

COVID-19 Risk Assessment: Full reopening from 8th March 2021(revised 17th May 21)

Trust: LAAT	Academy: WHAPLODE C OF E PRIMARY SCHOOL		
Date of Assessment: 27.02.2021	Assessed By: EMMA ADIE, ALISON FLACK, SHELLEY RIX (detail all involved)		
Date Authorised:	Authorised By: EMMA ADIE, ALISON FLACK, SHELLEY RIX (detail all involved)		
Date Communicated	How Communicated? EMAIL TO STAFF AND PARENTS. POSTED TO WEBSITE		
Planned Review Date:	Date Reviewed: 17.05.21	Reviewed By: (detail all involved) Emma Adie Alison Flack	

Hazard: Contraction of Coronavirus COVID-19

- Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). It has since spread globally, resulting in an ongoing pandemic. England entered a state of national lockdown from 5.1.21, which included the closure of schools. From 8th March 2021, schools are expected to return in full and a roadmap has been developed to ease the country of lockdown.
- Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to acute respiratory distress syndrome (ARDS), multi-organ failure, septic shock and blood clots. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.
- The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking.
- The droplets usually fall to the ground or onto surfaces rather than travelling through air over long distances. Less commonly, people may become infected by touching a contaminated surface and then touching their face.
- It is most contagious during the first three days after the onset of symptoms, although spread may be possible before symptoms appear, or from people who do not show symptoms.

<p>Who might be harmed: Employees, contractors or visitors. Employees and their family members who are in the vulnerable categories.</p>	<p>How might people be harmed Inhalation of coronavirus in small droplets expelled from the nose or mouth of persons coughing, sneezing, breathing who are shedding the COVID-19 virus and contact with surfaces contaminated with the COVID 19 virus and transfer to the body through touching eyes, nose and mouth. Transmission could result in possible infection, mild, moderate or serious illness and potential death through respiratory failure and /or associated complications.</p>
---	---

Assessed Risk: Risk is a combination of the likelihood of occurrence and severity of injury or illness arising from the hazard. Each criteria is assigned a score of 1 to 5 based on the detail below. The two scores are then multiplied and the resultant number plotted on the matrix to determine the assessed risk.

Hazard	Likelihood	Severity	Assessed Risk	Likelihood of Occurrence					Hazard Severity						
				1	2	3	4	5	Negligible	Slight	Moderate	High	Very High		
without controls	Very Likely (5)	Very High (5)	High (25)	Very Unlikely (A freak combination of factors required for an incident to result)	1	Low	Low	Low	Low	Low	Low	Low	Low	Low	Low
				Unlikely (A rare combination of factors required for an incident to result)	2	Low	Low	Low	Medium	Medium	Low	Low	Low	Medium	Medium
				Possible (Could happen when additional factors are present but otherwise unlikely to occur)	3	Low	Low	Medium	Medium	High	Low	Low	Medium	Medium	High
				Likely (Not certain to happen but an additional factor may result in an incident)	4	Low	Medium	Medium	High	High	Low	Medium	Medium	High	High
				Very Likely (Almost inevitable that an incident would result)	5	Medium	Medium	High	High	High	Medium	Medium	High	High	High
with controls	Possible (3)	High (4)	Medium (12)												

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
--------------------	---------------------	---------------------------	---------------	----------

