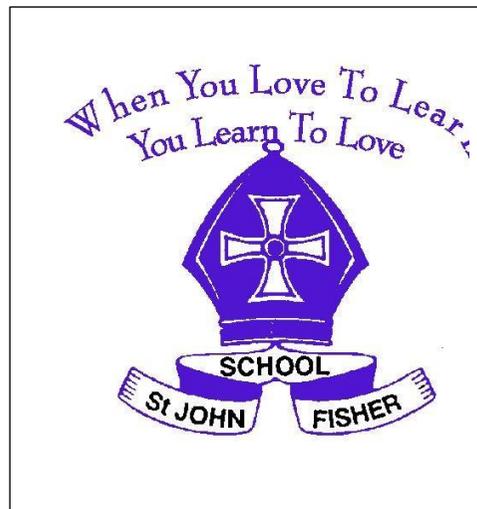


# ST JOHN FISHER CATHOLIC PRIMARY SCHOOL

## COVID 19 - RISK ASSESSMENT

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JANUARY 2021



## IDENTIFYING, EVALUATING AND MANAGING RISKS

| LEGEND |             |
|--------|-------------|
| I      | impact      |
| P      | Probability |
| 1XP    | Risk Rating |

To Establish risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1- 5) with the perceived likelihood (or probability) of that risk occurring (score 1 - 5).

| Impact (or consequence) |  |
|-------------------------|--|
| Description             | Indicators   |
| 5 Major                 | The risk has a <i>major</i> impact if realised       |
| 4 Significant           | The risk has a <i>significant</i> impact if realised |
| 3 Moderate              | The risk has a <i>moderate</i> impact if realised    |
| 2 Minor                 | The risk has a <i>minor</i> impact if realised       |
| 1 No consequence        | The risk has <i>no</i> consequence if realised       |

| Probability (or Likelihood) |                                       |
|-----------------------------|---------------------------------------|
| Description                 | Indicators                            |
| 5 Very Likely               | The risk <i>will</i> emerge           |
| 4 Likely                    | The risk <i>should</i> emerge         |
| 3 Unlikely                  | The risk <i>could</i> emerge          |
| 2 Very Unlikely             | The risk is <i>unlikely</i> to emerge |
| 1 Impossible                | The risk <i>will not</i> emerge       |

| Score       | Risk Description | Action Required   |
|-------------|------------------|---|
| 25          | Extreme Risk ( ) | Stop  |
| 20 - 15     | High Risk        | Risk to be actively managed with appropriate risk control activities                        |
| 12 - 6      | Medium Risk      | Take appropriate action to manage the risk  |
| 5 and below | Low risk         | Risk to be removed from register with monitoring activity to assess changes in risk rating. |

| Risk Description  | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control Activities  |
|---|---|---|-------------|--|---|
| Existing Health and Safety compliance and building considerations | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>Ensure health and safety compliance checks have been undertaken in required timescales. This is particularly important if the school premises have been closed to pupils and staff for any periods of time since 23 March 2020</li> <li>Report to DFE - following advice in September 2020</li> <li>Test all water systems, fire alarms, gas supply, kitchen equipment - see action plan September 2020</li> <li>Deep Clean to be considered if Risk is identified</li> <li>Ensure all required safety check are undertaken - try to arrange before or after school working times 09.00am to 15.00pm</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Outside Contractors - helping reduce risks |
| Follow government systems of control                              | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>Follow DFE guidance for systems of control - essential measures</li> <li>Report to DFE - New support line September 2020</li> <li>Report to COVID 19 team at Bexley</li> <li>Report to EIS at Bexley</li> <li>Report to the Education Commission</li> <li>Anyone who is ill with symptoms stays at home for 10 days</li> <li>Face coverings may be worn by staff /visitors where social distancing is not possible and in ALL communal spaces within the school building</li> <li>Hands will be cleaned often - use outdoor sinks - hand sanitising stations around the school</li> <li>Good respiratory hygiene in place - keep windows open to allow fresh air to flow</li> <li>Enhanced cleaning arrangements - additional daily cleaning in all class bubbles</li> <li>Consideration of how to reduce contacts and maximise distancing whenever possible and minimise potential for contamination so far as is reasonably practicable - school procedures plan</li> <li>Use of PPE where appropriate - all necessary PPE is available to all staff if required or requested</li> <li>Respond to any infection by:</li> <li>Active engagement with NHS Test and Trace</li> <li>Manage confirmed cases within the school community - inform all stakeholders as required</li> <li>Contain any outbreak by following DFE and local health protection team advice</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>SLT<br>Governing Body  |

