

Risk Assessment Overview

Details

School: Avanti Gardens School

Department:

Whole School

Risk Assessment Title:

General Risk Assessment – Coronavirus COVID 19

Schools Compliance measures with “Implementing protective measures in Education and Childcare settings”.

Version 2 – January 2021

(This assessment is aimed at both Primary and Secondary education and will need adapting to your particular setting – changed have been highlighted)

Who is at Risk?

People at Direct Risk:

Staff, Pupils and Visitors

Other People Who Could be Affected:

Parents

Summary of Risk

What is your assessment of the risk before the ACTION PLAN is completed?:

High risk

~~Medium risk~~

~~Low risk~~

What will the level of risk be after the ACTION PLAN is completed?:

~~High risk~~

~~Medium risk~~

Low risk

Note: if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with Individuals who are unwell with COVID 19 - General	Direct transmission of the virus to well individuals	Ensure that staff and pupils that are displaying symptoms of COVID 19 or have had a confirmed test are excluded from the school site for at least 10 days or until they are symptom free. (phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)	X				

		<p>If a person displays symptoms: A high temperature or a new persistent cough, a loss of or change to sense of smell or taste they should:</p> <p>Notify the Principal immediately who should contact PHE SW HPT on 0300 303 8162 and make a list of the contacts that person has had – direct close contacts, proximity contacts and contact while travelling in a car.</p> <p>Avoid touching anything.</p> <p>Go home immediately (Children accompanied by their parent, etc).</p> <p>All other persons are to maintain a safe distance from affected individual.</p> <p>If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>If the person is a child, PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>They must then follow the guidance on self-isolation of 8 days –(the day of onset of symptoms plus 7) and not return to school until their period of self-isolation has been completed</p>	x		See bubble training document	
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		<p>They should be advised to get tested Contact NHS online 111 (children under 5) or call 119. you can also book a test online. nhs.uk/ coronavirus</p> <p>If their test is positive they should follow the government Stay at Home guidance</p> <p>If their test is negative and they still have symptoms they could have a cold or flu and so should stay away to avoid infecting others.</p> <p>Keep confidential pupils and staff who test positive for coronavirus unless it is essential to protect others.</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. See COVID 19: cleaning in non-healthcare settings outside the home</p> <p>A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks</p> <p>Use PHE SW HPT Flowchart for confirmed cases. Ring them on 0300 303 8162.</p> <p>Follow Version 7.0 14.12.2020 of PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19</p> <p>If there is a confirmed case in the bubble- the bubble class will be asked to isolate for 10 days (Staff included) and a deep clean of the areas the</p>					
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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>class use will be conducted. Along with any siblings of the confirmed.</p> <p>NB: There is no need for others in the bubble to be collected if they are not showing symptoms.</p>					
		<p>Ensure that staff and pupils that have someone in their household displaying the symptoms of COVID 19 or are confirmed cases are excluded from the school site for 10 days.</p> <p>(phe guidance: Stay at Home: guidance for households with possible coronavirus (COVID 19) infection.)</p>	X				
		<p>Ensure that contractors attending the school site are symptom-free from COVID 19 and that any work required will be delayed until a safe date can be arranged or replaced with another well contractor.</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p>	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash/sanitise their hands upon entering the site.</p> <ul style="list-style-type: none"> • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising every hour. <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p>	x				
		Communicate the updated school covid-19 sickness procedures to Parents and Staff	x				
		Staff must have read the risk assessment and agree to adhere to it before entering the school premises	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Talks must be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms. Hands, face and space adhered.	x				
		Clear notices of protocol on display - No persons should enter the site if they have Covid-19 symptoms, 2m distance, hand washing / sanitising etc.	c				
Contact with Individuals who are unwell with COVID 19 – General Cont'	Direct transmission of the virus to well individuals Cont'	Communicate the updated Contractor Management procedure with existing contractors and for new contractors as required.	X				
		New Visitor and Contractor arrangements developed for the school. Visitors are only allowed to attend the site and meet school staff by prior appointment and where urgently required or by good reason (delivery drivers). Otherwise, they will be asked to leave the site. They must follow hand, face and space guidance.	X				
		Numbers of external professionals are to be limited and their interaction and communications with families is encouraged over telecom where possible	x				
		Keep a log of who visits, when they visited and where they went.	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.	X				
		Any visitor or contractor admitting that they have symptoms will not be admitted to the school and asked to leave.	X				
		Any visitor or contractor who develops COVID 19 symptoms whilst on site will be asked to leave the school as soon as practicable and the areas they have been in will undergo a deep clean process.	X				
		The school will identify any possible "contacts" and seek advice from Public Health England. Track and Trace QR code available for scanning on Reception desk.	X				
		Temperature checks undertaken on pupils on entry. In the event of a fever being recorded, parents directed to take the child home, self-isolate with the rest of the household and to book a test. On receipt of a clear negative PCR test result, the child and any siblings can return to school.	x				
		Hands, face (adults only) and space guidance followed	x				
		No parents allowed on site, except in case of emergency/welfare concern	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Only keyworker children and children identified as vulnerable are able to attend school and will be taught in key stage bubbles during national lockdown	x				
		Recruitment should continue where it is necessary and practical to do so, in line with social distancing guidelines. See: https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/	x				
		All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19.	x				
		Payments to schools should be taken by contactless methods wherever possible.	x				
Contact with Individuals who are unwell with COVID 19 – Travel to and from school	Direct transmission of the virus to well individuals	Avoid use of public transport wherever possible Parents who do not have access to their own transport are encouraged to walk or cycle. Where public transport unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Bike sheds are zoned for each bubble.	x			See bubble training document	
Contact with Individuals who are unwell with COVID 19 – Deliveries	Direct transmission of the virus to well individuals	Where possible, deliveries should be scheduled ringing ahead to warn of imminent arrival by drivers.	x				
		Drivers should wash or clean their hands before unloading goods and materials	x				
		Drivers should leave packages in a safe place – school staff not to approach delivery staff	x				
		Hands are to be thoroughly washed after handling all deliveries or waste materials.	x				
		Waste should be deposited in bags, or bag-lined bins with lids, which should be kept closed. Waste collections should be made when the minimum number of people are on site (i.e. after normal opening hours).	x				
Contact with unwell individuals – who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	For pupils displaying symptoms the school will follow the DfE guidance “ What to do if a pupil is displaying symptoms of coronavirus (COVID 19) ” And their households should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff that develop unconfirmed symptoms whilst on the school shall be asked to leave the school as soon as possible and obtain a test.	X				
		The school to identify possible contacts and seek advice from Public Health England helpline.	X				
		For younger children where direct supervision is required then the attending member of staff shall be provided with appropriate PPE, including gloves, disposable apron and appropriate fluid resistant surgical face mask should be worn. Eye protection should be provided if there is a risk of splashing - vomit.	X				
		Parents should be contacted, and the child / young person collected as soon as practicable.	X				
		If a bathroom is required for the isolated person – they shall use a separate bathroom to other people if possible. If not, the bathroom should be quarantined after use until it can be cleaned and disinfected thoroughly.	X				
Contact with unwell individuals –		School should encourage the parents to have the child/young person tested.	X				

