parents about children crossing Pottery Road and need for slow speed 3. Weekly reminders about need for adhering to designated year group times will be sent if required 4. SLT and teachers to enforce social distancing with parents and children when in park 5. Children to be moved into bubbles as soon as they enter park 6. Parents asked not to enter park or to move away from school adults and children whilst children are put into bubble lines 7. Staff to wait for confirmation from SLT that it is safe to enter school building and that children can walk through without coming into contact with another bubble en-route 8. Teacher and SLT member moves children through pedestrian gate to kerbside 9. Crossing patrol stops traffic and indicates to staff and children that it is safe to cross. 10. Staff member stands in middle of road and beckons children across road and into school along pedestrian access fence 11. Once all children across teacher walks children through open pedestrian gate and then follows designated route into school 12. All staff entering park will have high-viz jackets on 13. First-aid kit will be taken by member of SLT into park 14. SLT will have mobile phones with them in case of accident or emergency where assistance from school or emergency services are required 15. If parent or child does not comply with instructions then SLT will intervene and resolve situation 16. If parent continues to flout social distancing rules then SLT will consult with HT on best course of action 17. If child or adult is injured by car then rest of children taken to school by teacher 18. SLT member will stay with child and organise for office or adults nearby to call 999 and request ambulance and Police and to inform parents if they are not on site 19. Child will not be moved and adults in high viz jackets will be deployed up and down the road to ensure cars and pedestrians are aware 20. Once emergency services have arrived school staff will follow guidance of emergency services 	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2



Hazard: Transmission of Covid-19 from parents/carers to staff and children during drop off

Who might be harmed and how? What are the effects?	Staff, children, parents and carers Increased risk of transmission of Covid-19 due to increased numbers of people on school premises at key points of the day
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Phased departure times for all year groups used at end of the day 2. School closed to all traffic from 2.00pm 3. Timings enforced by SLT on gates to prevent early entrance by KS1/EYFS parents 4. KS2 children walked by class teacher and supporting adults over to Pottery Road park for collection by parents at designated release times 5. Children walking home are released from bubble on the side of the road most suitable for their walk home 6. Crossing patrol in place throughout release times 7. KS2 children not collected on time will be supervised by class teacher and then if not collected within suitable timescale walked back over to school to wait in ks2 playground or hall until collected 8. KS1/EYFS parents come onto site via bottom gate 9. Cones in middle of driveway to show social distancing expectations 10. KS1 children come onto KS2 playground at designated times and stand in designated spots and wait for parents. Parents collect and walk out of top gate 11. FS children are released from classrooms at designated times and via designated gates. Parents collect and walk out of top gate 12. Children not collected on time are moved to KS2 playground or KS2 hall where they can be socially distanced until collected 13. Review of system at end of each day to ensure issues are identified and action taken if appropriate 14. School Office to request children being collected early to be sent to school office by internal phone or tannoy system. Children will be passed over to adult on front steps of main office 	
Revised likelihood (with control measures in place)	1
Severity S	2
1Revised Risk Rating (L X S)	2



Hazard : Member of staff displays Covid-19 symptoms

Who might be harmed and how? What are the effects?	Staff and children if member of staff remains on site and increased risk of transmission of virus Increased risk of transmission of Covid-19 virus
Likelihood (prior to control measures) L	3
Severity S	3
Risk Rating (L X S)	9
Control measures in place to reduce, mitigate or eliminate risks	
<ol style="list-style-type: none"> 1. If member of staff is at home then they follow school absence procedure and contact SLT and confirm that they are showing symptoms of Covid-19 2. Member of staff organises Covid-19 test ASAP and informs school when that will be 3. Staff in bubble and all staff who have worked with that member of staff are informed of suspected case and asked to monitor themselves for symptoms 4. Bubble visitor log used to identify staff who have entered bubble for any period of time. These staff contacted and asked to monitor symptoms 5. All staff told in case of contact with member of staff outside of work and asked to monitor for symptoms 6. Parents of children in that bubble are informed ASAP and asked to monitor children for symptoms and advised to seek test if symptoms start 7. Classroom where that member of staff was working is closed for up to 72 hours or until a negative test result is returned 8. If positive test returned then classroom has deep clean after 72 hours and then is put back into service 9. During period that classroom not in use, bubble is relocated to KS2 hall 10. If member of staff is in school they will inform SLT ASAP and then leave school via an external door if they are well enough to return home unaided 11. Staff member to organise Covid-19 test ASAP and inform school of results ASAP 12. Bubble relocated to KS2 hall 13. Classroom closed and above procedures and timelines followed 14. SLT decide if existing bubble staff have capacity to lead class or if cover needs to be organised 15. If cover is required SLT will organise appropriate SLT member or alternative member of staff to become attached to the bubble until member of staff returns 	
Revised likelihood (with control measures in place)	2
Severity S	2
Revised Risk Rating (L X S)	4