|  |   |   |             |   |  |
|--|---|---|-------------|---|--|
| Review Pupil well-being and Risk assessments | 4 | 4 | 16          | <ul style="list-style-type: none"> <li>Review the circumstances of pupils who are likely to be returning - are there any new circumstances that may pose a risk</li> <li>Risk assess individual pupils who need specific care which cannot be delivered whilst ensuring social distancing</li> <li>Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint</li> <li>Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not)</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants        |
| Risk Description                             | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities   |
| Class group and size configuration           | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>For primary school classes configure class group in no more than 30 pupils per small group and one teacher and a teaching assistant minimum - during lockdown MAX NUMBER IS 15 per year group bubble</li> <li>For pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children</li> </ul> <p>Each group should be a consistent group and that small group stays away from other people and groups</p> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants        |
| Timetable                                    | 3 | 3 | 8           | <ul style="list-style-type: none"> <li>Revised Curriculum - age related - all subjects covered - 1<sup>st</sup> half term Autumn catch up on previous years missed curriculum for Maths English Reading and Phonics</li> <li>Daily Maths, English and RE taught each morning - afternoons will be more topic based</li> <li>Booster Classes Year 4 - Year 5 and Year 6</li> <li>Teacher to plan for activities that could take place outdoors</li> <li>stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>ONLINE/REMOTE learning via 'SEESAW APP' - to be a daily work in progress - combination of OAK NATIONAL LESSONS and work book lessons - Teachers will work with children remotely from 09.15am to 15.00pm</li> <li>The teachers will be in communication throughout the day explaining the next steps and discussing lessons</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants<br>MDS |

|   |   |   |             |  |  |
|---|---|---|-------------|--|--|
| Curriculum & Transition                   | 3 | 3 | 9           | <ul style="list-style-type: none"> <li>Balancing the need for remedial work and "catch up" with the social/emotional needs of the children &amp; young people</li> <li>1<sup>st</sup> half term Autumn catch up on previous years missed curriculum for Maths English Reading and Phonics - continued for school year due to the disruption in school with positive cases closing some year group bubbles.</li> <li>Address gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils</li> <li>Managing transition (at all stages) to best support the next stage of learning</li> <li>Supporting the handover of critical information to best support transition (SENCO to lead and complete requested Bexley Forms)</li> <li>Promote understanding of the different experiences for our children and young people during lockdown</li> <li>Consider how pupils with specific needs are reintegrated - separate risk assessment if appropriate</li> <li>Deliver activities that focus on relationships and well-being</li> <li>No curriculum trips or visitors - review October</li> <li>No extra curricular activities or clubs - review October</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants<br>SENCO |
| Risk Description                          | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control<br>Activities  |
| Classroom and learning environment layout | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible - ALL CHILDREN FACING FORWARD</li> <li>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously.</li> <li>Children use the same classroom or area of a setting throughout the day</li> <li>Children at the same desk each day if they attend on consecutive days</li> <li>Access rooms directly from outside where possible</li> <li>Staggering breaks</li> <li>Staggering lunch breaks - KS1 to eat in hall - KS2 children to eat lunch in their classrooms or outside</li> <li>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants          |