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who develop unconfirmed symptoms on site.	Direct transmission of the virus to well individuals.	In the event of an unconfirmed case the school should ensure that the classroom, office or resources that the child or person used should be quarantined until it has been subject to a detailed deep clean above the normal school practises as soon as practicable, Cleaning conducted in accordance with COVID 19: cleaning in a non-healthcare setting .	X				
		Appropriately trained staff should be available throughout the normal school day to conduct emergency deep cleaning of potentially contaminated areas.	X				
Contact with unwell individuals – who develop unconfirmed symptoms on site but later confirmed by NHS testing.	Direct transmission of the virus to well individuals.	If the unwell person tests positive, then the child’s class or group should be sent home and advised to self- isolate for 10 days. Appropriate procedures put in place to contact parents promptly Contact Public Health England on the helpline 0800 046 8687.	X			NB – The extent of the exclusion will depend on the size of the school “bubbles” and how the school has determined to organise the year groups. Have specific procedures in place on the action the school will take.	
Direct contact with airborne droplets from carriers.	Direct infection of a well individual with virus particles	School to promote to all staff and pupils in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This should be repeated frequently.	X				
		Teaching staff to supervise children and tell them to use a tissue or the crook of their arm if they want to sneeze or cough.	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Appropriate signage to be placed on display in all rooms, offices, corridors etc to remind about good respiratory hygiene	X				
		A supply of tissues and appropriate wastepaper bin to be present in all rooms that are in use at the school. Bin to be emptied daily.	X				
		Pupils and staff are reminded to wash their hands using the appropriate method after sneezing.	X				
		Children and staff are able to wear PPE as they wish to.	X				
		As the photocopier room has no window or ventilation system, a one-in, one-out system introduced with the door propped open.	X				
Direct contact with airborne droplets from carriers. Cont'	Direct infection of a well individual with virus particles	Classrooms will have as much natural ventilation as possible. Windows (within reason) and doors will be kept open to encourage airflow.	X				
		Fire Doors – these doors can be left open to improve the ventilation of the premises. However, they must be manually closed when rooms are to be left empty for significant periods of time.	X				
Direct contact with virus particles from hand contact surfaces. Personal Hygiene	Direct infection of a well individual with virus particles transferred to	Washing/sanitising hands hourly. Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available.	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
	hands to mucous membranes.	Teaching staff are expected to supervise children in a manner appropriate to the age group to ensure that they wash their hands using the approved "20 second" method on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> - On arrival at school - After visiting the toilet - Returning the classroom after breaks - Before lunch time Any other time deemed necessary by the supervising staff.	X				
		Teaching staff to be provided with appropriate resources to inform and instruct the pupils regarding the needs to wash their hands during the pandemic.	X				
Direct contact with virus particles from hand contact surfaces. Personal Hygiene. Cont'	Direct infection of a well individual with virus particles transferred to hands to mucous membranes.	Supplies of hand sanitizer gel should be provided in all rooms in use and at entrances to allow children and staff to use them as required to reduce the frequency of hand washing. Hand sanitiser is not to be made by the school (CLEAPSS)	X				
		Ensure that the school buildings are provided with appropriate posters and signage to remind people / children present to wash their hands.	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Face masks should be worn by staff and adult visitors where social distancing between adults is not possible. Children in primary schools do not need to wear a face mask.	x				
		Keep 2m away from others at all times as far as reasonably practicable. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance. Children should avoid close face to face contact and minimise time spent within 1 metre of anyone. For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	x				
		Avoid touching hands to face but if necessary clean before and afterwards.	x				
		Provide suitable and sufficient lidded bins for hand towels and tissues with regular removal and disposal	x				
		Tissues available close to hand around the buildings including all classrooms.	x				
		Pupils, staff, visitors and contractors should wash/sanitise their hands on arrival and departure	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Everyone on site should be bringing drinking bottles (adults can bring travel mugs to allow them to safely carry hot drinks) from home for personal use and should not share these with others.	x				
Social Contact on site - Staff	Direct transmission of virus from carriers to well individuals	School to identify staff that can work at home and allow them to do so if possible, to reduce the number of people on site, with a rota to eliminate unnecessary time spent in school.	x			NB The school can vary their approach depending on whether the country is in lockdown or in a specific tier. The lower the tier the more staff are allowed on site. Currently there are no tier restrictions and all staff who are not required to self-isolate are able to attend work.	
		School to ensure that staff complete a self-assessment form to determine which staff are vulnerable or clinically extremely vulnerable and conduct appropriate individual risk assessments to mitigate the risks	x				
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	Staff that are classified as being clinically extremely vulnerable and required to be shielded to work from home as per government guidance. Other tasks may be identified for them to do at home. Seek advice if required.	X			Currently clinically extremely vulnerable staff are not required to shield	
		Staff that are classified as clinically vulnerable due to pre-existing conditions work from home where possible. If this is not possible then an individual risk assessment is required.	X			NB – Individual risk assessment are to be kept on the staff files and reviewed regularly. Currently clinically vulnerable staff are not required to shield	