<p>Government guidance not followed and/or staff/pupils display a lack of awareness of the risks or inadequate communication, increasing the possibility of transmission of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> • Daily Government statements and information updates are monitored by the Trust central team and details should be provided to school leaders to act upon. • Staff should be advised of any relevant information prior to returning to the school. • Staff should be informed of any relevant new information as soon as possible. • Pupils, parents, carers, etc. should be informed of any relevant information prior to pupils returning to school. • Pupils, parents, carers, etc. should be informed of any relevant new information as soon as possible. • Staff should be advised to be alert for anyone displaying the symptoms of COVID-19 (eg. fever, continuous cough or loss of sense of taste/smell). • 2 metre social distancing should be applied in all settings at all times whenever possible. Staff, pupils, parents, carers, visitors, contractors and others should be reminded of this, and signage should be provided to reinforce the message. (Note: It is acknowledged that enforcing social distancing of 2 metres with younger (eg. Nursery and Key Stage 1) children could be impossible to fully achieve at all times.) • Where adequate social distancing cannot be maintained, staff and visitors must wear face coverings. <ul style="list-style-type: none"> • Mandatory use of face coverings should be considered for staff and visitors in indoor areas where social distancing cannot easily be maintained, such as corridors, staff rooms and communal areas. • A process should be in place for the wearing, removal and disposal of face masks • Staff and pupils in Year 7 and above should be encouraged to take part in the LFD testing scheme (see separate guidance) <ul style="list-style-type: none"> • A positive result from an LFD test should be treated in the same way as a positive result from a PCR test (see guidance further down). For primary schools, a confirmation PCR test should be undertaken, but schools should not wait for the PCR result before taking action. Secondary school staff do not require a confirmatory PCR test and again a positive LFD test should be treated as per the guidance below. 		<ul style="list-style-type: none"> • Weekly briefing to include updates as well as SDM and other email communications. • Regular communications to parents on updates as required. • School website has Covid section where all communication, plus continuously updated advice is available to all. • Staff undertake twice weekly LFD testing. • No Y7 pupils in school.
---	-------------	--	--	---

