RISK ASSESSMENT V7			
Name of Establishment:	**RISK ASSESSMENT FOR Grazeley Primary School**		
Activity:	**Full opening of schools including LFD testing**		
Risk Assessment carried out by:	Celia Thatcher and Julie Easton		
Last Review Date:	August 2021	**Next Review date:**	*October 2021*

Related documents and information	
Internal	**Government**
Cleaning Risk Management Plan for the school School operational plans	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 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/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf 15. https://www.crowncommercial.gov.uk/covid-19/covid-19-buyer-information/safer-working-supplies/ 16. https://essexfamilyforum.org/wp-content/uploads/2021/01/School_national_restrictions_guidance-7-January-2021.pdf 17. https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision

1. **Risk Likelihood (L)** is a measure of the risks potential to occur
   Rating
   High (H) Very likely
   Medium (M) Possible
   Low (Low) Unlikely

2. **Risk Severity (S)** is a measure of the outcome should the potential risk be realised.

3. **Rating (RR)**
   High (H) causes Major injury, illness or harm
   Medium (M) causes Moderate injury, illness, requiring first aid
   Low (Low) causes some physical or emotional discomfort

Overall Risk Rating Grid (RR)

Likelihood Rating	Severity Rating		
	L	M	H
H	M	H	H
M	L	M	H
L	L	L	M

Table B

	Action Required
Risk Level	**Level Of Risk**
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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			L	**S**	**RR**		**L**	**S**	**RR**
Cleaning, hygiene, reducing risk of infection									
1. COVID-19 spreads through the school	Cleaning isn't sufficient to keep the school clean to enhanced standards as more children return Staff and children would be impacted	Cleaning schedules in place within school including enhanced cleaning. (Intervention rooms & hall every day) Communal areas to be deep cleaned daily. If cleaners are absent the company will provide school with cover. Cleaning company to provide school with their Covid risk assessment. Classroom including tables and touch points will be cleaned thoroughly every evening. Staff to clean shared office spaces/intervention spaces once they have finished using them.	L	M	**L**				

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			L	S	RR		L	S	RR
		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.							
2. COVID-19 spreads through the school	Transmission through asymptomatic children/adults Children are likely to become upset, cry, cough and some may spit when distressed and there is a risk of splash into staff faces	Perspex screen fitted in the school office between Office Manager and SBM desk. The perspex screen will be wiped by staff at the end of the day. If staff use another person's desk it should be cleaned before and after use. Staff encouraged not to enter office unless absolutely necessary to allow for space in office. Office to be well ventilated. Messages from the School office to be telephoned or emailed to staff where possible. 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. SBM predominantly working from home. All visitors by appointment only. A record of all visitors and contact details will be kept by the 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	L	M	L				

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			L	S	RR		L	S	RR
		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). Hand sanitiser to be in the reception area and all who enter the school building will be asked to wash their hands on arrival. Staff may wear face masks when moving around the corridors in school and in any place where it is not possible to maintain a 2 metre social distance. If Alice or Julie is struggling to hear what is said, they may ask for the mask to be removed to allow for lip reading and need to increase the distance. Individual risk assessments will be in place where appropriate for children or staff as outlined in the managing the school day section of this risk assessment.							
3. COVID-19 spreads through the school	Insufficient PPE and or cleaning products National shortage of PPE and schools have experienced delays in sourcing stock	Supplies of PPE ordered in good time. School BM to be informed if stock of cleaning products or PPE reduces to less than 4 weeks supply 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. First Aiders will have access to the PPE including gloves, aprons, visors and face masks.	L	M	**L**				

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			L	**S**	**RR**		**L**	**S**	**RR**
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	Face coverings not being disposed of correctly	Parents will need to remove and take home any face covering their children wear for their journey to and from school. If staff choose to wear a face covering, they 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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			L	**S**	**RR**		**L**	**S**	**RR**
6. COVID-19 spreads through the school	Time isn't given to ensure proper handwashing or disposing of tissues	Children will wash or sanitise their hands throughout the day (arrival, breaks/lunch, toilet, sneezing, coughing, wiping noses) Hand sanitiser is in each room Posters up throughout the school showing how to wash hands **Catch it, bin it, kill it approach to be implemented** School plans include teaching children about this and providing supervision	L	L	L				
7. COVID-19 spreads through the school	Equipment and resources are sources for infection to spread	**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.** Book covers are wiped and are returned to the class quarantine box. They are quarantined for 72 hours before returning to the shelves. Toys and games will be used within the classes and not shared between classes 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.** **Sand is used outside for a day. It is then raked and sprayed with miltoned water, as is the container, and**	L	M	L				

