

RISK ASSESSMENT V1

Name of Establishment:	RISK ASSESSMENT FOR Grazeley Primary School		
Activity:	Full opening of schools		
Risk Assessment carried out by:	Celia Thatcher and Julie Easton		
Date:	25.8.2020 (last review November 2020)	Review date:	<i>January 2020</i>

Related documents and information	
Internal	Government
Cleaning Risk Management Plan for the school	1. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
	2. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus
	3. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance
School operational plans	4. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe
	5. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
	6. https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-6-cleaning-the-environment
	7. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures
	8. https://www.gov.uk/guidance/contacts-phe-health-protection-teams#thames-valley-hpt-south-east
	9. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
	10. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
	11. https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield
	12. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
	13. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak
	14. https://www.rcog.org.uk/globalassets/documents/guidelines/2020-08-10-occupational--health--advice--for--employers-and--pregnant-women-during-the-covid-19-pandemic.pdf
	15. https://www.crowncommercial.gov.uk/covid-19/covid-19-buyer-information/safer-working-supplies/

<p>1. Risk Likelihood (L) is a measure of the risks potential to occur</p> <p>Rating</p> <p>High (H) Very likely</p> <p>Medium (M) Possible</p> <p>Low (Low) Unlikely</p>	<p>Overall Risk Rating Grid (RR)</p> <table border="1"> <thead> <tr> <th rowspan="2">Likelihood Rating</th> <th colspan="3">Severity Rating</th> </tr> <tr> <th>L</th> <th>M</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>M</td> <td>H</td> <td>H</td> </tr> <tr> <td>M</td> <td>L</td> <td>M</td> <td>H</td> </tr> <tr> <td>L</td> <td>L</td> <td>L</td> <td>M</td> </tr> </tbody> </table>	Likelihood Rating	Severity Rating			L	M	H	H	M	H	H	M	L	M	H	L	L	L	M	<p>Table B</p> <table border="1"> <thead> <tr> <th>Risk Level</th> <th>Action Required</th> </tr> </thead> <tbody> <tr> <td>HIGH</td> <td>Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.</td> </tr> <tr> <td>MEDIUM</td> <td>Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.</td> </tr> <tr> <td>LOW</td> <td>Level of risk satisfactory. Activity to proceed following prescribed safe system of work</td> </tr> </tbody> </table>	Risk Level	Action Required	HIGH	Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.	MEDIUM	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.	LOW	Level of risk satisfactory. Activity to proceed following prescribed safe system of work
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<p>2. Risk Severity (S) is a measure of the outcome should the potential risk be realised.</p>																													
<p>3. Rating (RR)</p> <p>High (H) causes Major injury, illness or harm</p> <p>Medium (M) causes Moderate injury, illness, requiring first aid</p> <p>Low (Low) causes some physical or emotional discomfort</p>																													

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Cleaning, hygiene, reducing risk of infection									
<p>1. COVID-19 spreads through the school</p>	<p>Cleaning isn't sufficient to keep the school clean to enhanced standards as more children return</p> <p>Staff and children would be impacted</p>	<p>Cleaning schedules in place within school including enhanced cleaning. (Intervention rooms every day, hall twice a week)</p> <p>If cleaners are absent the company will provide school with cover.</p> <p>Cleaning company to provide school with their Covid risk assessment.</p> <p>Staff meetings will be held in the hall, in a classroom where it is possible for 2 metre distancing or on TEAMS. Staff will be encouraged to wear masks at these meetings and will be asked to wipe down the chair they have sat on after the meeting. The classroom, including tables, will be cleaned thoroughly every evening.</p>	L	M	L				