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>The school and/or machinery and equipment are not safe for use due to lack of maintenance and/or competent operators</p>	<p>High</p>	<ul style="list-style-type: none"> • Daily, weekly, termly and scheduled maintenance should be continued in accordance with existing arrangements and schedules. • The continuation of maintenance and testing should be ensured for key items and systems including: <ul style="list-style-type: none"> • Maintenance and testing of water systems, including scheduled tests/checks in accordance with the legionella management plan. • Gas and heating systems including supplies to kitchens, laboratories and classrooms. • Fire safety systems including testing and maintenance of the fire alarm, emergency lighting, fire suppression system, sprinkler installation, fire hydrants and fire extinguishers. • Kitchen/catering equipment. • Security systems including the intruder alarm, access control system and CCTV. • Ventilation systems for general use (eg air conditioning) and for special use (e.g. fume extraction systems). • Maintenance and inspection regimes, including statutory testing required under LOLER, PSSR or CoSHH Regulations, should be continued. • It should be ensured that trained and competent staff are in place to operate machinery and equipment and to carry out any required in-house testing. 	<p>Low</p>	<ul style="list-style-type: none"> • Maintenance schedule completed as set and overseen by site manager and caretaking team. • Any visits from outside maintenance contractors to be booked in during times of limited staffing or when children are not in building, where possible.
<p>Transmission of COVID-19 by ventilation systems</p>	<p>High</p>	<ul style="list-style-type: none"> • Ventilation systems should be set to "Full Fresh Air". • Windows should be opened and used to create natural ventilation where safe to do so (ie where doing so does not compromise security). <ul style="list-style-type: none"> • In order to maintain a comfortable temperature, high level windows may be opened in preference to low level to reduce draughts • Clinically vulnerable and clinically extremely vulnerable pupils should be identified. • Clinically extremely vulnerable pupils should not attend school, with suitable home-schooling arrangements put in place as an alternative. 	<p>Medium</p>	<ul style="list-style-type: none"> • Window ventilation encouraged throughout the day, where possible. • When not possible, full ventilation at breaks and lunchtimes is required. • No clinically extremely vulnerable pupils in school. • Clinically vulnerable pupils identified.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Extremely vulnerable pupils may be exposed to COVID-19 if attending the school	High	<ul style="list-style-type: none"> Clinically extremely vulnerable pupils should not attend school, whilst shielding applies nationally. Suitable home-schooling arrangements put in place as an alternative. 		<ul style="list-style-type: none"> School has no known CEV pupils
Pupils do not attend school	High	<ul style="list-style-type: none"> Pupils, families and carers who are reluctant and anxious about attending school should be reassured about control measures being put in place to reduce risks. Parents of pupils of compulsory school age should be reminded that pupils must be in school unless a statutory reason applies. The additional catch up funding provided can be used to support attendance Social workers (if applicable) should be kept informed of non attendance 		<ul style="list-style-type: none"> Risk assessment shared with all parents School leaders available to reassure any concerned parents. EWO support available if required.
Staff may be exposed to COVID-19 if attending the school	High	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable members of staff should be identified. Clinically extremely vulnerable members of staff should not attend school. <ul style="list-style-type: none"> Clinically vulnerable staff should return to work with control measures/ a personal risk assessment in place. Pregnant staff should be supported to work from home where possible. Where it is not possible for them to work from home, a risk assessment should be carried out and acted upon before they commence work. Staff in their third trimester should be supported to work from home. Specific guidance for pregnant employees should be followed. https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees Any additional medical provision or personal protective equipment needed for clinically vulnerable members of staff should be provided. 		<ul style="list-style-type: none"> Risk assessment in place and reviewed for CV staff members. PPE readily available in school.
School Workforce – Staff who may be at increased risk from COVID-19 but are not included on the CEV list	High	<ul style="list-style-type: none"> Where staff raise concerns that they may be more at risk due to their personal characteristics, their concerns should be discussed and the measures that are being put in place to reduce the risk should be explained. <ul style="list-style-type: none"> These staff should return to work with control measures/ a personal risk assessment in place. 		<ul style="list-style-type: none"> SLT to discuss any concerns and adaptations made, if required, with personal risk assessment.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Infection with COVID-19 whilst working at/attending the school due to expected procedures not being followed</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff and pupils should be informed of all rules and procedures to follow in order to protect their health and the health of others in accordance with up to date recommended government guidance. <ul style="list-style-type: none"> • Anyone told to self-isolate by Track and Trace has a legal obligation to do so unless leaving home to avoid risk of injury, illness or harm • Staff to teach correct hand-washing procedures to pupils and to build hand-washing time into the daily routine (eg.on arrival, before and after breaks and before leaving school). • Staff to reinforce the messages to pupils for thorough and regular cleaning of hands, the avoidance of touching the face with hands and the “Catch it, bin it, kill it” procedure. Signage to this effect to be provided. • This risk assessment should be provided to staff, who should sign to acknowledge they have read and understood it. • This risk assessment should be published on the school website and parents/carers should be advised how they can access it. • Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. • All persons should be instructed to use alcohol- based hand sanitiser before entering a room. Signage to this effect should be provided. • Tissues should be provided for personal use in all rooms. • Staff and pupils should be told to report any suspected breaches of the required practices and procedures to a member of the senior leadership team. • Appropriate disciplinary action should be taken against persons who do not follow the required practices and procedures. 	<p></p>	<ul style="list-style-type: none"> • All in place and monitored. • School leaders to be vigilant in and around school to ensure compliance with systems and procedures. Reminders given. • Risk assessment is shared with all staff and all updates are shared with staff. • Site staff to monitor consumption of sanitiser use.
<p>Staff or pupils attending the school and living with clinically vulnerable or extremely vulnerable people could introduce COVID-19 to their family home</p>	<p>High</p>	<ul style="list-style-type: none"> • Pupils and members of staff living with clinically vulnerable and clinically extremely vulnerable people should be identified. • Members of staff/pupils living with clinically extremely vulnerable people should attend school with control measures/a personal risk assessment in place 	<p></p>	<ul style="list-style-type: none"> • Pupils and staff have been identified.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Staff or pupils at the school display symptoms of COVID-19 (e.g. continuous cough, fever or loss of sense of taste/smell)</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff and pupils should be told not to attend school if they display symptoms of COVID-19. They should be told to stay at home, self-isolate in line with government guidance and arrange to be tested. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen). • Anyone developing symptoms whilst at school should be sent home. Should they need to wait to be collected, they should do so in a designated isolation room separate from other people. They should not return home using public transport. They should be told to stay at home, self-isolate in line with government guidance. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen). • The affected person should not return to school until they and their household is symptom free and the recommended isolation period is complete. • If the affected person is tested and the result of the test is positive for COVID-19: <ul style="list-style-type: none"> • Anyone with whom they had contact should go home and self-isolate in line with government guidance (eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.). • Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. • The school should contact Public Health England and follow any guidance given. • Any staff attending to the affected person should wear personal protective equipment including mask, visor, gloves and apron, and should wash their hands thoroughly for 20 seconds after removing the personal protective equipment 	<p></p>	<ul style="list-style-type: none"> • All staff are aware of systems and procedures regarding symptomatic staff and pupils. Regular reminders shared with staff. • From 26.01.21, LFT of staff twice per week to begin. Risk assessment completed (See separate doc).