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		left for at least 72 hours to quarantine before its next use. **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.** **Dressing up clothes may be used and should be washed after each use. A washing machine is provided in the Staff room.** 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 stored out of reach.) Or will be meticulously cleaned between use by different bubbles. **PE will be taught outside as much as possible and all equipment cleaned after use.** **Children should wash hands before and after PE lessons and equipment used should be thoroughly washed or quarantined for 72 hours after use.** 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. IT equipment is timetabled and a class is allocated a							

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		particular set of equipment for one day. The IT equipment must be cleaned with "Telephone cleaning wipes" after each use by adult in all classes except Year 6. Photocopier will be wiped regularly with "telephone cleaning wipes" which are suitable for the photocopier screen and key pad. Children will only bring into school the absolute essential items in: water bottle, coat, lunchbox and separate snack. Cloakrooms may now be used. 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. Wherever possible staff desks will not be shared, if it is essential to share desks must be cleaned using disinfectant spray between users. **Singing** Following guidance received on 17th June 2021 from Music mark, singing may now take place in class bubbles following the guidelines below: 1. **Schedule singing sessions before a break** if possible, so the empty room can be ventilated immediately afterwards. 2. **Limit singing sessions to no more than 40**							

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			L	S	RR		L	S	RR
		minutes. Children will only actively be singing for a fraction of this, even though the time is being used in a focussed, valuable and musical way. **3. Ventilate the room** as best you can during the session. If there are higher windows, opening these provide clean air without making the room uncomfortably cold. **4. Face all children in the same direction** so that nobody is singing directly at another person's face. It may help to offset rows, placing singers in a checkerboard pattern. **5. Keep the dynamic (volume) down**, generally to no more than *mezzo piano* (moderately soft). Focus on making a beautiful sound, not a loud one. **6. Do not insist on musical-theatre levels of diction**. Emphasising consonants creates additional water droplets ranging from visible to aerosol size (below 5µ) and increases risk of transmission. **7. Project words and music** onto a whiteboard if possible. If you must distribute paper copies, have children name theirs and retain it for future sessions. All state schools in England can make copies of most music under the Schools' Printed Music Licence, which the DfE funds. **8. Ventilate the empty room after the session** for a good fifteen minutes. This is especially important if you sing in a shared space (like a school hall) and another group will use it after you.							

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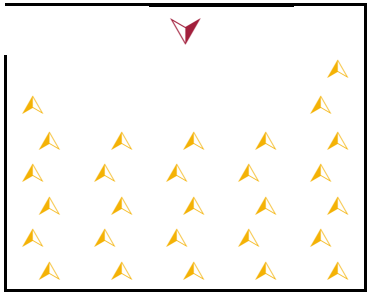
		Remember that the adult(s) in the room are more susceptible to Covid-19 and are at greater risk if they do contract it, so adults should definitely maintain at least 2m distancing, preferably more. This may mean leaving more space immediately in front of the adult leading the singing for example:  Singing incidentally to other activities If you are only singing one song in a lesson, for example a times table song, just do it. Keep the volume low and don't spit out the words. As noted above, if there is any amount of class discussion during the lesson, that will probably create more aerosol than one short song, sung quietly. Singing the register is fine but singing while moving around is not permitted (e.g. tidying up songs), as children can pass closer to each other or sing into each other's faces. **Singing in assemblies** Children will sing in assemblies outside only. They may							

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		sing in the hall if only two classes or less are present. **Withdrawal spaces** Withdrawal spaces and equipment within them must be cleaned immediately after use. Children should bring their own equipment where possible. Protocol for working with small groups of children are displayed in each withdrawal space **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. **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 class. 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. **Class monitors** Children are permitted to hand out books and equipment							

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		in class but must wash hands before and after doing this. **Library:** Anyone using the library must sanitise their hands before and after looking at the books. Adults or children operating the library computer must clean the mouse and any touch points before and after use. Classes are allocated a day a week when they can use the library for book changing. If there are some individuals needing to change their books on another day of the week this is now permitted. They should avoid using the library when the allocated class has larger numbers of children in there.							
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.	Parents and staff are given information about symptoms and must not come in to school until the period of self-isolation is over. 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. Posters to be renewed with guidance for washing hands, Catch it, Bin it, kill it etc. 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	M	M	**M**	Parents and staff to be issued with NHS guidance on self-isolation 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) Staff to be given advice on testing and the expectation is staff will	L	m	L

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			L	S	RR		L	S	RR
		some easy clean items for play/distraction for when a child needs to be in the room. Explanation posters are displayed in the BFG room to show how to don PPE and a protocol for dealing with such an incident. Once the child with symptoms has been sent home from the BFG room, all surfaces will be sprayed and wiped clean with Dettox cleaner. The cleaning company will be informed and the room deep cleaned overnight. 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) 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 child must isolate for ten days. See below for further guidance on a positive test result. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)				get tested Head can access support and advice from ChildrensCV19Support@wokingham.gov.uk			

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			L	S	RR		L	S	RR
		When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk) Following use of the isolation room (BFG room) it will be closed and locked and thoroughly cleaned by cleaning team. All waste will be double bagged and disposed of immediately. If a member of the household should test positive, the children and the rest of the household should go for a PCR test immediately. The school expects a negative PCR test result before a child returns to school and will ask the parent to test the child again throughout the household member's isolation period.							