Hazard : Increased risk of serious Covid-19 symptoms for children and staff from BAME groups	
Who might be harmed and how? What are the effects?	Children from BAME groups. Staff from BAME groups Transmission of Covid-19 virus to BAME child or adult leading to possible serious health outcomes Mental wellbeing of staff and children is adversely affected by lack of understanding of increased risks for BAME members
Likelihood (prior to control measures) L	3
Severity S	2
Risk Rating (L X S)	6
Control measures in place to reduce, mitigate or eliminate risks	
<ol style="list-style-type: none"> 1. School to identify all BAME pupils and ensure that teacher and office staff know which children come from BAME groups 2. BAME staff and pupils to have temperature checks as per normal morning procedures 3. School to identify all BAME staff or who live with BAME family members or partners 4. SLT to discuss with BAME staff any particular concerns they may have and if they feel that any additional support or mitigation factors need to be arranged 5. These discussions to be done in “done with” attitude as per the BAMEd guidance 6. SLT to engage with BAME families of children and discuss any particular concerns they have for their children 7. These discussions to be done in a “done with” attitude 8. SLT to outline to BAME parents the mitigation factors organised 9. SLT to check on mental wellbeing of BAME staff as per the normal SLT mental wellbeing process 	
Revised likelihood (with control measures in place)	2
Severity S	1
Revised Risk Rating (L X S)	2

Hazard: Safety of children and staff in class bubbles :Infection amongst a class bubble

Who might be harmed and how? What are the effects?	Children and staff within bubbles with increased risk of transmission to family and friends outside school Risk of transmission of Covid-19 virus to children and adults
Likelihood (prior to control measures) L	3
Severity S	3
Risk Rating (L X S)	9
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Class bubble of 30 created with designated adults and children assigned to bubbles 2. Stringent enforcement of not allowing adults or children showing symptoms, or those with members of their household showing symptoms to enter school 3. Mixing of children within bubbles will be minimised by effective timetabling, staggered breaks and lunches and staggered entry and leaving times 4. Any cross-bubble teaching will be done in upper KS2 initially and in an environment where 2m social distancing can be enforced 5. 2m teacher zones created in all classrooms 6. Front facing desks in classrooms 7. Additional furniture removed from classrooms and stored centrally 8. Zones created on playground to minimise interactions across bubbles 9. Outside learning to be used as much as possible in designated spaces 10. Regular handwashing/sanitisation at entry to classroom and at designated times throughout the day 11. Pre-toilet handwashing monitored by adults before child leaves classroom 12. All classes have “frequent contact” cleaning routine in place every 2 hours in and around their classroom and adjoining common areas 13. Singing and playing of brass or woodwind instruments will not take place in term 1 and will be reviewed at end of term 1 in light of new guidance 14. PE to be carried outside as much as possible. If inside space used then social distancing to be maximised and PE team to remain 2m apart from children wherever possible 15. Packed lunch boxes hung on peg rather than stored in class box to reduce risk of transmission via surfaces 16. Children leave water bottle on desk and take home at end of the day to be washed in readiness for the following day 	
Revised likelihood (with control measures in place)	2
Severity S	2
Revised Risk Rating (L X S)	4



Hazard :Safety of children and staff in class bubbles : Infection from shared resources