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>People living with staff or pupils display symptoms of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> • Staff and pupils should be told not to attend school if anyone they live with displays symptoms of COVID-19. They should be told to stay at home and self-isolate in line with government guidance and arrange to be tested if they develop symptoms. They should only leave the house to attend the test or for a medical emergency (eg symptoms significantly worsen). • The potentially affected person should not return to work until a 10-day self-isolation period has expired with all persons in the household free of symptoms. • If the affected pupil/member of staff is tested and the result of the test is positive for COVID-19: <ul style="list-style-type: none"> • Anyone with whom they had contact should go home and self-isolate in line with government guidance(eg the remainder of the class, teachers that were sharing facilities such as staff rooms, etc.). • Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. • The school should contact Public Health England and follow any guidance given. 	<p></p>	<p>As above</p>

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Infected persons (lessees/tenants, visitors, contractors, bin men, deliveries, etc.) could introduce COVID-19 into the school</p>	<p>High</p>	<ul style="list-style-type: none"> • All lettings and third party education provision (e.g. sports clubs) should be ceased. • Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. Signage to this effect should be displayed at points of entry to the school. • Visitors, contractors and couriers should be provided with timeslots so that the number of people attending the premises at any one time can be minimised as much as possible. <ul style="list-style-type: none"> • Face coverings must be worn by all visitors in all areas. • Large deliveries should be avoided to enable them to be collected by a single person. Where “two-person collection” is necessary, consistent “teams” of two people should be used. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • A “drop box” should be provided to enable letters, etc. to be delivered in a contactless way. • Cash payments should not be accepted • A Perspex screen should be provided as a barrier at the counter between the receptionist and visitors. • Alcohol based hand sanitiser gel should be used before and after using touch screen visitor management systems or visitor books. • Pens intended for shared use in reception (e.g. with visitor books) should be removed. • Alcohol based hand sanitiser gel should be used after signing delivery receipts, etc. • Handshakes should be avoided when greeting visitors. • If someone that has visited the school advises that they have tested positive for COVID-19 within 14 days of their visit: <ul style="list-style-type: none"> • Anyone with whom they had contact should go home and self-isolate in line with government guidance. • Areas where the affected person had spent time and objects that they had touched should be identified and thoroughly cleaned. • The school should contact Public Health England and follow any guidance given. 	<p></p>	<ul style="list-style-type: none"> • Systems in place as identified. • Visitors to site limited and those that attend site must wear face coverings. • Signage at entrances and throughout school. • Sanitiser at entry points and at each classroom entrance. • Visitor book removed from reception and is completed by reception staff to eliminate shared contact. • Visitor details taken for track and trace purposes. • External music and sports provision reintroduced in line with government guidance, risk assessments in place