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9. COVID-19 spreads across school	Confirmed case from a child or adult working in school	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. Schools will contact the local health protection team when someone has tested positive ChildrensCV19Support@wokingham.gov.uk	M	M	M	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. When there is a positive test result, the person must self - isolate is 10 days. 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. Household members do not need to self-isolate unless the child or staff member develops symptoms.	M	M	M
Managing the school day									

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			L	S	RR		L	S	RR
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	From 1 August shielding guidance was paused and guidance updated (see link number 10 from page 1). Very few children will remain shielding and list of those who could remain shielding is in link 11 on page 1. Schools will make contact with those parents where this may be the case to develop individual plan. Children and staff who live with those who had been shielding will be able to come to school/work (see link 10 on page 1) An individual risk assessment will be completed with staff members who have been previously shielding or in vulnerable groups. Where actions to mitigate risk are not considered sufficient to keep these members of staff safe, reduced contact with pupils will be considered. 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.					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	There is no longer a requirement to work in bubbles. These will be re-established should there be a local outbreak – **see outbreak management plan.** • Children come into school from 8.30 and are expected to line up in classes. A staggered start	M	M	**M**	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.	L	M	M

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			L	S	RR		L	S	RR
		continues to be in place to reduce crowding. • Parents encouraged and reminded to continue to social distance. • Staff to continue to approach children from behind and above and to avoid close face to face contact **All members of the school community/ visitiors adhere to the one-way system around the school site and to social distance as much as is practically possible**				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. Visiting professionals such as therapists will be briefed on the hygiene measures and expectations not to come into school with any Covid symptoms. Organisations such as sports providers, Catering, will be required to provide the school with their own risk assessment.			
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 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) First aid notices will now be on slips of paper (with the exception of bumped head) One parent at a time will be allowed in the reception	M	L	**L**				

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			L	S	RR		L	S	RR
		area. Office staff should keep the glass screen mostly closed, only open to allow them to hear what a parent is saying and/or to pass medicines through. Office staff should wash hands regularly.							
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 new reception children, parents may accompany their child into the Foundation Stage garden and then should leave via the opposite gate and out the main gate. They should keep a 2 metre distance from the staff member**.** In most cases, parents should conduct conversations with staff outside or on the telephone but may now be invited into the classroom for a discussion. 2 metre distancing should be upheld and conversations should be kept brief.	M	M	M	Where children are very distressed school staff will step back and let the parent provide more physical comfort. Staff must social distance (2 metres) from parents at all times Communication books to be provided or phonecalls to be made where needed for individuals	L	M	L
14. Children becoming distressed and needing physical interventi on	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.	M	M	M		L	M	M

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		Staff have PPE as identified in the cleaning, hygiene, reducing the risk of infection section of this risk assessment							
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	SENCO to work with individual children and families to support the management of change	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. Individual children who have not “caught up” are a specific focus for staff. The school continues to aim for accelerated progress in all year groups. Flexible and responsive to children. The Family Support Worker has bereavement training and will play a key role in supporting children with anxiety, bereavement and well-being.	M	L	L				

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17. Children behaviour impacts on others	Children may struggle with readjusting to school	New Therapeutic approach being developed and staff to receive training in September. New behaviour policy and individual behaviour plans for those who need it. New rules and expectations for children will be set by staff as these change. 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. **School to have a copy of the registers for track and trace purposes.** **In the event of a local outbreak – bubbles would be re-established for Get Active.**	L	L	L				
Staff well being									
19. Staff wellbeing	Staff will be working in different ways. This could result in anxiety, stress, mental health	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. Staff to be reminded of school mental health support service and how to access it. Referrals can be made to Occupational Health where needed.	M	M	M	To ensure clarity given to staff on plans. Staff to be fully briefed before children come back. Staff to be consulted on individual risk assessments where appropriate	L	M	L