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		<p>There is a one way system through school which staff and children are regularly reminded to use correctly. Each door has a no entry sign on the side that shouldn't be used.</p>							
<p>2. COVID-19 spreads through the school</p>	<p>Transmission through asymptomatic children/adults</p> <p>Children are likely to become upset, cry, cough and some may spit when distressed and there is a risk of splash into staff faces</p>	<p>Perspex screen fitted in the school office between Office Manager and Admin Assistant desk to allow for social distancing. The perspex screen will be wiped by staff at the end of the day.</p> <p>Staff to sanitise hands on arrival and sign in by moving their own name across on the signing in board. Staff to sanitise hands afterwards.</p> <p>SBM predominantly working from home.</p> <p>Visitors, including parents, by appointment only. A record of all visitors and contact details will be kept by each school. The contact details are confidential and therefore school office/reception staff will ensure these aren't visible to other visitors. Where visitors are asked to sign in and use school pens (as opposed to using their own pen or staff recording the sign in) pens will need to be cleaned after each use with a disinfectant wipe).</p> <p>Hand sanitiser to be in the reception area and visitors asked to wash their hands on arrival</p>	L	M	L				

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		<p>Visors will be provided, with instructions on safe wearing and cleaning, for staff to use if they feel more comfortable wearing a visor while working with children.</p> <p>Staff to wear their own face coverings/masks. These must be put on clean when in school and the PPE guidance (see link 7 from page 1) followed.</p> <p>Individual risk assessments will be in place where appropriate for children as outlined in the managing the school day section of this risk assessment.</p>							
3. COVID-19 spreads through the school	<p>Insufficient PPE and or cleaning products</p> <p>National shortage of PPE and schools have experienced delays in sourcing stock</p>	<p>PPE is available and sufficient spare masks are kept in the staff room.</p> <p>Face shields and disposable face masks are provided for specific purposes (close contact for anyone with symptoms and 2 meters distance cannot be maintained or where contact is needed).</p> <p>Supplies of PPE ordered in good time.</p> <p>School BM to be informed if stock of cleaning products or PPE reduces to less than 4 weeks supply</p> <p>If stock of cleaning products or PPE reduces to less than 4 weeks supply schools will utilise the list of companies within link 15 on page 1 or contact the local resilience forums and order.</p>	L	M	L				

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		First Aiders will have access to the PPE including gloves, aprons, visors and face masks.							
4. COVID-19 spreads through the school	Children or staff are symptomatic and come into school	Staff briefings delivered to ensure awareness of symptoms and rules on self-isolation Parents are provided with information to ensure awareness of symptoms and rules on self- isolation	L	H	M	Constant reminders through communications to parents and staff	L	H	M
5. COVID-19 spreads through the school	Children or staff come into school wearing face coverings	Parents are mandated to wear a face mask when queueing. Parents will need to remove and take home any face covering their children wear for their journey to and from school. Staff will wash their hands and remove their own face coverings as soon as they arrive in school, place their face coverings in a plastic bag or dispose of in bin and wash their hands again before going into the classroom/office. Where staff prefer to have a face covering on for when working with children they need to bring in a clean face covering and put this on once in school.	L	L	L				

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6. COVID-19 spreads through the school	Time isn't given to ensure proper handwashing or disposing of tissues	<p>Children will wash their hands throughout the day (arrival, breaks/lunch, toilet, sneezing, coughing, wiping noses)</p> <p>Hand sanitiser is in each room</p> <p>Posters up throughout the school showing how to wash hands</p> <p>Catch it, bin it, kill it approach to be implemented</p> <p>School plans include teaching children about this and providing supervision</p>	L	L	L				
7. COVID-19 spreads through the school	Equipment and resources are sources for infection to spread	<p>Pens, pencils, rulers, rubbers will not be shared.</p> <p>Tables will be wiped regularly using Dettol spray (to be stored out of reach of children) and blue disposable roll. Staff to wash hands after wiping tables.</p> <p>Book covers are wiped and are returned to the class quarantine box. They are quarantined for 72 hours before returning to the shelves.</p> <p>Shared book areas (eg. KS2 library) are used by a class bubble on an allocated day and then quarantined for 72 hours before use by another bubble.</p> <p>KS2 Reading Books The library will be divided into two using yellow tape to provide an Upper KS2 and Lower KS2 library which means</p>	L	M	L				