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Infection with COVID-19 whilst travelling to school on public transport	High	<ul style="list-style-type: none"> • Shared school transport (eg buses and shared taxis) should only be used if absolutely necessary to reduce interaction between pupils • Pupils should be told to wear face coverings/masks when using shared transport/taxis. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. 		<ul style="list-style-type: none"> • Systems in place as identified. • All pupils wear face coverings on school transport. • LCC requirements conveyed to parents.
Infection with COVID-19 whilst entering the school grounds/buildings during drop-off/arrival	High	<ul style="list-style-type: none"> • Staggered arrival and departure times should be scheduled to reduce the size of any congregating groups. • Separate arrival and departure routes should be provided to avoid persons from passing each other whilst approaching/leaving the school. • Direct external access to each classroom should be used wherever possible. • A queue system with line markings at 2 metre intervals should be considered at pupil collection points. • Parents/carers should be asked to wear masks whenever they are on the school site <ul style="list-style-type: none"> • Parents/carers should be told to maintain 2 metre separation from each other whilst waiting. Signage to this effect should be provided, and staff should be told to monitor for any non-compliance and provide appropriate advice if required. • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. 		<ul style="list-style-type: none"> • Staggered arrival and departure times for bubbles. • Social distancing arrangements adhered to for drop off and collection of pupils. • Adults to wear face coverings at these times, including parents collecting.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Spread of COVID-19 within classrooms</p>	<p>High</p>	<ul style="list-style-type: none"> • Class sizes do not need to be adjusted from normal size • Consistent cohorts (also known as “social bubbles”) to be maintained by not mixing with other groups. • Teachers and staff can operate across different classes to facilitate the delivery of the timetable and specialist provision • Pupils should be encouraged to keep their distance within groups • Where possible adults should maintain a 2 metre distance from each other and other children. It is acknowledged that this may not be feasible for younger children. <ul style="list-style-type: none"> • Classroom layouts to support social distancing as far as possible, for example by seating pupils side by side and facing forwards, rather than face to face or side on • Unnecessary items/furniture should be removed to create additional usable space. • For pupils in year 7 and above, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. • Groups should use the same classroom/area every day. • Pupils should be seated at the same desk every day and use the same set of equipment (eg laptops, books, pens, pencils, etc.)as far as possible • Classroom based resources such as books and games, can be used and shared within the bubble. These should be thoroughly cleaned frequently, along with all frequently touched surfaces. <ul style="list-style-type: none"> • Resources shared between bubbles such as sport, art and science equipment should be cleaned frequently and when moved between bubbles • The classroom should be thoroughly cleaned before and after use. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when the class are using the playground and/or dining room). • It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. 	<p></p>	<ul style="list-style-type: none"> • All other systems in place as specified. • Staff reminded to clear any shared equipment/ quarantine it when used. • Classes organised as one bubble per class. • Seating plan for pupils in Y1 and upwards in place and maintained. • Full daily cleaning programme in place. • Pupils/ staff requesting to wear face coverings in school may do. • Sports coach has provided school with own risk assessment showing adherence to stringent cleaning routine for equipment used by different bubbles. • Daily mid-day cleaning procedure in place.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Spread of COVID-19 in cloakrooms/coat lobbies etc.	High	<ul style="list-style-type: none"> • Interaction should be reduced as far as possible and pupils should be encouraged to keep their distance within groups. Supervision should be provided from at least 2 metres distance if required. • Pupils should hang their coats on the same peg every day. • Pupils should be told to store any bags, etc. under their desk to reduce the need to visit the cloakroom. <ul style="list-style-type: none"> • Pupils should be encouraged to limit the amount of equipment they bring into school each day • The cloakroom should be thoroughly cleaned at the end of each day. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times). • It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment 		<ul style="list-style-type: none"> • Pupils use individual lockers and are supervised by staff. • Locker areas are separated placed around the building so there is no cross-over of bubbles.
Spread of COVID-19 in toilets	High	<ul style="list-style-type: none"> • Interaction should be reduced as far as possible Pupils should be encouraged to keep their distance within groups • Hand sanitiser gel should be used before accessing toilet facilities. • Pupils and staff should be told to thoroughly wash hands for at least 20 seconds after using the toilet. • Paper hand towels, with bins for disposal of used towels, should be provided to replace hand dryers. 		
Spread of COVID-19 in playgrounds	High	<ul style="list-style-type: none"> • Use of the playground should be staggered so that only one group is present at any one time. Where this is not possible, groups should remain at least 2 metres apart from each other. • Support staff (e.g. Lunchtime Supervisors) should stay within their allocated "bubble". <ul style="list-style-type: none"> • Shared outdoor play equipment (eg climbing frames) should be thoroughly cleaned between each use by different groups. • Any items provided for individual use (eg hoops or balls) should be cleaned before and after use. • Alcohol based hand sanitiser gel should be used before re-entering the school. This should be provided at all points of entry. 		<ul style="list-style-type: none"> • Area split up into use different playground zones so are kept apart from other bubbles: netball court, ks1 area, soft play area.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Spread of COVID-19 on circulation routes</p>	<p>High</p>	<ul style="list-style-type: none"> • Use of the corridors by large groups of people and interaction should be avoided where possible (eg by following an external route). • Class break/lunch times should be staggered to prevent two groups from needing to use the same corridor at the same time. • A one-way system should be adopted, with clear signage provided, to reduce contact in corridors and on stairwells. • (Secondary Schools) Face coverings must be worn by all persons (including pupils, staff and visitors) in all indoor areas unless they are exempt from wearing face masks • (Primary Schools) Face coverings should be considered for staff and visitors in indoor areas outside classrooms where social distancing cannot easily be maintained., such as corridors, staff rooms and communal areas.(Children in primary schools do not need a face covering) <ul style="list-style-type: none"> • Face visors or shields should not be worn as an alternative to face coverings. They should only be used after carrying out a risk assessment for specific situation and must be cleaned appropriately • A small stock of face coverings should be provided in case they are needed. • Pupils and staff should be given instruction in the safe application, use, removal and disposal of face coverings. • Staff and pupils using corridors should maintain 2 metre separation where possible. • Doors should be propped open where it does not impact on fire protection. If fire doors need to be propped open, automatic self-closing devices linked to the fire alarm should be installed. • Areas of the school that are not needed to be used/redundant rooms should be cordoned off, though without impeding evacuation routes. • Corridors should be thoroughly cleaned at the end of each day with particular focus on high use points such as doors, handrails and elevators. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg after break times). 		<ul style="list-style-type: none"> • Staff leave and access classrooms with bubbles using external doors. • Bubbles spaced around building to ensure spacing is maximised between groups. • Other systems in place.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Spread of COVID-19 in the dining room / assembly hall	High	<ul style="list-style-type: none"> • Assemblies should be ceased. • Lunch times should be staggered to reduce the number of people using the dining room at any one time. • Alcohol based hand sanitiser gel should be used before entering the dining room. This should be provided at all points of entry. • Groups should be seated together, at the same set of tables every day, and at least 2 metres apart from any other groups. • Tables and chairs should be thoroughly cleaned when set up and when taken down for storage. • Existing high standards of kitchen hygiene should be maintained for plates, trays, cutlery, etc. 		<ul style="list-style-type: none"> • Rota of staggered break times and lunch times set up and shared with all stakeholders. • Collective worships are held in each classroom and virtually for whole school worship. • Reception Class (11.45) and Y5 class (12.20) only to eat within dining hall, on timetabled slots. • All other classes (hot meals and packed lunches) to eat in classes until Easter break review.