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		School is to keep themselves aware of the Government's advice regarding the shielding of staff and react accordingly.	X			NB- Currently no staff are required to shield	
		Staff that live with somebody who is in the clinically extremely vulnerable class, who has to shield, work from home where possible.	X			NB- Currently no staff are required to shield	
		Teaching staff including Teaching Assistants – to be on site only when required to teach their class or conduct supervisory duties and at other times at the Principal's discretion during lockdown. Also during lockdown, school to adopt a more flexible approach to allowing PPA and marking to be done at home.	X			Not currently in lockdown	
		In lockdown, school timetable to be organised if possible to allow flexible working to prevent staff travelling backwards and forwards to school in a single day.	X			Not currently in lockdown	
		All staff allowed to work from home during lockdown/self-isolation have been given advice regarding safe workstation set up.	X				
		Staff to maintain distance from one another as much as possible	X				
		Staff to have the option to wear PPE to protect vulnerabilities	X				
		Any lone working should be subject to a review of the school's policy. See: Or https://www.hse.gov.uk/lone-working/employer/index.htm	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Staff. Cont'	Direct transmission of virus from carriers to well individuals	The staff room and facilities are not in use except to make refreshments and leave. 2m social distancing if more than one member of staff is in the staff room at the same time, but this should be avoided if at all possible and staff should not congregate. Staff should eat in their classrooms, not mixing bubbles.	X				
		Staff not allowed to share resources/ materials or equipment within the staff room. Staff should bring in their own mugs, tea, coffee, cutlery etc. Staff should not bring in food for sharing	X				
		Staff should use the hand sanitizer provided in the staff room before and after the preparation of food or drink.	X				
		Staff must clean the surfaces and equipment after use	X				
		Staff briefings and meetings to revert to be conducted via Teams to avoid unnecessary gatherings on the school site which may compromise social distancing rules.	X				
		Staff from different bubbles should not share an office or work in the same classroom to reduce the risks of multiple bubbles having to isolate. In all cases where staff must meet across bubbles, all precautions must be taken to avoid the transmission of the virus.	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Staff to avoid non-essential trips within the buildings	x				
		Avoid employees working face-to-face. Create opportunities to work side-by-side or facing away from each other where possible.	x				
		Staff to be allocated bubble break rooms, with staggered break times or are encouraged to take breaks outside.	x				
Social Contact on site – Children/Young people	Direct transmission of virus from carriers to well individuals	When shielding is advised by NHS: School to identify the children within the groups of children at school which are classified as being clinically extremely vulnerable and continue to support them being at home.	X			Shielding not currently required.	
		When shielding is advised by NHS: School to identify the children classified as being clinically vulnerable. For this group Parents must seek specialist medical advice that it is safe for them to be in the school setting.	X			The pupils' Education care Plan should be adjusted accordingly. Shielding not currently required.	
		For pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers an individual risk assessment must be carried out.	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		When shielding is advised by NHS: Children that live in a household with somebody who is categorised as being clinically extremely vulnerable should be identified and only allowed at school if stringent social distancing can be adhered to otherwise measures shall be put in place to support them learning at home. A separate risk assessment may be required.	X			Shielding not currently required.	
		The school has identified and created the required "bubbles" to minimise transmission of the virus between year groups. Different bubbles do not mix, to ensure that it is quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible.	X				
		Keep a simple record of children and staff in each bubble, where they go and who they have contact with in school.	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		The school has identified specific plans to enable the various bubbles to undertake the following on site (delete those not applicable): <ul style="list-style-type: none"> • Arrival and Departure • Movement around the school site • Access to the dining room • Access to personal hygiene and toilet facilities • Access to specialist teaching areas e.g. PE facilities etc. • Access to break areas 	X				
Social Contact on site – Children/Young people Classrooms	Direct transmission of virus from carriers to well individuals	The school has re-organised the classrooms in accordance with the guidance set out in the document to maximise the space and ensure that staff can maintain 2m social distancing from pupils. Children should be sat side by side, or in table groupings, not facing each other closely, with at least 1m between children if possible.	X			NB. It is recognised that social distancing in EYFS will be difficult to achieve.	