Who might be harmed and how? What are the effects?	Children and staff due to higher risk of transmission of Covid-19 with increased risk of transmission to family and friends Increased risk of transmission to others	
Likelihood (prior to control measures) L	3	
Severity S	2	
Risk Rating (L X S)	6	
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Sharing of resources minimised with own stationary packs used 2. Resources used in KS1 and EYFS cleaned at end of day 3. Children wash hands under adult supervision before and after sharing of resource 4. EYFS outdoor equipment cleaned regularly throughout day and washed down at end of the day 5. Bubbles have allocated equipment for outdoor break time 6. children wash hands before and after break and lunch to avoid contamination from common touched surfaces 7. After intervention group, areas are cleaned by adult before next intervention group arrive 8. Water fountains closed off and water dispensers are turned off 9. Reading books to go home but quarantined for minimum of 72 hours when returned- classes create storage system to ensure this happens 10. Each child has their own stationary pack to avoid cross contamination. Stationary packs remain at school. Any additional stationary that is requested will remain in school inside stationary packs. 11. No personal items allowed into school (show and tell etc.) 12. No extra-curricular clubs to be run 13. Sharing of class resources will be allowed in class bubbles in KS2 but will be cleaned at the end of the day 14. KS1 children will be paired with table partners and share cloakroom box thereby reducing risk of cross contamination from sharing of cloakroom box with others 15. Lunchboxes will be stored on new mobile hooks so that children can have easy access to own lunchbox thereby reducing risk of cross contamination from handling other children's lunchbox 		
Revised likelihood (with control measures in place)	2	
Severity S	1	
Revised Risk Rating (L X S)	2	



Hazard: Risk of transmission from sharing of I.T equipment between bubbles and between children within bubbles

Who might be harmed and how? What are the effects?	Children , staff, families Increased risk of transmission leading to spread of virus
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks <ol style="list-style-type: none"> 1. Class iPads to be used within bubbles 2. All I-pads to be cleaned at end of day 3. No cross-over of IT equipment between bubbles unless it has been cleaned and not used by another bubble in last 72 hours 4. Laptops to be booked out and then cleaned at end of day 5. Laptops cannot be used by another bubble for 72 hours 6. Teacher keyboard/laptop/mouse not to be used by children or other adults 7. Teacher keyboard/laptop/mouse to be wiped down at end of day by teacher 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Cross infection between teaching groups

Who might be harmed and how? What are the effects?	Children, staff Increased transmission between bubbles and into wider community
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Each class bubble to remain in allocated areas of interior and exterior space throughout day 2. Staggered entry/exit times 3. Staggered break and lunch times 4. Dedicated space on playground/field to be used during break and lunchtime 5. No assemblies to be held 6. Hand washing to take place at start of day/before going to toilets/after going to toilet/before break/after break/before lunch/after lunch/at end of day 7. Shared teaching area (upper KS2) will be used on staggered basis and cleaned after each class bubble has finished with space 8. One way system in school to avoid children/adults crossing each other as they move around school 9. Lunches eaten in classroom to avoid contact in dinner hall 10. Interventions take place in largest teaching area possible (KS2 hall) to ensure social distancing can be enforced 11. Use of lesson recording or live streaming of lessons to be used for development of student teachers and NQTs and general CPD 	
Revised likelihood (with control measures in place)	2
Severity S	1
Revised Risk Rating (L X S)	2

Hazard : Infection due to lack of children's personal hygiene

Who might be harmed and how? What are the effects?	Children and staff Increased risk of transmission of Covid-19 and spread of virus
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Frequent handwashing part of daily routine 2. Teachers build personal hygiene into curriculum on daily basis (starters/reminder/praising good personal hygiene and modelling good personal hygiene) 3. Teachers teach and remind about appropriate social distancing 4. Supervised hand washing before and after toilet visits 5. Classes follow a rigorous hand washing timetable throughout day 6. Adequate supplies of soap and hand sanitiser kept outside and inside classroom 7. Teachers email office with requests for more soap and sanitiser minimum 2 days before stocks run out 8. Site team make regular visits to classrooms at start and end of the day to check on stocks on soap and sanitiser 9. Catch it, Kill it, Bin It used throughout the school 10. School uniform is to be worn unless it is a PE day. 11. P.E Kit worn into school on P.E days to avoid cross contamination when changing for P.E 	
Revised likelihood (with control measures in place)	2
Severity S	1
Revised Risk Rating (L X S)	2



Hazard: Infection due to adults having to administer first aid or toilet care

Who might be harmed and how? What are the effects?	Children and adults Increased risk of transmission of Covid-19 and spread of virus because of close contact
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks: <ol style="list-style-type: none"> 1. Staff initially carry out on-spot risk assessment to decide on appropriate PPE to wear 2. Staff decide how they can social distance as much as possible in situation – turn child to face away etc., administer first aid outside 3. Appropriate PPE available at all first aid stations and nappy changing areas 4. Staff to encourage children to self-administer first aid to avoid contact- wipes to be handed to child etc. 5. If appropriate, staff to call home for parent to come into school to administer first aid to child 6. Office call home after first aid administered under normal school policy – head bumps etc. 7. If appropriate, office call home to explain why a certain level of P.P.E was used when administering first aid 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Infection from a child who is showing Covid-19 symptoms or is suspected of having the infection