Spread of COVID-19 in the school kitchen	High	<ul style="list-style-type: none"> • Alcohol based hand sanitiser gel should be used by staff before entering the kitchen. • All required personal protective equipment that is required in accordance with food hygiene precautions should continue to be used. • Additional personal protective equipment should be provided to ensure that all kitchen staff are wearing masks, gloves and aprons/protective uniforms at all times. • Personal protective equipment to be disposed of in a bin when use has been finished, with the bin liner to be sealed and removed to the external waste at the end of the working day. • Staff to wash hands thoroughly for at least 20 seconds after removing uniforms and personal protective equipment. • Any reusable uniforms, etc. to be washed at a minimum of 60 degrees Celsius at the end of the working day, and before being used again. 		<ul style="list-style-type: none"> • No kitchen on site.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Spread of COVID-19 in the staff room	High	<ul style="list-style-type: none"> • Class break and lunch times should be staggered to reduce the numbers of staff using the staff room at any one time. • Staff should be told only to visit the staff room on limited occasions, and to take their breaks in their classrooms where possible. • Seating should be spaced 2 metres apart and not directly facing other seating. • Shared use of cups, mugs, plates, etc. should be ceased. • Alcohol based hand sanitiser gel should be used by staff before entering the kitchen and upon leaving the staff room to return to their class. • The staff room should be thoroughly cleaned at the end of the working day. • Additional cleaning should be arranged and carried out at appropriate intervals during the day (eg when all classes are in session). 		<ul style="list-style-type: none"> • Staggered lunch breaks in place. • Reminders regarding social distancing given on regular basis. • Staff encouraged to use classrooms as break areas to support distancing measures. • Morning breaks- staggered due to cover arrangements.
Spread of COVID-19 in offices	High	<ul style="list-style-type: none"> • All staff that are able to do so, should be allowed and facilitated to work from home. • Where staff cannot work from home, workstations should be separated by at least two metres. Where this is not possible, they should be either separate by Perspex screens or by changing the orientation to enable “back to back” or “side to side” working. • Alcohol based hand sanitiser gel should be used by staff before entering the office and upon leaving to attend another area. • The office should be thoroughly cleaned at the end of the working day. 		<ul style="list-style-type: none"> • Work stations separated and Perspex screen divider used between desks. • Other staff not permitted to enter office space. • Phone calls to parents by classroom staff take place in unused office space.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at the school</p>	<p>High</p>	<ul style="list-style-type: none"> • Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. • Persons attending/visiting the premises should be told not to attend if they or anyone they live with have symptoms of COVID-19. • Face coverings must be worn by all visitors to the school premises • Alcohol based hand sanitiser gel should be used before entering the school. This should be provided at all points of entry. • Handshakes should be avoided when greeting visitors. • Meeting attendees should remain at least 2 metres apart from each other. • Shared use of items (e.g. paperwork) should be avoided where possible. • Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. • The room should be thoroughly cleaned when the meeting has concluded and before being used again. 	<p>Low</p>	<ul style="list-style-type: none"> • No face to face meetings to be held with visitors, parents etc • Staff to wear face covering for parent collection of FSM food boxes/ other contact at gate with parents etc.
<p>Spread of COVID-19 whilst carrying out meetings with parents, carers, etc. at their home environment</p>	<p>High</p>	<ul style="list-style-type: none"> • Face to face meetings should be avoided wherever possible, with discussions instead taking place using the telephone or video conferencing. • The meeting should be avoided if anyone who will be attending the meeting or anyone they live with have symptoms of COVID-19. <ul style="list-style-type: none"> • Face coverings must be worn by all attending the meeting • Use of shared vehicles/pool cars should be avoided. • The meeting should be conducted in the open and not inside a house. If a rear garden is used, this should be accessed via a gate and not through the house. • Handshakes should be avoided when greeting. • Meeting attendees should remain at least 2 metres apart from each other. • Shared use of items (e.g. paperwork) should be avoided where possible. • Alcohol based hand sanitiser gel should be provided for use before/after items are passed between persons. 	<p>Low</p>	<ul style="list-style-type: none"> • No home visits to take place.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Spread of COVID-19 as a result of persons moving between different areas of the school	High	<ul style="list-style-type: none"> • Alcohol based hand sanitiser gel points should be provided throughout the school including at all points of entry and exit, and at the entry point to all rooms. • All persons should be instructed to use alcohol- based hand sanitiser before entering a room. Signage to this effect should be provided. 		<ul style="list-style-type: none"> • Systems in place • Wall mounted gel points throughout the building. • Caretaker to monitor usage of sanitiser gel.
Infection with COVID-19 while dealing with a first aid incident or the administration of medicines	High	<ul style="list-style-type: none"> • First aiders should be provided with adequate personal protective equipment including disposable face masks, visors, gloves and aprons. They should be told to wear these at all times when treating an injured person, and to dispose of them in a bin when finished then wash their hands thoroughly for at least 20 seconds. • Alcohol based hand sanitiser gel should be used before and after completing the accident book. Use of shared pens should be avoided. 		<ul style="list-style-type: none"> • Systems in place and staff all aware. • PPE is readily available for first aiders who understand that it must be worn all times when administering first aid
Inadequate measures in place to deal with a fire or emergency	High	<ul style="list-style-type: none"> • The Fire Risk Assessment should be reviewed ensuring that all required measures for fire prevention, detection and response are not adversely affected. • Fire and emergency evacuation procedures should be reviewed and communicated. These should be practised at the earliest opportunity. • Personal Emergency Evacuation Plans should be updated and implemented. • Lockdown procedures should be reviewed and any required changes should be implemented and communicated to staff/pupils as required. • A designated isolation room should be created to be used should persons display symptoms of COVID-19. 		<ul style="list-style-type: none"> • Systems in place • Fire procedures and evacuation routes remain the same in line with the fire risk assessment. • Lockdown procedures are in place and have been communicated with staff. • A designated isolation area has been identified.
Staff suffer from mental health problems	High	<ul style="list-style-type: none"> • Supervisors should maintain regular contact with their staff, whether they are working at home or at the school. • Workloads should be managed to avoid overloading staff. • Staff should be encouraged to raise any concerns with their supervisor. • Staff should be encouraged to access the APL well-being service 		<ul style="list-style-type: none"> • Systems in place