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		In the identified classrooms: <ul style="list-style-type: none"> - excess seating and furniture removed. - During lockdown, desks reorganised from all to facing forward, but as restrictions ease, move back to table groups - Soft toys and furnishings that cannot be easily hygienically sanitised removed. - Any hard toys that are complex and difficult to clean also removed. 	X			Table groups re-established in bubble classrooms following easing of restrictions on 17 th May 2021	
		Children must stay within their bubble wherever possible. Children must not be allowed to change groups unless for exceptional reasons.	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Equipment: Ensure all equipment used is cleaned daily or more often when used, including computers.</p> <p>Individual and very frequently used equipment such as pencils/pens should be kept and used by one person only.</p> <p>Sports, art and science materials should be cleaned between different groups' uses or left out of use for 48hours (72 for plastics).</p> <p>Equipment brought from outside school should be kept to essentials only. Resources such as books should be taken home only if they are essential to home learning and should be isolated as with other shared equipment upon return and hands washed after handling.</p> <p>We suggest Teachers keep trays of resources with 72 hours between their use if previously used by another bubble, to reduce the risk of infection or use day boxes.</p> <p>We will continue to use a minimalistic approach to resources- and it is at the discretion of the teacher</p>	x				
		<p>Movement of objects between school and home are discouraged.</p> <p>Children have their own equipment.</p>	x				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact on site – Children/Young people Emergency evacuation	Direct transmission of virus from carriers to well individuals	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed. Fire plan and guidance updated in line with full reopening and staff trained accordingly.	x				
Social Contact on site – Children/Young people Playgrounds / Outdoor spaces	Direct transmission of virus from carriers to well individuals	Use different outdoor spaces so that different bubbles are not using the space at the same time. As we have a large amount of outdoor space that can be easily and clearly segregated, different bubbles can be allocated to specific areas. 2m exclusion zones shall be in place between areas to allow social distancing. If there is no fencing or physical barrier then this will need to be supervised by staff.	X			See bubble training document	
		Fixed outdoor play equipment will not be used at all and small, moveable outdoor play equipment will not be used unless the equipment is used solely by one bubble or it can be demonstrated that it can be cleaned effectively between bubbles of children using it.	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Sufficient staff should be present to supervise the children/young people and ensure that they are maintaining social distancing as far as reasonably practicable and practising good personal hygiene e.g. not touching their face or eyes. As a minimum My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible.	X				
		For younger children, introduce more structured play, by using games which promote social distancing instead of allowing "free" play.	X				
		Staggered use of outdoors and the spaces within is advisable particularly during lockdown. E.g. staggered break and lunchtimes. Whilst restrictions are in place, but not in full lockdown, bubbles should use their allocated outdoor spaces and not mix, but staggering of breaks may not be necessary	X				
Social Contact on Site - General	Direct transmission of virus from carriers to well individuals	One-way systems in and out of buildings have been introduced where possible to reduce mixing of people and children. Routes are marked clearly with tape and signage.	X				
		Although transmission of the virus in corridors is low due to the transitory nature of people using the space, it is good practise to implement a "walk on the left" protocol. Corridors have been marked with tape to encourage this.	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Different bubbles are allocated to different classrooms	X				
		Lifts out of service	x				
		Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.	x				
		Fire plan and guidance to be updated in line with full reopening and staff trained accordingly.					
		It is accepted that social distancing cannot be maintained during the delivery of first aid or physical intervention, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion	x				
Social Contact on Site – Drop Off.	Direct transmission of virus from carriers to well individuals	<p>Apart from during lockdown, EYFS and KS1 to enter the school via the Oldbury Court Road entrance and KS2 via the Woodwork gate. Exit for EYFS, KS1 and Yr 3 from Oldbury Court Road and Yrs 4-6 from Woodwork gate.</p> <p>During national lockdown, students entering via main entrance, with 2m social distancing. Exit of bubbles is staggered at the end of the school day.</p>	X				