Who might be harmed and how? :	Children, staff and wider community
What are the effects? :	Increased risk of transmission of Covid-19 and spread of virus. Children becoming anxious. Staff anxiety
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4

Control measures in place to reduce, mitigate or eliminate risks

1. Temperature checks taken upon arrival at school
2. If temperature is high then child sat outside and given drink
3. Temperature check repeated with another thermometer 10 minutes later
4. SLT informed at this stage and decision made to ensure that raised temperature not due to obvious factors such as running around, inappropriate clothing etc.
5. If temperature is still high or rising then temperature checked again with third independent thermometer
6. If temperature still high then case treated as child showing symptoms of Covid-19
7. Nominated person from office will put on full PPE and attend to child
8. Child will be removed from current location and moved to resources room in KS1 building. KS1 staff toilet becomes designated toilet for child
9. If appropriate weather, child will be sat outside away from any windows or cars
10. Child will be comforted and given a drink
11. Nominated adult will remain minimum 2m distance away if possible
12. Office will call parents and inform parents that child is showing symptoms and that they need to collect child ASAP
13. Office will inform parents that staff member in full PPE will meet them at the Pottery Road entrance with child
14. Office will inform nominated person when parents have arrived
15. Nominated person will walk child around outside of KS1 and EYFS at 2m distance and hand over child to parents
16. Parents will be asked to follow NHS guidelines regarding self-isolation and arranging a test immediately for the child
17. Nominated person will then dispose of PPE in nappy bin outside KS1 resources room
18. HT to follow DfE guidelines on informing Public Health teams and following their advice
19. HT to inform EH and Trust at earliest opportunity of situation and actions taken
20. All parents of children in affected bubble to be phoned ASAP and informed of the situation and asked to monitor children for symptoms
21. All staff who have been in contact with affected child to be informed and told to be aware of onset of any symptoms
22. Affected classroom is closed down and children and staff moved to KS2 until test results are returned to school
23. Classroom is closed for 72 hours or until a negative result is returned
24. If positive result returned then after 72 hours classroom is deep cleaned and returned to service
25. If negative result receive then children return to classroom that day

Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2



Hazard : Infection from a child or adult who has tested positive for Covid-19

Who might be harmed and how? What are the effects?	Children and staff, wider community Increased risk of transmission of Covid-19 and spread of virus
Likelihood (prior to control measures) L	3
Severity S	2
Risk Rating (L X S)	6
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Signage at front entrances informing people not to enter if showing any symptoms of Covid-19 2. Reminders to staff that they should not attend school if showing any symptoms 3. Daily morning temperature checks 4. Daily staff sign-in register confirming temperature check taken and fit for work 5. Visitor declaration form to be used for all visitors 6. Temperature checks for all visitors if they will be on school site for longer than 10 minutes 7. System in place for management of staff member who develops symptoms whilst in school 8. System in place for management of child who develops symptoms whilst in school 9. Record of staff/visitors who enter each class bubble so staff and visitors can be traced in event of a suspected or positive case 10. Stop all events/instances where adults can enter school – assemblies, meetings etc... 11. If staff member has positive test result then school follows NHS guidance on contacting staff and children who may have been in contact with that adult 12. In house track and trace WhatsApp system created to inform staff quickly of contact with a positive case 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1

