

Risk Assessment – COVID-19		19.05.2021	Goresbrook School (Primary Phase)
Responsible Person	Primary Principal: Courtney Thompson		
Other Persons Involved	Vice-Principal: Emily O'Brien, Assistant Principal: Sarah Griggs, Inclusion Manager: Anne Smith, Business Manager: Akmol Hussain, Premises Team, LGB Chair: Keith Gori		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (10 May) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (10 May) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (10 May) • DfE – Face coverings in education (10 May) • DfE - Safe working in education, childcare and children's social care (1 March) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (17 May) • NHS - Test and Trace – How it works (17 May) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ The school will contact the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ The school must be notified of the test result in the case of testing from home ○ The school contact<u>s</u> the DfE helpline for advice on any further action required ○ The school review<u>s</u> the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school.

			<ul style="list-style-type: none"> Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. Clinically extremely vulnerable pupils are advised not to attend school at this time. Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school
		Visitors contracting COVID-19	<ul style="list-style-type: none"> All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. Details of any specific local procedures are communicated to all visitors before they come to site. Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. All contractors/visitors to sanitize hands on entry to the school site – directed by premises and front office staff Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. Parcels delivered to main reception are left on counter with glass barrier between staff and visitor. Visitors to schools (ie social workers) will hold meetings in the meeting room off secondary dining hall which will be booked out and cleaned after each use Only one person allowed in main reception at a time. Delivery drivers drop deliveries inside secondary dining hall doors, where it is collected by a member of staff.
LFT Home Testing Programme	Staff	To support testing	<ul style="list-style-type: none"> All testing is carried out in adherence to the procedures contained in the 'Your Step by Step Guide for Covid-19 Self-testing' (Home Testing Kit) Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school's existing manual handling procedures. First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. Testing – LFT tests are self-administered by participating staff members. <p><u>Results</u></p> <ul style="list-style-type: none"> Participants may return to work or class while awaiting their result. Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. Parent(s) of pupil to be contacted to collect as soon as possible.

			<ul style="list-style-type: none"> Pupils with symptoms are isolated in a dedicated room (medical room ground floor) with an open window. Where this is not possible, they are kept at least 2m away from all other persons. If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children's Social Care Settings Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained. Any waste from dedicated room to be placed in double bagged bin bag and held for 72 hours and then disposed of by site team, bag will be labelled with date and time and kept securely by site team School to collate information on bubbles/group and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. Proforma available on United Hub.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> <u>Early years and Primary</u> <ul style="list-style-type: none"> Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) this includes outside of building at drop off and dismissal <u>All</u> <ul style="list-style-type: none"> Face coverings are required by law for those >11yrs using public transport. The <u>sSchool supports</u> safe disposal and hand hygiene practices for those arriving with these The school holds <u>s</u> a small supply of disposable face coverings Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene
			<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> Soap and running water or hand sanitiser is readily available Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary 'Catch-it, bin-it, kill-it', promoted throughout school. The school provides tissues and sufficient bins to support disposal of waste. The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. First aid bag available in each classroom, with face mask, gloves, apron and C-19 waste bag Administration of first aid will be kept to under one minute to minimise contact time with others

		<ul style="list-style-type: none"> • All members of staff will wear a face covering when in communal areas, at drop off and collection (if outside) • Students and staff are briefed on the safe wearing of face coverings • The school will hold a small supply of disposable face coverings • Face coverings in school not recommended but are required for those >11 yrs using public transport (parents dropping pupils off) • All members of staff to wear a face covering in any/communal areas except where this is not possible (ie. When eating in the staff room) • All kitchen/catering staff to wear medical grade face coverings while serving children in kitchen/dining hall • Where staff have requested a face covering, one has been provided for them
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning. • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings • Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented. These are held onsite. • Frequency may be increased with focus on areas used by multiple groups and hand contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing • Additional cleaning is undertaken in EYFS classroom during lunch time (other classrooms where possible) • All other classrooms to have a thorough of chairs, tables, carpets etc from 3.30pm after pupils have left building • All classrooms have access to running water and soap – year 6 use hand sanitiser • Each floor will have disinfectant spray and towels available, in the event of a child sneezing on furniture or equipment. • PE equipment to be cleaned between usage of different classes using disinfectant wipes • RA shared with H&L link LGB member and wider LGB • Contents of RA regarding cleaning/control measures shared with staff via meeting, briefings and follow up email • Staff informed of which cleaning steps involve them (ie. Use of wipes and sanitiser) how to use them and how to obtain more • Staff to remind pupils of cleanliness expectations • Staff informed that failure to comply will result in further action being taken
		<p><u>Grouping and Measures Within Classrooms</u></p> <ul style="list-style-type: none"> • <u>Early Years</u> <ul style="list-style-type: none"> ○ Normal group sizes in place, but mixing between groups minimised wherever possible ○ No expectation that young children distance within their groups ○ Parents and carers are encouraged to limit the number of settings their child attends ○ Focus is on consistent groupings and the robust practising of the other points in the system of controls ○ Adults will avoid face to face contact and limit time spent within 1m of anyone. ○ Education and care support for those with complex needs to be provided as normal