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			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Families should be informed that children should be brought to the site by only a single member of the same household wherever possible to reduce transmission risks.	X				
		Automatic doors to be used on entry to the Reception foyer	x				
		Develop an appropriate “drop off” protocol which will allow children to be dropped off at a secure point and then taken into the school by a member of staff. Any protocol should be age appropriate. Older children can be allowed to access the school independently as long as social distancing measures can be adhered to.	X			See bubble training document	
		Parents have been asked to maintain social distancing at drop-off in the morning between families and 2m markers are in place at the entrances to the school.	X				
		A one-way flow system set up for drop-off in the mornings.	X				
		Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off even if 2m social distancing can be maintained.	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	<p>Children should be collected by an identified member of their household / support bubble only. This can include collection by:</p> <ul style="list-style-type: none"> early years settings and childminders, which remain open. Parents of under-5s can continue to use these settings as normal Parents will be able to access other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, seek work, attend education or training, or for the purposes of respite care for carers nannies will be able to continue to provide services in the home parents are able to form a childcare bubble with another household for the purposes of informal childcare, where the child is 13 or under some households will also be able to benefit from being in a support bubble, which allows single adult households to join another household 	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Social Contact - Collection	Direct transmission of virus from carriers to well individuals	Communicate with the families that they should not be congregating in large groups outside of the school gates or at the collection points. Social distancing must be adhered to wherever possible.	X				
		Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off even if 2m social distancing can be maintained.	X				
Social Contact. Drop Off and Collection	Direct transmission of virus from carriers to well individuals	Review and assess both the drop off and collection protocols on a daily basis. Take appropriate action to make changes and communicate with all interested parties.	X				
		Parents are encouraged to wear masks for drop-off or collection including drop-off or collection outside of normal times.	x				
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Where necessary, increase the lunch time period to allow effective staggering of the lunch timings for different class groups.	x			Lunch times staggered and bubbles eat together	
		To maintain social distancing between groups, the capacity of the dining hall has been reduced. Tables and benches have been removed and children only sit facing one direction to avoid face-to-face eating.	X				
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Class groups bubbles should be brought in one group at a time and either allowed to sit in their designated area to eat their packed lunch or join a supervised queue.	X				
		Food is served in a socially distanced manner over the serving hatches.	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Dining tables and chairs, door handles as well as other hard surfaces need wiping using an appropriate sanitiser between classes and between days. <i>COVID 19: cleaning of non-healthcare settings.</i>	X				
Social Contact. Dining Hall	Direct transmission of virus from carriers to well individuals	Supervise the dining hall appropriately to prevent children from sharing food or utensils whilst eating.	X				
		Food provision and service should be changed to reduce the need of open salad bars, self-service foods, shared condiments and sauces. Individual servings should be provided.	X				
		Crockery and cutlery shall be maintained in a hygienic manner. Where catering is provided on site cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.	X				
		Children should have their own drinking bottle with them brought from home.	X				
		Children/ Young people should wash their hands before entering the dining hall and appropriate sanitiser gel should be used before food is collected.					
		Hand sanitiser gel stations are available for use within the dining facilities.	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up	x				
Social Contact School hall / Assemblies	Direct transmission of virus from carriers to well individuals	School assemblies should no longer occur, instead assemblies have moved online. Children can watch in school bubbles or at home (if in self-isolation or during a period of lockdown).	X				
Social Contact School hall / Sports	Direct transmission of virus from carriers to well individuals	PE Department / PE leads to develop appropriate sports / PE lesson plans, keeping consistent groups, with no contact sports. Use outdoors if possible or use the maximum distance possible if indoors. Consider the likelihood of accidents occurring and necessitating close contact with pupils.	X				
		Sports equipment should not be shared unless they are able to be effectively cleaned between uses / classes.	x				
Social Contact: Teaching	Direct transmission of virus from carriers to well individuals	All teachers to review their lesson plans or schemes of work to ensure they can meet the needs of social distancing and reduce the risk of disease transmission.	x				
		Shared resources are prohibited. Children to be provided with individual resources where appropriate.	x				
		Contact between teachers and parents/pupils (other than pupils in keyworker/vulnerable bubbles during national lockdown), will be solely by telephone or online video calling, not in person, except where there are welfare concerns.	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Where possible the same staff have contact with consistent bubble group, to avoid the risk of transmission between bubbles.	x				
		Where this is not possible, e.g. with subject teachers, they should wear enhanced PPE and observe handwashing before and after every class.	x			With the rise in cases in schools across Bristol, modern foreign language lessons to be put on hold to prevent cross bubble contamination in June 2021	
		Staff to maintain distance from pupils where possible	x				
		Staff to clean resources after use. If it is not possible to clean regularly (at least daily), then it should not be used.	x				
		Staff must stay with their bubble throughout the day where practicable. Where this is not possible, then the movement of staff should be minimised and additional precautions taken, e.g. Face coverings may be worn	x			With the rise in cases in schools across Bristol, modern foreign language lessons to be put on hold to prevent cross bubble contamination in June 2021	
		Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, where necessary. They should ensure they minimise contact and maintain as much distance as possible from other staff.	x			Wherever possible, cover will be from within the school rather than using external agency staff to minimise possible cross contamination between schools, however staffing numbers must be adequate to ensure that safety of the pupils.	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Use of indoor sand trays is possible if cleaned/dried between different groups' use. Ideally bubbles should have their own resources and not share them	x				
		Modeling/Playdough or paint should not be shared. Make individual pots of dough and have individual paints.					
		Music lessons involving singing, chanting, playing wind instruments - reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. SLT to monitor use of musical equipment.	x				
		No singing, signing chanting or playing wind instruments during lockdown					
		No school trips until further notice.	x				
	indirect transmission of	School has a copy of "COVID 19: cleaning of non-healthcare settings" guidance for reference.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contact with virus particles on surfaces: Effective cleaning.	virus from carriers to well individuals	New cleaning regime established at the school based on the guidance with a new service level agreement and agreed changes made to working patterns to conform to the guidance with cleaning taking place during the school day in addition to end of day cleaning.	X				
		All school cleaning staff to be given appropriate instruction and training from BBCS with regards the requirements of government guidance and the wearing of identified PPE and the reasons for effective cleaning.	X				
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	<p>The schools cleaning regime shall be as follows:</p> <ul style="list-style-type: none"> • Each room that is in use shall receive a deep clean once per day. • Each room in use shall have its hand contact surfaces cleaned as frequently as necessary depending on the number of people present and use. • Each room in use shall have its high use hard surfaces cleaned frequently. • Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. • Hand contact surfaces in the circulation space of the buildings shall be cleaned in an appropriate manner on a frequent basis 	X				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		School to identify high risk areas of the school buildings which may require higher frequencies of cleaning.	X				
		Identify the staff responsible to conduct the cleaning in certain situations. Employ additional staff if required.	X				
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	<p>Complete a cleaning schedule specific to each area of the school to detail:</p> <ul style="list-style-type: none"> • What is to be cleaned, • What chemicals are to be used, • The frequency of cleaning, • Who is to undertake the cleaning, • Method of cleaning, • Safety precautions to be taken. <p>The schedule should ensure that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p>	X			NB – Records and Sign off sheets are required to demonstrate the enhanced cleaning procedures.	