Hazard : Infection among multiple users of communal areas within school

Who might be harmed and how? What are the effects?	Staff and children and wider community Increased risk of transmission between staff and family and friends. Impact on normal operation of the school
Likelihood (prior to control measures) L	3
Severity S	2
Risk Rating (L X S)	6
Control measures in place to reduce, mitigate or eliminate risks <ol style="list-style-type: none"> 1. Staff social distance when in corridors and classrooms 2. Staggered timetables for entry, break, lunch, exit reduce incidences of staff being close to each other 3. Staff and children follow one way system throughout school 4. Access to KS1 is via outside doors to minimise meeting other staff or children 5. Two new staffroom created and social distancing occurs within these spaces 6. Staff do not share cups or plates and dishwasher is used to clean crockery at end of each day 7. Main staffroom has seats at appropriate social distancing 8. PPA areas are adjusted to ensure social distancing can take place 9. Office desks moved to ensure 2m distance 10. Sharing of any keyboards, mouse, phone strictly limited and cleaned after each user has finished using item 11. Office staff separated to reduce risk of transmission and ensure school has enough staff to maintain service if one office have to self-isolate 12. Cleaning regime for high touch surfaces such as door handles, toilet doors, bannisters, switches 13. Screens erected in front office to reduce risk of transmission from parents and visitors 14. Windows open as much as possible to increase fresh air ventilation 15. Parent queries handled by SLT outside and no parents allowed to enter reception space unless directed to by office staff 16. Visitors kept to a minimum with deliveries dropped outside front door wherever possible 17. Face to face meetings kept to a minimum and done either outside of in large space with maximum social distancing in place 18. Online meetings via Zoom or Teams used wherever possible 19. School dinners to be eaten inside classroom to avoid bubbles crossing in the KS1 hall 20. Playgrounds are segregated into spaces for bubbles 21. Staggered entry/exit/break/lunchtimes avoid bubbles mixing 22. Corridors blocked at key points so bubbles cannot mix 23. Intervention spaces created in KS2 hall to ensure social distancing can be maximised for upper KS2 intervention groups 24. No extra-curricular clubs to be run 	
Revised likelihood (with control measures in place)	1
Severity S	2
Revised Risk Rating (L X S)	2



Hazard : Difficulty in protecting the health of staff or household members who were previously shielding

Who might be harmed and how? What are the effects?	Staff and wider family members Increased risk of transmission of Covid-19 to staff or family members who previously classed as “extremely clinically vulnerable” Increased anxiety to those staff members who may worry about impact of return to school on them or their family member
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. First morning induction to returning members of staff 2. Daily temperature check in morning 3. Changes to school and risk assessment shown to staff members 4. Review working area and ensure that maximum social distancing can be maintained throughout working day 5. Ensure that this group have full access to own resources to stop any cross transmission via shared items of stationary/computer equipment etc. 6. Encouraged to wear level of PPE they feel comfortable with 7. Ensure maximum social distancing at all times throughout day when moving through school 8. If they need to send messages then these should be via email/phone/tanoy system as much as possible 9. Ask them to speak to SLT asap if they have any concerns or have identified any potential risks not identified in RA 10. Focus on message of diligent and consistent hand hygiene and cleaning of personal equipment throughout the day 11. Offer support for mental well-being as deemed appropriate 12. Regular check-ups on wellbeing of staff and encourage them to let SLT know of any concerns they may have or mitigation factors they wish to have used 13. If social distancing cannot be maintained in current role then school to work with staff member to re-deploy them to another role within school or location in school where work can continue 14. Change RA in line with any new guidelines on protection of staff and mitigation of risks 	
Revised likelihood (with control measures in place)	2
Severity S	1
Revised Risk Rating (L X S)	2



Hazard : Increased risk to staff who have responsibilities across more than one class bubble

Who might be harmed and how? What are the effects?	Staff working across bubbles and school Increased risk of transmission of Covid-19 and impact on normal running of school
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. All staff minimise number of class bubbles/offices they enter 2. Staff sign the “bubble register” regardless of time spent in bubble in case of need to trace who has been in bubble 3. Staff in class bubbles minimise time spent in bubbles and if possible carry out required work in other ways (phone/email/meet outside after session finished etc.) 4. Designated teaching space created in KS2 hall for Year 5 and 6 cross bubble interventions led by TAs and HLTAs 5. Regular cleaning of these areas and resources used between groups 6. 2m distancing maintained in these areas due to space 7. Main office door closed and staff limit times they go in to reduce numbers 8. Desks in main office and SLT offices socially distanced 9. Smaller SLT offices become single person use spaces with cleaning procedures in place at end of the day 10. New SLT office created in Rainbow room 11. No sharing of keyboards or mouse or phone handsets 12. Rigorous cleaning of any shared keyboards and mouse if unavoidable 13. Meetings are carried out via Zoom/Teams or done outside or in largest area possible (KS2 hall) 14. Mid-day supervisors (MDS) work outside as much as possible 15. MDS team allocated to specific areas to cover 16. MDS team allocated to specific corridors for wet breaks cover and limit entry to classrooms 17. MDS team sign bubble register if they enter room 18. All staff travel around school outside as much as possible 19. As much fresh air ventilation used as possible by opening windows, doors to increase air circulation 20. Use of lesson recording or live streaming of lessons to be used for development of student teachers and NQTs and general CPD 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Decrease in staff wellbeing