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		<p>books can be changed more frequently. Each KS2 class will have a separate day to use the library. The users need to sanitise hands before and after choosing books. Rota: Monday Y6; Tuesday Y3; Thursday Y5; Friday Y4</p> <p>Toys and games will be used within the bubble and not shared between bubbles and cleaned at the end of the day. In FS and Y1, staff will use mesh bags, Milton sterilising tablets and 'garden sprayers' to sterilise toys and games following tablet instructions. These will be stored in a locked cupboard during the day.</p> <p>Sand is used for a day. It is then raked and sprayed with miltoned water, as is the container, and left for at least 72 hours to quarantine before its next use.</p> <p>The class has five separate containers of playdough. A different one is used each day and the others are quarantined for a week before being brought out to use. Tools and tray to be thoroughly cleaned between uses.</p> <p>Dressing up clothes may be used and should be washed after each use. A washing machine is provided in the Staff room.</p> <p>Any equipment that needs to be shared across bubbles will either not be used between bubbles unless 72 hours have passed. (During these 72 hours equipment will be</p>							

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		<p>stored out of reach.) Or will be meticulously cleaned between use by different bubbles.</p> <p>Each class bubble has its own set of outdoor play equipment. It is sprayed with Miltons on the same days that the class PE Equipment is washed in this way.</p> <p>Indoor large apparatus for PE will not be used. If mats are used then they will be wiped down using disinfectant spray after each use.</p> <p>Children should wash hands before and after PE lessons and equipment used should be thoroughly washed or quarantined for 72 hours after use.</p> <p>Children will wear PE kit to school on PE days. This is their yellow airtex shirt, grey school sweatshirt, black tracksuit bottoms, shorts or leggings, socks and trainers.</p> <p>IT equipment is strictly timetabled and a class is allocated a particular set of equipment for one day. The IT equipment must be thoroughly cleaned with “Telephone cleaning wipes” after each use by adult in all classes except Year 6.</p> <p>Photocopier will be wiped with “telephone cleaning wipes” which are suitable for the photocopier screen and key pad.</p> <p>Children will only bring into school the absolute essential items in: water bottle, coat, lunchbox and</p>							

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		<p>separate snack. Coat on back of chair, water bottle on table, bag under chair. Cloakrooms will not be used.</p> <p>Teachers will only take the absolute essential books home for marking or preparation purposes. Teachers must wash their hands before and after handling books for marking.</p> <p>Wherever possible staff desks will not be shared, if it is essential to share desks must be cleaned using disinfectant spray between users.</p> <p>Following August 28th 2020 guidance, singing, shouting or chanting should take place outside with children positioned side to side or back to back. Singing or shouting can only take place inside with good ventilation and strict social distancing - 2 metres apart and with open windows and doors. There should be no sharing of instruments and these should be thoroughly cleaned between use between bubbles. (See above guidance on shared equipment.) If singing in a classroom, groups of children should be limited to 15.</p> <p>Withdrawal spaces and equipment within them must be cleaned immediately after use. Children should bring their own equipment where possible. Children should be only be withdrawn alongside children from their own bubble.</p> <p>Protocol for working with small groups of children are displayed in each withdrawal space</p>							

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		<p>Withdrawal spaces to be allocated so that only 1 or 2 bubbles have use of a particular space.</p> <p>Professionals and volunteers supporting learning: Professionals will always have an appointment to attend school and guidance for their attendance is as follows:</p> <ul style="list-style-type: none"> • Visitors will be sent a copy of this risk assessment before coming into school and will be asked for a copy of their own risk assessment. • Use alcohol gel before and after signing in and out, using their own pen if they have one. • Withdrawal spaces will be strictly allocated and visitors will be asked to follow the one-way system. The Office team will ensure the visitor is taken to the correct room and the room is ready to be used (i.e. empty and cleaned) • The TA from the child's class will clean the withdrawal space after each session has finished. This will be particularly important if the visitor is seeing more than one child during his/her visit. • In the case of piano lessons, the piano teacher will clean the piano and stool after each child and allow time within lessons to do this. • It is the responsibility of the visitor to bring any specific equipment needed for the session and to ensure it has been thoroughly cleaned between use. • If stationery is needed, the child will bring their own to the session. 							