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Cleaning protocol is as follows: Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, window handles, taps, sinks, shared keyboards & mice, etc.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Lidded bins should be used throughout the school with liners inside</p>	x				
		Ensure that each room in use at the school is provided with the correct identified cleaning materials, staff have access to cleaning materials for touchpoint cleaning and there is a system to identify shortages and replace them.	X				
		Identify any higher risk or new chemicals that require a separate COSHH assessment. Train cleaning staff on the findings.	X				
		Only cleaning products provided by the school or the school cleaning company should be used.	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Cleaning staff are required to wear appropriate PPE including aprons and disposable gloves for cleaning operations. After use they should be removed, double bagged and stored for 72 hours before disposal in general waste.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Conduct a separate PPE risk assessment if a risk assessment of the particular setting identifies a higher level of virus is present. Seek advice from the local Public Health England health Protection team on this matter if required.	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	Not applicable at present time	
Contact with virus particles on surfaces: Effective cleaning.	Indirect transmission of virus from carriers to well individuals	Hard surface deep cleaning should be conducted using disposable cloths, mopheads or paper towels using a suitable method:	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<ul style="list-style-type: none"> use either a combined detergent disinfectant solution at a dilution of 1,000 ppm available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). <p>Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. Ensure the school has adequate supplies of the above equipment and chemicals.</p>					
		Used equipment shall be double bagged, stored for 72 hours securely and then disposed of in general waste.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		Assess there is sufficient waste storage space to securely store any increase in waste generated.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Contact with virus particles on surfaces: Toilet facilities / handwashing.	In Direct transmission of virus from carriers to well individuals	All toilet facilities shall be cleaned and disinfected on a basis as detailed above.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		During national lockdown, separate toilet facilities allocated to different bubble groups and staff, which should be clearly labelled.				See bubble training document	
		When not in national lockdown, more than one group may use one toilet block, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Provisions in place to monitor younger children using the toilet facilities to ensure social distancing.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		Restrict the number of people using toilet facilities at any one time. Staff to supervise.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		The school may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.	x				
		Ensure that all wash hand basins within the school are checked frequently to ensure they are provided with, warm water, soap, hygienic method to dry hands. Appropriate sanitizer gel should be made available in classrooms and other frequently used spaces. Replace as frequently as necessary.	x				