Who might be harmed and how? What are the effects?	Staff morale declines affecting wellbeing of individuals and teams Declining staff morale leads to increase in non-covid related absence and decline in wellbeing feeling within school
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4

Control measures in place to reduce, mitigate or eliminate risks

1. SLT high visible presence at key parts of the day – morning, lunchtimes and at end of day
2. Asking staff how they are feeling in purposeful way
3. Being aware of changes in morale and performance of individuals and groups
4. Weekly SLT, teacher and TA meetings continue using Zoom or Teams and wellbeing forms standing agenda item of these meetings
5. Purposeful feedback system in place for staff to identify concerns and for SLT to take action or mitigate identified risks
6. Staff told they can email any member of SLT if they would prefer anonymity to place note in a designated box in one of the staffrooms
7. Boxes checked daily for any messages
8. Manage workload effectively and review any changes to ensure workload is minimised
9. Workload to be standing item agenda on all meeting agendas
10. Use Place2Be resources to signpost staff to in
11. Monitor absence rates carefully and investigate causes to identify any common trends in reasons for absence
12. Encourage staff to leave as early as possible
13. Marking policy changes means no books are to go home with teacher and marking to be done within school time
14. Ensure any changes to guidance or procedures from Government or school are communicated as early and as clearly as possible
15. SLT members welfare also checked on by senior leaders and Trust staff

Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1

Hazard : Standard Health & Safety measures compromised by Covid-19 closure

Who might be harmed and how? : What are the effects?	School cannot open due to health and safety concerns School closed impacting on families and on reputation of school
Likelihood (prior to control measures) L	1
Severity S	2
Risk Rating (L X S)	2
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. School deep cleaned over summer holiday 2. All outstanding testing of facilities are completed in time for opening 3. Site team open as many windows as possible in early morning open up procedures to ensure maximum ventilation 4. All taps and water outlets are opened and run on regular basis 5. Fire tests carried out weekly and recorded 6. New fire drill positions marked on playground and regular fire drills take place and are recorded in fire drill log 7. Contractors/visitors to be reduced as much as possible 8. All contractors/visitors will have temperature taken and visitor form completed before entering school 9. All contractors and visitors will be reminded of social distancing expectations whilst on site 10. Daily meetings with site team to ensure school is able to open and all testing and procedures are up to date and that school is safe to open to children and staff 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Transmission of Covid-19 virus via children's books and resources

Who might be harmed and how? What are the effects?	Teachers and other teaching staff Transmission of Covid-19 virus and increased staff absence and possibility of transfer of virus to children
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. Touching of books to be kept to a minimum 2. Children present books to be marked, open on work page to limit time teacher needs to look through book to find day's work 3. Hot marking used as much as possible which will entail quick marking of books by ticking LO 4. Adult picks book up to "hot mark" and returns book to child to limit being in close proximity to child 5. Adult positions body in way to limit face on contact with child when marking during lessons 6. Adults avoid bending down near to face of child in order to reduce risk of transmission child to adult or adult to child 7. If required, teachers select 6-10 books each day to mark in more detail 8. Wash hands before and after marking 9. Teachers wear gloves if they feel appropriate to do so 10. No books to be taken out of school 11. One adult in room to hand out/collect books to reduce contact with adults 12. Adults have own pen and resources which they use 13. Children do not come to board and share pen resources 14. Children do not use teacher's mouse or keypad 15. Children use own resources throughout day in named bag 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Increased risk of transmission from visitors to school