|                              |   |   |             |   |   |
|------------------------------|---|---|-------------|---|---|
| Shared Space                 | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>The use of the hall is only for KS1 lunches then kept as the break out space should we need it</li> <li>The use of the computer suite will be strictly timetabled with strict cleaning routines in place</li> <li>All 'Bubbles' year groups will have a designated outside space</li> <li>We will stagger the use of staff rooms and offices to limit occupancy</li> <li>Additional space to be offered if required</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants |
| Outdoor space                | 3 | 3 | 9           | <ul style="list-style-type: none"> <li>Maximise the use of designated outdoor space for outdoor education, exercise and breaks</li> <li>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants |
| Risk Description             | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
| Children, parents and carers | 4 | 4 | 16          | <ul style="list-style-type: none"> <li>All Stakeholders and any suppliers, will be informed not to enter the school if they are displaying any symptoms of coronavirus</li> <li>Parents to inform the school if anyone in the house is displaying symptoms</li> <li>Ensure parents are aware of recommendations on transport to and from school (including avoiding peak times) and not blocking the road to the school.</li> <li>Ensure all stakeholders understand the 'Drop and Go' and 'Collect and Go' systems in place to avoid groups gathering in or outside the school</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants |
| Staff                        | 3 | 3 | 9           | <ul style="list-style-type: none"> <li>Communicate channels open - keep moral up</li> <li>Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> <li>Consider the support needs of staff and put in place interventions to support everybody's mental health</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants |

|   |   |   |             |  |  |
|---|---|---|-------------|--|--|
| Contractors and suppliers   | 4 | 4 | 16          | <ul style="list-style-type: none"> <li>Communicate with contractors and suppliers and prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed</li> <li>Contractors on site only with agreed permission of the headteacher for Autumn Term 2020/Spring Term 2020</li> <li>Suppliers on site only with agreed permission of the headteacher for Autumn Term 2020/Spring Term 2020</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants  |
| Entry onto school site for children and families so that they do not come into closer contact than 1m | 2 | 5 | 10          | <ul style="list-style-type: none"> <li>Use age appropriate materials to explain and maintain social distancing</li> <li>Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not)</li> <li>Promote understanding of the different experiences for our children and young people during lockdown</li> <li>Consider how pupils with specific needs are reintegrated - stagger times of day - introduce shorter day if required</li> <li>Deliver activities that focus on relationships and experiences - discuss emotions and feeling through RE and PSHE</li> <li>Ensure drop off and collection procedures are followed by all parents</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>                               | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |
| Risk Description  | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control Activities   |
| Entry into classroom for children and teachers so that a 1m social distance is maintained             | 2 | 5 | 10          | <ul style="list-style-type: none"> <li>Children will go direct to class from the main playground.</li> <li>Teachers will model for pupils how to line up and walk around the school to the outside doors of the classroom</li> <li>Entry to the classrooms will always be via the outside door, so that the washing facilities are directly accessible on entering the classroom</li> <li>Any child or teacher leaving and re-entering the classroom, must wash their hands.</li> <li>Ensure children use hand sanitisers and new outside sinks to reduce queuing</li> <li>Only Adults in a specific bubble may enter a specific classroom - use internal phone to communicate with other classrooms - last resort walk around the school and use outside door to speak with staff or children</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |