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Primary Schools: Contact with the virus. Testing/collection	Transmission of virus from asymptomatic carriers to well individuals	The school to set up a LFD (lateral flow device) test kit collection programme as per government guidance.	x				
		Ensure that there are adequate resources, reordering when necessary, to ensure supplies available for staff	x				
		Ensure that the staff undertaking the testing have received training with respect to the role they play.	x				
		Staff collecting test kits are to enter the collection room one at a time and wear a mask at all times.	x				
		All staff and other regular workers have access to tests to use twice weekly at home	x				
		If a staff member has a positive LFD (lateral flow device) test result, they are to self-isolate and get a PCR test.	x				
		If staff has a void test result, they retest and two void test results they self-isolate and arrange a PCR test	x				

<p>Staff or pupils – trauma/stress</p>	<p>Effects of COVID 19 on mental health and wellbeing</p>	<p>Consider implications of trauma staff or pupils may have suffered: See Bristol City Council ‘Returning to Education Guidance’</p> <p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>The curriculum will need revision. Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children’s attainment begins. It should be noted that many routine activities will take more time to complete. (Aim to return to the school’s normal curriculum in all subjects by summer term 2021. See Full Opening Guidance for detail on curriculum.)</p> <p>Engage with school workload reduction toolkit</p> <p>Schools should closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered.</p> <p>Schools should be closely monitoring the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper support.</p>	<p>x</p>				
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What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Government guidance on extra mental health support for pupils and teachers</p> <p>Signpost staff to Avanti Employee Assistance Programme, Avanti wellbeing webinar and wellbeing book to be provided to all staff.</p> <p>See also Coronavirus Staff resilience hub</p>					

<p>Pupil becomes isolated due to need for home learning</p> <p>Poor E-safety and increased use of online resources leads to hazards experienced</p>	<p>Effects of COVID 19 on wellbeing, education and safety</p>	<p>During national lockdown, continue to make consistent contact with pupil and family, via regular telephone calls and video conferencing.</p> <p>Review and revise E-safety policies and teaching</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>E-Safety updates regularly shared with parents. Signpost to Local offer and online resources through remote learning folders.</p> <p>Families in Focus updates shared in family bulletin with access to services.</p> <p>When not in national lockdown, teachers continue to ring families if self-isolating and provide work.</p> <p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school:</p> <p>Get help with remote education Remote education good practice</p> <p>Consider applying for government-funded access to one of two free-to-use digital education platforms</p> <p>Look at supporting families to Get help with technology</p> <p>Guidance supporting the return to formal education</p> <p>Consider how to support SEND in the return to full school attendance</p> <p>https://covid.minded.org.uk/</p>	<p>x</p>			
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What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
		<p>Healthy child programme: Healthy child programme 0-to-19 health visitor and school nurse commissioning</p> <p>DfE coronavirus helpline: Telephone 0800 046 8687 Email DfE.CoronavirusHelpline@education.gov.uk</p> <p>Actions: If in lockdown- Keyworkers and vulnerable children will be offered spaces at school and staff will revert to full lockdown process.</p> <p>The online learning folder will stay live even when all children return to school, so staff can update to it in event of a further lockdown.</p>					