			<ul style="list-style-type: none"> ○ Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. CTs to regularly remind pupils of this including reminding to not touch their face. ○ ● <u>Primary</u> <ul style="list-style-type: none"> ○ Consistent grouping practised as much as possible ○ Mixing between groups is minimised, pupils are encouraged to maintain social distancing within groups ○ Mixing in wider groups for specialist subjects, wraparound care, on transport, or in the case of boarding pupils is managed ○ All staff can operate across multiple classes and year groups but will practise social distancing where possible. Adults crossing bubbles will be limited where possible. ○ 1m square space inside each classroom doorway taped off to ensure external visitors maintain social distancing ○ Staff remain distanced from pupils (where possible), at the front of the class, away from colleagues, and 1m+ from all parties where possible. A face shield/face covering may be worn where distancing is not possible. ○ A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups ○ In primaries, staff practise distancing from pupils and staff whenever circumstances allow ○ Pupils sit side by side and facing forwards where possible. ○ Pupils to sit 2 to a table (classroom layout will differ dependent on placement of fixed furniture and number of doors per room e.g. 2 or 3) ○ Avoid face to face contact and limit time spent within 1m of anyone, where possible ○ Education and care support for those with complex needs is provided as normal. ○ Regular robust handwashing to be carried out. Signage advocating more frequent handwashing has been installed in various locations around the premises. Class teacher's to regularly remind pupils of this including reminding to not touch their face ○ Additional use of alcohol hand sanitiser to improve infection control. Hand sanitiser provided in all classrooms and at key points throughout the school ○ Staff to follow C19 risk assessment for use of team teach and contact with vulnerable pupils. Wash hands thoroughly after any contact between adult and pupils ○ Clubs may operate, following Gov guidelines and with protective measure in place. Assessed on an individual basis. ○ Promote catch-it, kill-it, bin-it – lesson for all pupil saved on shared drive for first day back ○ Resource packs to be created for children with pencil, glue, rubber, etc to limit sharing of resources ○ Interventions are to take place in designated common spaces (ie library), small intervention rooms are not to be used, if this is not possible then windows will be open and social distancing strictly adhered to
			<p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> ● Groups are kept apart where possible. Assemblies/worship are held online via Teams where possible. ● Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible. ● One-way system to minimise movement around the site as much as possible: Year 2-4: Main staircase, Year 5/6: office staircase

- Breakfast club will operate with a maximum of 45 and pupils will be expected to sit within their year group
- Mixing in wider groups for lunches, breaks and clubs is permitted for breakfast club adults
- After school clubs will not operate – this to be reviewed prior to the start of the Summer term
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.

Time	Lunch	Adults	Play time	Playground	Playground Adults
11.15-12.00	Reception - In empty classroom	Aliya and Deanne	12.00-12.30	Reception playground	Deanne (until 12.15) and Candy
11.30-12.00	Year 1 bubble	Francesca lunch hall 11.30 – 1.00	12.00-12.30	Year 1 and 2 on separate sides of playground	12 – 1.30pm Aliya Vicky Latifa
	Year 2 bubble				
12.00-12.30	Year 3 bubbles		12.30-1.00	Year 3 and 4 on separate sides of playground	
	Year 4 bubbles				
12.30-1.00	Year 5 bubble		1.00-1.30	Year 5 and 6 on separate sides of playground	Francesca 1-1.30pm
	Year 6 bubble				

- In dining hall, marked seats/areas only to be used
- Staff room has a maximum of four adults at any one time with masks worn unless eating/drinking
- Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including:
 - On arrival and before departure
 - Before break
 - When groups change areas
 - After using the bathroom
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Toilet breaks for pupils are one at a time. Pupils use bathrooms assigned to their year group. Pupils must return before another child can be sent to minimise contact.
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.

Measures for Arrival and Departure (key principles applied)

- Staff start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time.

All non-class based SLT to be in playground at these times to guide children to classrooms. Premises to monitor school entry points.

Signposting to be on outside fence, and on classroom doors and stairwells. Distancing markers outside gates/office and on pavement alongside school fence.

Drop off Year group	Morning Drop Time & Location	Afternoon Collection Time & Location
R/KS1	8.50-9am at lower primary playground gate	R: 3.10 – Nursery gate Year 1: 3.10 – Classrooms Year 2: 3.10 – Playground
LKS2	8.50-9 at top primary playground gate	Year 3 & 4: 3.20 – Playground
UKS2	9am at main reception	Year 6: 3.20 – Main reception Year 5: 3.25 – Main reception