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Staff shortage leading to there being an inadequate number of staff on site to supervise pupils/manage the premises</p>	<p>High</p>	<ul style="list-style-type: none"> Minimum staffing levels (including minimum numbers of first aiders, fire marshals, etc.) should be established and adhered to at all times. If staffing levels are inadequate, the class, activity or facility should be ceased until adequate staffing levels can be re-established. Advice from the Trust should be sought where appropriate 	<p></p>	<ul style="list-style-type: none"> Systems in place
<p>Lack of personal protective equipment, cleaning arrangements or cleaning products, or improper use, increases the risk of transmission of COVID-19</p>	<p>High</p>	<ul style="list-style-type: none"> Sufficient stock of personal protective equipment should be sourced and stored for use. Staff should be provided with training in the use and disposal of personal protective equipment. It should be ensured that CoSHH assessments have been carried out, and that any staff involved in cleaning have been provided with appropriate instruction, training and personal protective equipment. Cleaning frequencies should be enhanced across the school, with particular focus on heavy use areas (eg doors, handrails and elevators) and frequently used areas and equipment (e.g. classrooms, desks, keyboards, toilets, staff room, etc.). Additional waste disposal bins should be provided throughout the school. Bin liners should be of the tie top variety, and should be removed for disposal to the external waste bin at the end of the day, or sooner if suspected contaminated items have been placed therein (eg tissues from a person displaying symptoms of COVID-19). 	<p></p>	<ul style="list-style-type: none"> Regular stock checks conducted to maintain stock levels.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Extra-curricular provision – Wraparound care</p>	<p>High</p>	<ul style="list-style-type: none"> • Government guidance should be consulted and followed. • From 8th March, after school educational activities and wraparound care should resume where: <ul style="list-style-type: none"> - the provision is being offered as part of the school's educational activities (including catch-up provision) -the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution - the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group • The school should work with other external providers to try to ensure, as far as possible, that pupils are kept in a group with other pupils from the same bubble they are in during the school day. <ul style="list-style-type: none"> • Parents should be advised to limit the number of wraparound care providers they use as far as possible. • Parents should be advised to seek assurance from childcare providers that appropriate protective measures are in place, and only to use providers that can demonstrate this. • Contact sports should not take place. 		<ul style="list-style-type: none"> • No wraparound care is provided by the school at this time • Leaders to review fortnightly and in light of updated government guidance