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20. Staff wellbeing	DSL's managing safeguarding and child protection for those in school and those who aren't.	Safeguarding refresher for all staff DSL's to be provided with sufficient time to manage safeguarding and child protection Fortnightly meetings with DSL and deputies to ensure follow up and response	M	M	M	Additional phone calls home to families who are isolating. Headteacher/ Deputy/FSW to follow up all concerns	L	M	L
21. Staff wellbeing impacted	Staff not confident or trained in the new ways of working	Clear communication to staff regarding new expectations and additional restrictions	L	M	**L**	Staff encouraged to email SLT to ask for clarification if needed			
22. Staff wellbeing	Complexities of planning, re-structuring how the school operates and leading results in Heads and SLT's feeling overwhelmed. Level of guidance being issued by Govt with more expected causing additional pressure. Insufficient time to consult with staff. Insufficient time to brief and train staff in new	Decisions made through meetings considering work load, priorities, speed of change and support needed. Attendance at weekly leadership forum for support with implementing guidance.	H	M	**H**	Working from home options can be agreed between Head and Governing Body. By using Teams enable meetings to be during the day.	L	M	M

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
	ways of working								
23. Staff health	Staff cross over between bubbles in the staff room Some staff are more at risk of catching COVID-19 virus. Increasingly there is information in the public domain to identify some groups are more impacted from the virus	Staff room has now been reopened with limited furniture and spaced chairs. Staff have been advised to make own decision as to whether they use the area. An outdoor space is also available for staff to have a drink and eat lunch. Staff must not move the chairs. 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. 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. Only one other adult permitted in the Headteacher's office and to sit 2 m away from HT at her desk. HT is not to move from her desk while visiting person is in the room. The HT office should be well ventilated and staff are permitted to wear a mask if preferred.	L	M	**L**	This to be kept under constant review as any new information is provided from the government.			

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
Site Management									
24. Site Safety	Fire safety and evacuation is compromised. 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. Children and staff are unable to keep distance when undertaking a fire drill	One fire drill held each term. Fire evacuation plans have children and adults exiting from the nearest fire exits which reduces the numbers of children going through the same exits. Fire drills show school manage to exit and assemble within 1-2 minutes. Fire safety checks to happen Fire Risk Assessments in place 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)** All line up points are distanced between classes.	M	M	**M**	Fire safety briefings to happen more frequently- reminding staff of fire safety and what to do when there is a fire alarm	L	M	**L**
25. Site Safety	Accident/incidents happen with parents needing to socially distance while dropping/collecting their children	Distancing measures to be put in place with visual and physical reminders Continue to limit numbers of parents on site – only KS1 parents can line up with their children.	M	M	M	Update and inform parents of new restrictions	L	L	L

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
26. Increased risk of spread	Contractors in school when all areas of the school are being used by adults and children Visitors in school when all areas of the school are being used by adults and children	**Contractors:** Essential works have been/will be carried out while children are not in school (except in exceptional circumstances – to be determined by Headteacher) Caretaker works on 2 sites. He only attends school after school hours to reduce risk. **Professionals and volunteers supporting learning**: Professionals will always have an appointment to attend school and guidance for their attendance is as follows: • 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. • Visitors will be encouraged to take an LFD test before attending school. • 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**	M	M	**M**	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 Contractors will only attend on site by appointment and with an arrival time. Contractors will sign in using their own pens and sanitising their hands before touching the sign in book Contractors to be monitored while on site to ensure social distancing	L	H	**L**

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
		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. • Visitors should act within their own risk assessment when choosing whether to wear a face covering but must maintain social distancing as much as possible. • (It is appreciated that some therapies may require closer contact in which case permission must be given by parents for the therapy) • Governors may be permitted to visit, at the headteacher's discretion, depending on the reason for the visit.							
27. Staff Health	Some staff are more at risk of catching COVID-19 virus.	Measures outlined in this risk assessment adhered to throughout the school. (See link 16 on page 1) Staff in the extremely vulnerable group, have own risk assessment. Most staff only work within one class or as a maximum two classes.				Staff reminded about the need for stringent hygiene rules to be followed.			
LFD Testing									

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**
28. LFD testing	Poor uptake	Letter sent to all eligible staff encouraging uptake. Training session provided and again uptake is encouraged and reasons for taking part is shared.	L	L	**L**				
	Staff do not understand the process and communication is poor	Training session provided on Teams including suggested video. This training session to be recorded and sent out to all eligible staff with link to video and reporting weblink.	L	L	**L**				
	Staff do not report test results	During training session it is strongly emphasised the importance of reporting. Results@grazeley.wokingham.sch.uk email address set up to receive and monitor results. Auto reply from results email address reminds staff to log results with DFE and provides link. Admin team monitor number of tests with number of results.	L	L	**L**				
	Staff are gathered or queuing to collect tests resulting in possible transmission	All staff are allocated time slot to collect test kits. Test kits are labelled with staff name and left out on the shelf outside the school office 5 mins before collection time for a non-contact collection. When staff run out of test kits they are advised to email results@grazeley.wokingham.sch.uk with a request for another box and a suggested date and time. If this is not suitable, the admin team will email an alternative	L	M	**L**				

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			L	S	RR		L	S	RR
		suggestion to ensure staff do not have to queue or wait.							