Who might be harmed and how? What are the effects?	Adults and children in school by transmission of Covid-19 Transmission of virus and spread to wider community
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
<p>Control measures in place to reduce, mitigate or eliminate risks</p> <ol style="list-style-type: none"> 1. External visitors kept to minimum and only on basis that social distancing can be observed and maintained throughout visit 2. All pre-booked visits planned for term 1 have been cancelled or postponed. Term 2 commitments will be reviewed in October 2020 3. School office closed to parents unless asked to come into front office by member of office staff or by pre-arranged appointment 4. Screens erected in front office to reduce risk of contamination 5. All visitors staying on site to have temperature taken using digital thermometer 6. All visitors to wash/sanitise hands before entering the school, frequently whilst in school and finally before leaving school 7. Visitors declaration completed by all visitors who are remaining on site for any length of time. Visitors declare that they do not have symptoms of Covid-19 and form collects personal details 8. Personal details of all visitors are collected in case of track and trace query 9. Visitors confirm that they will inform the school if they develop Covid -19 symptoms within 14 days of their visit to the school 10. All visitors told to follow one way system whilst in school and to move around outside of school as much as possible 11. Meetings to be carried out by Zoom or Team thereby reducing visitors 12. Face to face meetings kept to minimum but if necessary done in largest space possible to ensure social distancing 13. Deliveries to be left outside and taken in by office staff once delivery van has left 14. In cases of very heavy items, then delivery to be dropped at point in school nearest the front entrance and then site team to move at earliest opportunity 15. No visitors into school for activities linked to curriculum- teacher examine possibility of virtual visits 16. All visitors into classroom (mentors/Ofsted, IT support, School Nurses etc.) to sign bubble register sheet in case of any track and trace requirements 17. Tables, front desk area used by visitors to be cleaned after visitor has gone 18. Use of own stationary for completing paperwork 19. Using ParentMail and emails for communicating rather than asking for paper to come into office 20. Place2Be separate risk assessment created for working with children and parents 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Children not attending school

Who might be harmed and how? What are the effects?	Children's education suffers. Gaps increase Child falls further behind peers over time. School loses engagement with child. Parents are fined
Likelihood (prior to control measures) L	3
Severity S	2
Risk Rating (L X S)	6
Control measures in place to reduce, mitigate or eliminate risks <ol style="list-style-type: none"> 1. Pastoral team identify children who may find it more difficult to return 2. Proactive phone calls to identified families to assess likelihood of non-attendance 3. If felt that non-attendance is likely, then pastoral team work with family and SLT to draw up positive plan to encourage child into school 4. Plan is developed and recorded and shared with parents and teacher 5. If child refuses to enter school when arrived at school then SLT will work with parents to positively encourage child in 6. If child still refuses then SLT to decide most appropriate action to move child into school in safest way possible 7. If child is not attending then school attendance policy is followed if it is felt that no other option is available 8. Childs/families wellbeing is factored into decisions made 9. School continuously offers positive support to overcome any fears or anxiety's being felt by child or family 10. If child starts attending then positive praise given by all members of staff who come across the child 11. AASSA team used to support families and school where necessary 12. Attendance Officer to continue to monitor daily attendance and make SLT aware of any patterns or concerns 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1



Hazard : Children from different class bubbles attending Morning Club	
Who might be harmed and how? What are the effects?	Children and staff. Increase risk of spread of Covid-19 virus Increased spread of transmission across multiple class bubbles
Likelihood (prior to control measures) L	2
Severity S	2
Risk Rating (L X S)	4
Control measures in place to reduce, mitigate or eliminate risks	
<ol style="list-style-type: none"> 1. Spaces limited to children of keyworkers 2. Detailed register kept of children and adults attending each day 3. Any adults coming into Morning Club sign a bubble visitor sheet in case of any track and trace queries 4. Commitment from parents for days required and payment for whole term required in order to effectively plan total numbers attending 5. Parents leave children at KS2 playground gate and leave via Pottery Road pedestrian gate 6. Children sanitise hands at station located outside of KS2 hall 7. Adults carry out temperature check and record that this has been done on daily register 8. Children placed into class bubbles within Morning Club in KS2 hall 9. KS2 hall space sub-divided into separate spaces to accommodate children from each class 10. Adults supervise movement and location of children to ensure that class bubbles do not mix 11. Adults maximise social distancing wherever possible from children and each other 12. Children use playground toilets and enter through external doors on playground 13. Adults supervise children going to toilet if required- dependent on year group 14. Adults supervise handwashing after toilet trips 15. Separate Morning Club resources for each class bubble to reduce risk of cross contamination from shared resources 16. At end of Morning Club session, children are released one class bubble at a time to their class bubbles under adult supervision if necessary 17. Tables, chairs etc. cleaned at end of Morning Club session to mitigate cross contamination risk 	
Revised likelihood (with control measures in place)	1
Severity S	1
Revised Risk Rating (L X S)	1