|   |   |   |             |  |  |
|---|---|---|-------------|--|--|
| Cleaning and Hygiene  | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>Review the arrangements for routine maintenance of the premises</li> <li>Ensure that sufficient handwashing facilities are available.</li> <li>Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>Ensure that all adults and children: <ul style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing<br/>are encouraged not to touch their mouth, eyes and nose</li> <li>Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>Ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>Ensure that bins for tissues are emptied throughout the day</li> <li>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>Any child displaying illness - must be sent home and must remain at home for 10 days - a bubble will be closed if a positive case is confirmed</li> </ul> </li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teacher<br>Teaching Assistants  |
| Risk Description  | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control Activities   |
| Spreading of the virus through hygiene rules not being adhered to | 3 | 5 | 15          | <ul style="list-style-type: none"> <li>Parents will be sent guidelines relating to required behaviour</li> <li>Teachers and children will wash hands regularly in class,</li> <li>Teachers will model how to wash hands correctly.</li> <li>Hand Sanitisers installed all around the school - Soap dispensers, paper towels and pedal bins in all classrooms to facilitate regular handwashing</li> <li>New outdoor sinks installed to assist in regular hand washing</li> <li>Monitoring of hand washing will happen with constant reminders throughout the day - monitor use of new outdoor sinks</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current advice</b></p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |

| Risk Description  | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control Activities   |
|---|---|---|-------------|--|--|
| Spreading of the virus through contact on surfaces                      | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>Surfaces such as door handles toilets, taps, tables, will be cleaned by the cleaning staff each day.</li> <li>Surfaces in the classrooms, such as tables and door handles, will be cleaned by the teachers during the school day</li> <li>Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily</li> <li>The school will be deep cleaned each Friday.</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>               | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Cleaners |
| Spreading of the virus through contact on toys and other EYFS equipment | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>Only toys that can be easily washed will be available</li> <li>Large play equipment that cannot be easily cleaned, will not be available</li> <li>Any equipment used will be sanitised each day to reduce contamination</li> <li>EYFS will set out different sets of equipment allowing 7 days between using any equipment again</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants             |
| Spreading the virus on clothing   | 4 | 3 | 12          | <ul style="list-style-type: none"> <li>Staff will wear robust, own clothes</li> <li>Children will wear uniform - reminders sent if needed about the need for clean uniform to be worn</li> <li>Parents will be asked not to send their child to school with a coat unless it is raining</li> <li>Children will be required to wear school shoes and have plimsolls in school</li> <li>School bags may be brought to school - During Lockdowns NO BAGS to be brought into school</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to current advice</p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants             |
| Spreading of the virus through poor respiratory behaviours              | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>Parents will be sent guidelines relating to the correct respiratory behaviours - covering cough or sneeze with a tissue, throwing it in the bin, avoiding touching eyes, nose and mouth with unwashed hands.</li> <li>Information will be on the website</li> <li>Posters will be displayed reminding children what to do</li> <li>Teachers will regularly remind children about what to do, and model correct behaviour</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to Government advice</p>              | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Cleaners |

| Risk Description   | I | P | Risk Rating | Risk Control (s)   | Lead for Risk control Activities   |
|--|---|---|-------------|--|--|
| Spreading the virus due to poor ventilation in classrooms  | 4 | 3 | 12          | <ul style="list-style-type: none"> <li>All doors and windows must be left open - if very cold then outside door may be shut BUT windows MUST remain open - Internal doors to be left open</li> <li>The time spent in classrooms must be very limited.</li> <li>Children and staff should wherever possible use the outdoor spaces for learning</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to current Government advice</p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |
| Early years and primary age children cannot be expected to remain 1 m apart from each other and staff<br><small>(Government/publications/preparing for the wider opening of schools from June 1)</small> | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>'Bubbles' of children (30 children - 1 teacher and 1 TA minimum) normal classes will be maintained. <u>During Lockdown no more than 15 in a bubble</u></li> <li>Each bubble will only mix amongst themselves</li> <li>Break times, and lunchtimes, will only be with the 'bubble'</li> <li>Government guidelines to mitigate this will be followed -A hierarchy of measures should be followed</li> </ul> <ol style="list-style-type: none"> <li>Avoid contact with anyone with symptoms</li> <li>Frequent hand cleaning and good respiratory hygiene</li> <li>Regular cleaning of setting</li> <li>Minimising contact and mixing</li> </ol> <ul style="list-style-type: none"> <li>Families and Staff will be expected to continue to practice good social distancing outside of school</li> <li>Staff will provided with PPE - gloves, aprons and face coverings</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to current Government advice.</p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |
| Spreading the virus due to sharing of equipment  | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>Each table (2 children) will have their own equipment - (1 child during a lockdown)</li> <li>No sharing of equipment with other tables</li> <li>Teachers will not take any books away from school for marking</li> <li>Most feedback will be given verbally - marking will resume in books</li> <li>Shared early years equipment such as climbing frames will be deemed out of use</li> <li>Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily</li> <li>The school will be deep cleaned each Friday.</li> </ul> <p>As a result: All pupils and staff working with pupils are adhering to Government advice</p>  | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants |