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		<ul style="list-style-type: none"> • Visitors are encouraged to bring their own refreshments. • Visitors can wear a mask or visor, if they would like to, which must be freshly applied on arrival at the school. • Visitors may only work with children from the same class bubble at the same time, and must ensure 2 metre social distancing where possible. (It is appreciated that some therapies may require closer contact in which case permission must be given by parents for the therapy) <p>Sweets for birthdays: Children are able to bring in sweets for birthdays. Parents will be emailed to allow them to opt their child out should they wish. These will be given to an adult who will empty them immediately into a tray and dispose of the external wrapper and wash their hands. The sweets will be collected from the tray by individuals as they leave the class at the end of the day.</p> <p>Medicines Medicines will be approved in the normal way by the Headteacher. The responsibility for administering medicines will be with the teacher and teaching assistants attached to the bubble. The Office will keep a record of daily medicines on the whiteboard in the office and Mrs Newell will ring each class where medicines are required to remind staff to administer medicines.</p> <p>Class monitors</p>							

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		<p>Children are permitted to hand out books and equipment in class but must wash hands before and after doing this.</p> <p>Guided reading When doing guided reading staff are advised to wear a visor or mask as it is difficult to maintain the 2m distance and not be face to face with children in this scenario.</p>							
Potential or actual case of Covid-19									
8. COVID-19 spreads across school	Child or adult develops symptoms or member of their household develops symptoms.	<p>Parents and staff are given information about symptoms and must not come in to school until the period of self-isolation is over.</p> <p>Parents and staff will be given advice that the expectation is they will need to be tested should they have symptoms and provide details to NHS Test and Trace of anyone they have been in close contact with.</p> <p>Posters to be renewed with guidance for washing hands, Catch it, Bin it, kill it etc.</p> <p>The BFG room is prepared with a bin and tissues, sanitiser, chair by a window should anyone show symptoms of a cough or temperature. The room will have some easy clean items for play/distraction for when a child needs to be in the room. Explanation posters are</p>	M	M	M	Parents and staff to be issued with NHS guidance on self-isolation (see link number 3 on page 1) and how to access a test (see link number 9 page 1)	L	m	L
		<p>If anyone, child or adult, in the bubble have Covid symptoms we will wait until a test returns positive before providing any advice on self-isolation and we will follow the advice from the local health protection team (see row below for action when a test is positive)</p>							

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		<p>displayed in the BFG room to show how to don PPE and a protocol for dealing with such an incident.</p> <p>In the case of a child displaying symptoms PPE will be worn by staff - a face visor, face mask, apron and gloves. Staff have been shown how to use PPE safely (see link 7 from page 1)</p> <p>We will strongly urge a test to be taken and if the test is negative the child may return. If the test was positive the school will seek advice from PHE and send all children and staff from that bubble home to self isolate.</p> <p>The other household members of children or staff from that bubble do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms. Therefore siblings from that bubble do not need to be sent home (unless they are the sibling of the child with symptoms).</p> <p>See below for further guidance on a positive test result.</p>				<p>Staff to be given advice on testing and the expectation is staff will get tested</p> <p>If a child or staff member is self-isolating due to a household member having symptoms they can return to school where testing proves negative for their household member.</p> <p>Head can access support and advice from Gillian Cole and Sal Thirlway from Wokingham.</p>			