NB. The above risk assessment has been devised using the following guidance:

- [Coronavirus \(COVID -19\): implementing protective measures in education and childcare settings.](#) - withdrawn
- [Supporting vulnerable children and young people during the coronavirus \(COVID – 19\) outbreak.](#) - withdrawn
- [COVID-19: cleaning of non-healthcare settings outside of the home](#)
- [COVID-19: guidance for households with possible coronavirus infection](#)
- [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)
- [COVID 19: Staying Alert and safe \(social distancing\) guidance for young people](#) - withdrawn
- [Managing school premises during the coronavirus \(COVID-19\) outbreak](#) - withdrawn
- [Making your workplace Covid-secure during the coronavirus pandemic](#)

[Emerging from Lockdown](#)

[Ventilation and Air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[Coronavirus \(COVID-19\) safer travel guidance for passengers](#)

[Actions for schools during the coronavirus outbreak](#)

[Safe working in education, childcare and children's social work settings, including the use of personal protective equipment \(PPE\)](#)

[Guidance for food businesses on coronavirus \(COVID-19\)](#)

[Working safely during coronavirus \(COVID-19\)](#)

[What to do if a pupil is displaying symptoms of coronavirus \(COVID-19\)](#)

[Working safely with display screen equipment](#)

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers - withdrawn](#)

[Restricting attendance during the national lockdown: schools](#)

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Supporting Bristol children and young people returning to formal education following the COVID-19 outbreak](#)

[Recruitment during lockdown? How we did it](#)

[Bristol City Council – Supporting the Return to formal education](#)

[COVID-19: guidance for managing playgrounds and outdoor gyms](#)

[Extra mental health support for pupils and teachers](#)

[Keeping Children Safe in Education](#)

[Get help with remote education](#)

[Remote education good practice](#)

[Get help with technology](#)

This risk assessment has been produced as a generic template for Schools to follow to give them a start on ensuring they are meeting the recommendations held in the guidance documents given above. This risk assessment does not take into account any specific circumstances found at your school which may mean you will have difficulty meeting the recommendations. It is important that you identify these “hazards” and conduct a specific risk assessment to identify the management controls required at your school.

These specific hazards can be added to this risk assessment. You are free to use this risk assessment how you see fit and make the appropriate alterations necessary to your school.

This risk assessment will remain under review by SafetyMARK to address any changes in Government / Public Health England advice. Updated risk assessments will be created and added to the Resource Library you have access to as soon as practicable.

Sign Off Sheet

Assessor Details:

Assessor(s) name:	Assessor(s) signature:	Date:
Katie Sobol	K SOBOL	03.03.21

School safety co-ordinator to sign below to accept the assessment

School safety co-ordinator's name:	School safety co-ordinator's signature:	Date:
Ashley Milum	A.MILUM	03.03.21

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above

Date of review:	Reviewed by (Name):	Comments:
03.03.2021	Ashley Milum/Katie Sobol	Update regarding the optional use of face masks and as visors are no longer advised, this has been amended accordingly.
20.05.2021	Ashley Milum/Katie Sobol	Update to the seating arrangements in classes to allow table groups
23.06.2021	Ashley Milum/Katie Sobol	Due to the increase in the Delta variant, the loosening of restrictions that was mirroring the relaxation of national restrictions has been halted and restrictions tightened. Staff are not to work across bubbles, teaching of MFL to stop due to bubble crossing, staff with more than one role, across bubbles, will be assigned a role working with a single bubble, with the exception of staff who work part time and have more than 48 hours between working in different classes. Non-essential visits to be cancelled and where they are to continue, then in meetings indoors, masks should be worn in addition to enhanced hygiene measures already in place. Due to increased transmissibility of the new variant parents should be encouraged to wear face coverings during the drop off even if 2m social distancing can be maintained. Staff briefings and staff meetings to revert to being held via TEAMS and stricter regulations of use of staff room to be reintroduced.