| Risk Description  | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
|---|---|---|-------------|---|---|
| Spreading of the virus due to an infected child or adult coming into school when unwell | 5 | 5 | 25          | <p><b>FOLLOW LA FLOW CHART ATTACHED AT END OF RISK ASSESSMENT</b></p> <ul style="list-style-type: none"> <li>• People who feel unwell should stay at home and should not attend work or any education setting.</li> <li>• Communicate to staff and parents the importance of following national guidelines in staff briefings, emails and website information.</li> <li>• Risk assessment to be shared with staff and parents.</li> <li>• Should any staff member, child, or family member of those groups, be tested positive for COVID19, everyone in that group will qualify for testing</li> <li>• Any staff member, parent, child or their families, will qualify for testing if they show any symptoms of COVID19. This testing should be done as soon as is possible, so that contact tracing can be done, and all contacts can be informed that they have had contact.</li> <li>• In the event of COVID19 being present in any of the 'bubbles', the entire bubble will self-isolate for <u>10 days</u>.</li> <li>• In the event of COVID19 being present in any of the bubbles, the classroom will be shut down, and a full deep clean will take place in line with PHE guidelines</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current Government advice.</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants                  |
| Spreading the virus in shared areas such as the lunch hall                              | 5 | 4 | 20          | <ul style="list-style-type: none"> <li>• The Catering staff will provide lunches and minimise contact in the lunch hall - only EYFS and KS1 will eat in the hall - social distancing will apply</li> <li>• 'Bubbles' will collect their lunch, in a socially distanced way.</li> <li>• Lunches will be eaten in the classrooms, or outdoors, (in bubble groups) for KS2 children</li> <li>• Kitchen staff will sanitise all equipment used by staff and children and will wash hall floor daily</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current Government advice.</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Kitchen staff |