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9. COVID-19 spreads across school	Confirmed case from a child or adult working in school	<p>If a child or staff member tests positive for Covid-19 they must self-isolate for 10 days. If the child or adult doesn't have symptoms when tested and symptoms develop after the test they must then self- isolate for 10 days from the day the symptoms started. They must follow guidance from NHS track and trace text or email confirmation of the test results. They cannot return if they have a temperature. They can return if they feel well enough, and if there remains a cough or loss of taste/smell continues as these can last for several weeks once infection has gone.</p> <p>Schools will contact the local health protection team when someone has tested positive (see link number 8 for Wokingham from page 1).</p>	M	M	M	<p>The Health Protection Team will carry out a rapid risk assessment and schools will follow advice on who to send home (see link number 1 from page 1) The school will keep a record of children and staff in each bubble and any other person in close contact during the day.</p> <p>When there is a positive test result, the person must self - isolate is 10 days.</p> <p>If the child or staff member develops symptoms and tests positive they can return after 10 days unless they have a temperature. Their household would need to self -isolate for 14 days from the first day of their symptoms.</p> <p>Household members do not need to self-isolate unless the child or staff member develops symptoms.</p>	M	M	M
Managing the school day									

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10. Increased risk to children or staff with underlying health issues	Children or staff who had previously been in the shielding group or in the vulnerable group	<p>From 1 August shielding guidance was paused and guidance updated (see link number 10 from page 1).</p> <p>An individual risk assessment will be completed with staff members who have been previously shielding or are at risk.</p> <p>Information has been issued to support pregnant women and employers (see link 14 from page 1). Individual risk assessments will be undertaken with pregnant women.</p>					L	L	L
11. Increased risk through lack of social distancing	Children are unable to socially distance and risk spreading the virus to other children and staff	<p>Each school will establish class and year group bubbles where children will stay together for the day and will social distance as much as possible following the following guidelines:</p> <ul style="list-style-type: none"> • Children in FS and Y1 to utilise outdoor space as much as possible to allow for space between children. • Teachers and Teaching Assistants in FS in Y1 to distance from children where possible and to ensure they limit times when they bend down to the children's level. • Children to be reminded to maintain a 2 metre distance from adults and to touch adults as little as possible • Vulnerable Staff are encouraged to wear face shields when coming within 2 metres to children (see individual risk assessments) • Staff to approach children from behind and above and to avoid close face to face contact 	M	M	M	<p>Staff can work across bubbles, however this will be minimised as much as practically possible through timetabling</p> <p>Agencies and organisations the school use will be provided with a copy of the school risk assessment and asked to confirm that their staff have been given a copy before entering the school.</p> <p>A record is kept in school of all agency staff or other professionals who come into school and which classes/children they have worked with.</p>	L	M	M

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		<ul style="list-style-type: none"> • Movement of children in class and around school is restricted as much as possible. • When timetabling or planning extra sessions in outdoor spaces, staff to plan movement to and from in order to avoid contact with other bubbles <p>Early Years and Year 1 classes have much younger children and these children will be playing together and not able to follow social distancing.</p> <p>All members of the school community adhere to the one way system around the school site.</p> <p>Children will keep to bubbles and will have play time together and wash hands before and after.</p> <p>School will have a staggered start and finish times, staggered breaks and lunch with children coming in through different entrances. All break and lunch will be staffed from within the bubble where possible and movement of staff between bubbles is restricted.</p> <p>Staggered breaks and lunch will address the length of time between meals and drinks.</p> <p>Staff will maintain 2-metre distance between each other as much as possible and reduce any time where this is 1 meter.</p>				<p>Visiting professionals such as therapists will be briefed on the hygiene measures and expectations not to come into school with any Covid symptoms.</p> <p>Organisations such as sports providers, Catering, will be required to provide the school with their own risk assessment.</p>			

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12. Increase spread through items being brought to and from school	Children bring things in from home. Communication, books, homework going home from school and vice versa	All homework where possible will be set on Google classroom All first aid notices will be communicated by text or email. All permissions will be given via Parent Pay. Where possible all communication will be via email or Google Classroom. Children's reading books will go into 72 hour quarantine when returned to school (see above)	M	L	L				
13. Increase risk of spread through children becoming distressed when leaving parents at the collection point	Children who get distressed are asymptomatic and risk of being transmitted as staff offer support to the children	Staff will be waiting and can coax children into school. Staff can hold a child's hand to walk them into class. Once in class both the staff member and child will wash their hands. For reception children, where absolutely necessary to settle a child, one parent can go into the Foundation Stage outside area. They should keep a 2 metre distance from the staff member. In extreme cases where it is deemed that a parent may need to enter the building, the decision needs to be made by the SLT and a dynamic risk assessment done at the time.	M	M	M	Where children are very distressed school staff will step back and let the parent provide more physical comfort.	L	M	L