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
<p>Transmission of COVID when physical activity and sport is undertaken</p>	<p style="background-color: red; color: black; text-align: center;">High</p>	<ul style="list-style-type: none"> - Any teams sports that are provided should be on the government's approved list - Pupils should be kept in consistent groups. - Sports equipment thoroughly cleaned between each use by different individual groups. - Outdoor sports should be prioritised where possible and large, ventilated indoor spaces used where not - All relevant guidance should be considered including government guidance on the phased return of sport and recreation, Sport England guidance on grassroots sport, AfPE guidance on COVID-19, Youth Sport Trust guidance on COVID-19 guidance from Swim England and government guidance on using changing rooms safely. - Competitions between different schools can take place, but outdoors only and subject to following all relevant guidance - If provision is via an external provider, schools must satisfy themselves that appropriate protective measures are in place 	<p style="background-color: yellow; text-align: center;">Medium</p>	<ul style="list-style-type: none"> • External provider has submitted own risk assessment to school. • External provider undertakes twice weekly LFD testing. • Coach works with class bubbles. • After-school sport clubs is offered to one class bubble per term – no bubble mixing.

Identified Hazards	Initial Risk Rating	Existing Control Measures	Residual Risk	Comments
Transmission of COVID through participation in music, drama and dance		<ul style="list-style-type: none"> - Music, dance and drama can continue as part of the school curriculum, There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place - You should not host live performances, but may consider alternatives such as live streaming and recording performances - Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained - Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space and ensure good ventilation - In smaller groups where activities are permitted, strict social distancing between each singer and player/others should be observed. Pupils should be positioned back to back where possible - Ensure handwashing takes place before and after using instruments and avoid sharing equipment where possible. If equipment is shared, disinfect regularly 		<ul style="list-style-type: none"> • 1:1 music tuition to resume- no woodwind/brass. Risk assessment in pace by music provider. Teacher completes LFD testing weekly.
Increased instances of COVID within local area		<ul style="list-style-type: none"> - Government advice consulted and followed on contingency frameworks - Existing control measures to be continued 		<ul style="list-style-type: none"> • Government advice will be followed and attendance will only be limited if DfE/PHE advise. • School will identify and give priority to those that are deemed vulnerable, children of critical workers and those in reception, year 1 and year 2.
Educational visits		<ul style="list-style-type: none"> • Educational visits that involve overnight stays should not be carried out. • Visits should involve pupils from a single group/bubble. - The usual pre-visit risk assessment process should be completed taking particular account of any wider advice on visiting indoor and outdoor venues. 		<ul style="list-style-type: none"> •