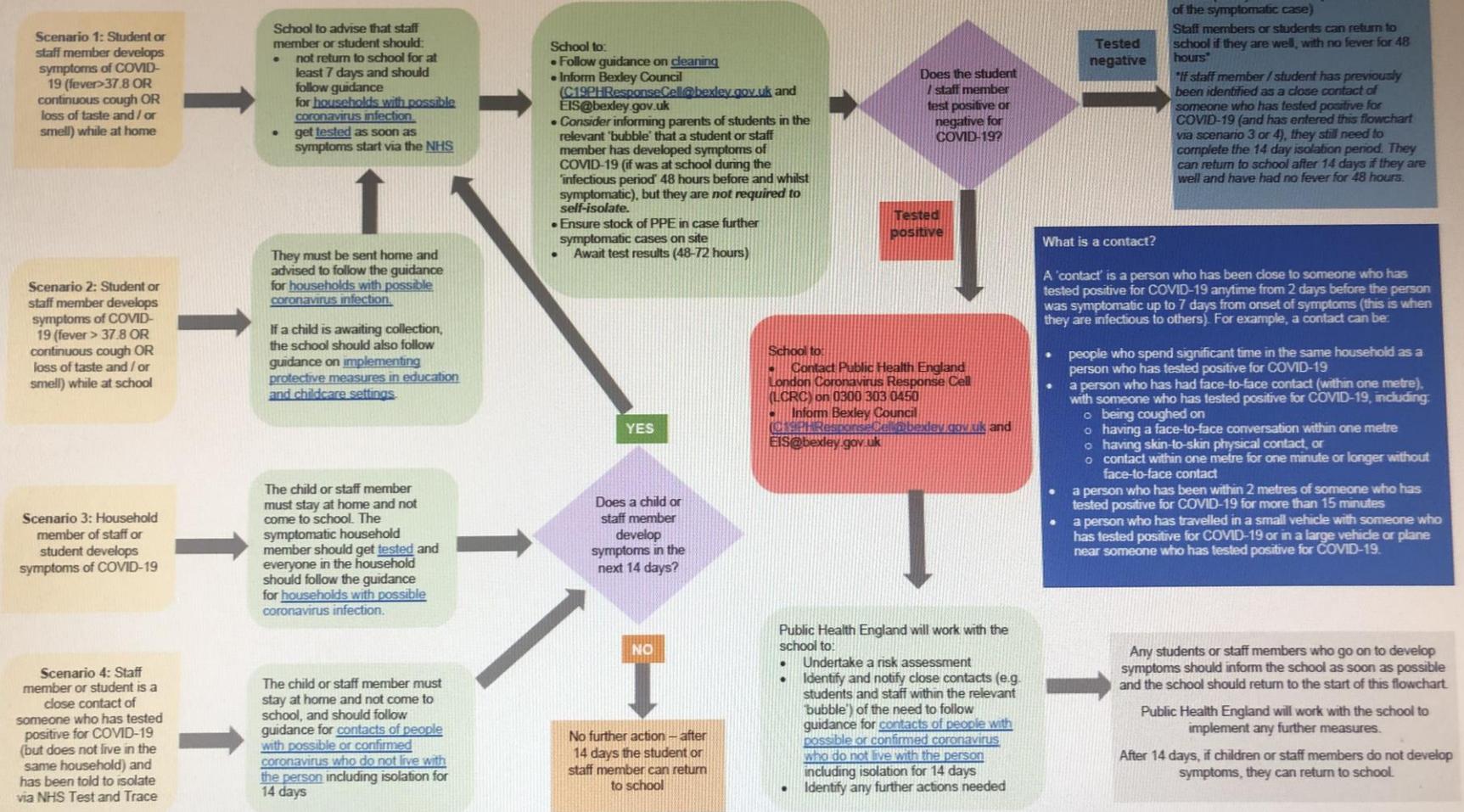
| Risk Description  | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
|---|---|---|-------------|---|---|
| Spreading the virus due to contact at lunch and break times                   | 5 | 4 | 20          | <ul style="list-style-type: none"> <li>Bubbles of children will be kept separate during lunch times and play times.</li> <li>These times will be staggered, or held in different areas of the school so that the bubbles encounter each other.</li> </ul> <p><b>As a result: All pupils and staff working with pupils are adhering to current Government advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Kitchen staff |
| Spreading the virus due to staff interactions                                 | 5 | 3 | 15          | <ul style="list-style-type: none"> <li>All staff must remain at a safe distance from one another</li> <li>Communal areas such as staff rooms used at staff discretion</li> <li>Toilet areas must be approached with caution, particularly taps and door handles</li> <li>Handwashing advice must be followed after using any communal area - photocopier, toilets.</li> </ul> <p><b>As a result: All Pupils and staff working with pupils are adhering to current Government advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants                  |
| Clinically Extremely Vulnerable Staff ( <i>shielding letter</i> ) or children | 5 | 5 | 25          | <ul style="list-style-type: none"> <li>These members of staff and children must not attend school</li> </ul> <p><u><a href="#">Subject to change when announced January 2021</a></u></p> <p><b>As a result: All pupils and staff working with pupils will be adhering to current Government advice</b></p>  | Headteacher<br>Assistant Head Teachers  |
| Staff or children living with a family member who is shielding                | 5 | 5 | 25          | <ul style="list-style-type: none"> <li>These members of staff and children must not attend school <u>unless social distancing rules can be met -</u></li> </ul> <p><u><a href="#">Subject to change when announced January 2021</a></u></p> <p><b>As a result: All pupils and staff working with pupils will be adhering to current Government advice</b></p>   | Headteacher<br>Assistant Head Teachers  |
| Clinically Vulnerable Staff or children                                       | 5 | 5 | 25          | <ul style="list-style-type: none"> <li>These members of staff and children should work from home where possible.</li> <li>If they cannot work from home, they should be offered the safest available on-site roles, <u>staying 1 meters away from others wherever possible.</u></li> </ul> <p><u><a href="#">Subject to change when announced January 2021</a></u></p> <p><b>As a result: All pupils and staff working with pupils will be adhering to current Government advice</b></p>    | Headteacher<br>Assistant Head Teachers  |