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14. Children becoming distressed and needing physical intervention	Children who get distressed are asymptomatic and risk of being transmitted as staff offer support to the children.	Individual risk assessments, where appropriate for children. Approach is to de-escalate and where needed other children will be taken from the class to another room designated for this purpose or go outside to allow time for the situation to calm. Staff have PPE as identified in the cleaning, hygiene, reducing the risk of infection section of this risk assessment	M	M	M	Interim behaviour and physical intervention guidance being developed.	L	M	L
15. Being unable to safely support children with additional needs such as SEN	Level of change within the school causes children distress	Risk Assessments in place for children. Working with LA and parents on decision about safety.	M	M	M		M	L	L
16. Children learning and well being	Children have experienced gap in education Children experienced loss Children increases in anxiety	Staff have had training on the Recovery curriculum. Curriculum has wellbeing as focus, narrowing of the curriculum and transition period. Flexible and responsive to children. Catch up curriculum being developed	M	L	L	Staff will need to be briefed before children come back			

What are the hazards	What are the risks and who is impacted	What control measures are already in place	Level of risk with control measures in place			Further actions required (where risk is medium/red)	Residual risk after the further actions		
			L	S	RR		L	S	RR
		The Family Support Worker has bereavement training and will play a key role in supporting children with anxiety, bereavement and well-being.							
17. Children behaviour impacts on others	Children may struggle with readjusting to school	Interim behaviour guidance being developed. New rules and expectations for children. Risk Assessments for children where appropriate	M	L	L				
18. After school club/holiday club provision with external provider	Covid guidance not followed or implemented	Government has issued guidance (see link number 12 on page 1). External Provider to provide detailed risk assessments in- line with the guidance. Breakfast club/After School Club is divided into groups to separate children from classes with high numbers of cases from those with none. The outside space is being used as much as possible and the hall is divided using a physical screen. School to have a copy of the registers for track and trace purposes.	L	L	L				
Staff well being									

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			L	S	RR		L	S	RR
19. Staff wellbeing	Staff will be working in different ways. This could result in anxiety, stress, mental health	<p>Each school to have open conversations with staff about being able to share how they are feeling. Staff are encouraged to talk to SLT about well-being as needed.</p> <p>Staff training on safeguarding, mental well-being, recovery curriculum, risk assessments and PPE to take place on Tuesday 1st September</p> <p>Staff to be reminded of school mental health support service and how to access it.</p> <p>Referrals can be made to Occupational Health where needed.</p>	M	M	M	<p>To ensure clarity given to staff on plans.</p> <p>Staff to be fully briefed before children come back.</p> <p>Staff to be consulted on individual risk assessments where appropriate</p>	L	M	L
20. Staff wellbeing	DSL's managing safeguarding and child protection for those in school and those who aren't.	<p>Training for all staff in Safeguarding.</p> <p>DSL's to be provided with sufficient time to manage safeguarding and child protection</p> <p>Fortnightly meetings with DSL and deputies to ensure follow up and response</p>	M	M	M	<p>Additional phone calls home to families who are isolating.</p> <p>FSW to follow up all concerns and make home visits if appropriate.</p>	L	M	L
21. Staff wellbeing impacted	Staff not confident or trained in the new ways of working	<p>Training will include discussions around the practicalities within the risk assessment</p> <p>Staff to be kept informed about changes.</p>	L	M	L				