		<ul style="list-style-type: none"> Those arriving wearing face coverings, to safely dispose at first aid point (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol-based hand sanitiser as a suitable substitute for soap and water. Parents/adults on gate will be reminded to wear face coverings, unless exempt Parents will be reminded should they wish to speak to the class teacher, they are to email primaryoffice@goresbrookschoo.org.uk so the teacher can organise a time
		<p><u>Other Considerations</u></p> <ul style="list-style-type: none"> Specific assessments are carried out for those with SEND needs to help with adjustments as necessary Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible. Specialist staff e.g. therapists work as normal. Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates Dual registered children can attend, but the two settings will liaise to agree controls. Equipment: <ul style="list-style-type: none"> Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible Classroom resources are used freely within the bubble/group, but are subject to regular cleaning Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). Pupils are advised to limit the amount of equipment they bring to school Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above. <u>Early years:</u> <ul style="list-style-type: none"> Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups. Supervised toothbrushing is carried out using the dry-brush method.
		<p><u>Public Transport</u></p> <ul style="list-style-type: none"> Steps are taken to depress demand at peak times (Stagger start/finish times) Walking, cycling, scooting to and from school through the WOW scheme Face coverings are required by law on public transport for all over 11 years old. Staff to avoid using public transport (where possible). If public transport must be used, follow guidance by: <ul style="list-style-type: none"> - keeping 1m+ apart from others wherever possible - wearing a face covering - using contactless payment - avoiding rush hour travel, where feasible - washing or sanitising hands as soon as possible before and after travel

			<ul style="list-style-type: none"> - following advice from TfL staff and being considerate to others - if staff drive, they are encouraged to use petrol stations after work, instead of before • Staff to avoid traveling in the same vehicle, if this is not possible, face coverings should be worn with windows down to support ventilation and minimise contact risk
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact • One-way system implemented in corridors and on stairwells, signage on walls • One person only per lift, signage visible • Only two members of staff in the admin office, subject to the discretion of the business manager • Where a pupil must be accompanied in lift due to the pupil's needs, the member of staff must wear a face covering • Outdoor play class bubble boxes may be used • Removal of soft furnishings and soft toys or toys that are hard to clean in EYFS e.g. teddies, dressing up box • Where multiple staff have to occupy a single office and 1m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together • All adults will wear a face covering at all times when outside their classroom/moving through or in communal areas, during collection and drop off if outside to mitigate exposure • At this time, lettings will not take place
Delivery of 'higher risk' subjects	Staff, Pupils	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama <p>Music and Drama</p>

		<p>thereby increasing the risk of infection</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible • Singing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained • Equipment thoroughly cleaned between groups • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised • Use of external facilities is risk assessed on a case-by-case basis • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented • Inter-school sport to not take place • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment pre-selected • PE equipment to be thoroughly cleaned between each bubbles use (before and after) with cleaning wipes • Pupils advised not to play contact games at break or lunchtime. Ball games and equipment limited to class bubbles. Athletic activities, solo playground games using playground markings such as hopscotch to be encouraged. Outdoor trim trail and equipment on greenspace to not be used. <p>Educational Visits</p> <ul style="list-style-type: none"> • Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance • Primary and EYFS – Trips will not take place at this time.
Anxiety, stress and worry	Staff, pupils (parents indirectly)	<p>Those coming to work or school may be anxious, worried or stressed</p> <ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service • Share risk assessment on school website • Emailed RA to all members of primary staff, update staff as and when amendments are made in relation to updated government guidance • Teams meeting held with all members of staff to provide opportunity to ask questions and seek answers

			<ul style="list-style-type: none"> Teams meeting arranged for staff to ask/answer any questions around RA or responded to directly by the principal or vice-principal All staff provided with link to CiC Staff well-being team has regularly scheduled events to promote social, emotional and mental health Line managers to maintain weekly 'check in' with their managed staff
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). Gloves and aprons to be available in EYFS classrooms of ease of access, when/if needed Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures as policy Any soiled clothes are put into a plastic bag (double bagged) and sent home AS has reviewed additional provision to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and shared with parents and pupils prior to pupils returning to school. Should team teach be used to support a pupil, staff must wear a face covering and sanitise their hands afterwards. Record to be kept in bound book.
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> Risk assessment developed in collaboration with staff and Union reps and shared with all parties All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements Compliance with this risk assessment and associated procedures will be monitored weekly by SLT and premises team e.g. checklists, observations, interviews, audits etc. Pupils will be trained in the new/temporary arrangements first morning back and continually throughout each week and in light of updated government guidance Children failing to follow rules- first instance: consequence phone call made home to parent, second instance: consequence and meeting with parent, third instance: internal/fixed term exclusion Staff failing to follow rules- verbal warning from line manager > meeting with SLT > formal warning, meet with HR
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Pupils updated via classrooms/email/parent text as necessary.

			<ul style="list-style-type: none"> Any change in information to be shared with Chair of Governors and passed on to parents via Arbor and staff by email
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment Fire safety procedures have been amended to support COVID-19 infection control arrangements Staff training schedule monitored, and any slippage identified and managed Key premises RA ongoing/reviewed to ensure they remain valid in light of C-19, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought n. Key changes to RA to be communicated to staff through email and delivered by Facilities/Business team.
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> Staff are allowed to take home peripherals and chairs from office Guidance on setting up a suitable workstation provided on HSE website Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Courtney Thompson	Date:	19.05.2021	Date of next review:	21.06.2021
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