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			L	S	RR		L	S	RR
22. Staff wellbeing	<p>Complexities of planning, re-structuring how the school operates and leading results in Heads and SLT's feeling overwhelmed.</p> <p>Level of guidance being issued by Govt with more expected causing additional pressure.</p> <p>Insufficient time to consult with staff.</p> <p>Insufficient time to brief and train staff in new ways of working</p>	<p>Decisions made through meetings considering work load, priorities, speed of change and support needed.</p> <p>Twice daily support phone call for the Head Teacher from Local Authority. Regular meetings with Public Health in Wokingham.</p>	H	M	H	<p>Working from home options can be agreed between Head and Governing Body.</p> <p>By using zoom enable meetings to be during the day.</p>	L	M	M
23. Staff health	<p>Staff cross over between bubbles in the staff room</p> <p>Some staff are more at risk of catching COVID-19 virus.</p> <p>Increasingly there is information in the public domain to identify some groups</p>	<p>Staff room limited to 3 people maximum at one time.</p> <p>An over spill staffroom has been provided in the Oompah Loompah Room this space may be used at lunchtimes by staff from Birch, Sycamore and Oak if they would like to. (They can still use the staff room as well) The number limit in the room is 3 and the same hygiene rules for cleaning down apply as for when the room is used for working with groups of children. Kettle and microwave provided.</p>	L	M	L	<p>This to be kept under constant review as any new information is provided from the government.</p>			

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			L	S	RR		L	S	RR
	are more impacted from the virus	<p>Only one person in the kitchen area at a time. Staff to wash hands before and after making a drink or using the microwave. Fridge and microwave door handles to be washed down more frequently.</p> <p>Individual conversations will be held between Head and SLT with staff who are from these groups to identify any additional measures and where appropriate individual risk management plans written.</p>							
Site Management									
24. Site Safety	<p>Fire safety and evacuation is compromised.</p> <p>Staff unclear what to do if the fire alarm goes off due to having time out of the school, concern about how to keep distance and evacuate and needing to work in different ways in different areas of the school.</p>	<p>One fire drill held each term.</p> <p>Fire evacuation plans have children and adults exiting from the nearest fire exits which reduces the numbers of children going through the same exits.</p> <p>Fire drills show schools manage to exit and assemble within 5-6 minutes.</p> <p>Staff have annual fire safety training</p> <p>Fire safety checks to happen</p> <p>Fire Risk Assessments in place</p>	M	M	M	<p>Review fire evacuation plans and fire assembly points to ensure there is 2 metre distance between each of the bubbles when they reach the assembly point.</p> <p>Prior to the drills and part of the briefing before more children are back staff will be briefed on how to socially distance children at the point they line up once at the assembly point.</p> <p>Fire safety briefings to happen more frequently- reminding staff</p>	L	M	L

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			L	S	RR		L	S	RR
	<p>Children have had a long period out of school and will have forgotten what to do.</p> <p>Children and staff are unable to keep distance when undertaking a fire drill</p>	<p>All fire doors to be closed once area has been checked during a fire drill (only doors where room is occupied can be open and there is explicit signage to that effect)</p> <p>A “wiping rota” is in place for additional cleaning of door handles; all class handles to be wiped down with antibacterial spray and blue roll.</p>				of fire safety and what to do when there is a fire alarm			
25. Site Safety	<p>Accident/incidents happen with parents needing to socially distance while dropping/collecting their children</p>	<p>Distancing measures to be put in place with visual and physical reminders</p> <p>Code of Conduct for parents in place and clear floor markings to encourage social distancing.</p>	M	M	M	<p>Update parent code of conduct and provide details to parents for drop off and collection.</p> <p>Limit of 1 parent per child</p>	L	L	L
26. Increased risk of spread	<p>Contractors in school when all areas of the school are being used by adults and children</p>	<p>Essential works have been/will be carried out while children are in different areas of the school</p> <p>Rates of transmission low</p> <p>Caretaker works on 2 sites but risk is managed as he conducts all work when building is unoccupied.</p>	M	M	M	<p>Assurances to be sought from contractors that all staff attending will be symptom free and contractors have procedures in place to ensure effective social distancing</p> <p>Contractors will only attend on site by appointment and with an arrival time.</p> <p>Contractors will sign in using their own pens and sanitising their hands before touching the sign in book</p>	L	H	L

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			L	S	RR		L	S	RR
						Contractors to be monitored while on site to ensure social distancing			