| Risk Description  | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
|---|---|---|-------------|---|---|
| Staff or children living with a family member who is Clinically Vulnerable (Including those who are pregnant) | 4 | 5 | 20          | <ul style="list-style-type: none"> <li>• These members of staff and can attend school</li> <li>• They should stay 1 m away from others</li> <li>• They should follow stringent hygiene, including on return to the home.</li> </ul> <p><u>Subject to change when announced January 2021</u></p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>  | Headteacher<br>Assistant Head Teachers  |
| Poor communication of new rules to all stakeholders   | 5 | 3 | 15          | <ul style="list-style-type: none"> <li>• Proactively teaching new rules to staff, pupils and parents</li> <li>• Regularly and rigorously reinforcing behaviour throughout every day</li> <li>• Consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards</li> <li>• Display posters (annex C of gov guidelines)</li> <li>• Make sure information is available on the website</li> <li>• Staff reminding others about new procedures</li> </ul> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Kitchen staff<br>Cleaners |
| Visitors entering the school  | 5 | 3 | 15          | <ul style="list-style-type: none"> <li>• The school will not be open to any visitors</li> <li>• Visitors will only be permitted with an agreed appointment</li> <li>• All visitors to phone or email the school, and not enter the school site</li> <li>• Parents will be asked to phone or email the school, and not enter the office area.</li> <li>• Any visitors that urgently need to access the site, will need to do so on their own, and with the permission of the Head teacher or in her absence the Business Manager/Office Manager</li> </ul> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>    | Headteacher<br>Assistant Head Teachers<br>SLT<br>Business Manager<br>Office Manager                                 |
| Staff shortages   | 3 | 4 | 12          | <ul style="list-style-type: none"> <li>• Additional TA support is available should there be staff shortages due to illness or union action</li> </ul> <p>As a result: The school has sufficient staff to continue with educating the children</p>   | Headteacher<br>Assistant Head Teachers<br>SLT   |

| Risk Description   | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
|--|---|---|-------------|---|---|
| Staff Wellbeing  | 4 | 4 | 16          | <ul style="list-style-type: none"> <li>Assess availability and well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations, staff who are subject to shielding or are in a household where someone is shielding</li> <li>Assess transport arrangements for all staff and parking arrangements as required</li> <li>Availability of supply staff to cover any vacancies or long-term absences</li> <li>Assess impact on individuals from the lockdown and any residual effects</li> <li>Assess staff expectations and any anxiety and perceived inequalities</li> </ul> <p><b>As a result: The school has sufficient staff to continue with educating the children</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants            |
| BAME members of the community more adversely effected by the virus | 5 | 5 | 25          | <ul style="list-style-type: none"> <li>Non pupil facing roles only, to ensure 1m social distancing can be put in place.</li> <li>Ensure safety for whole school community - due to the nature of our intake and families</li> </ul> <p><b>As a result: All pupils and staff working with pupils will be adhering to current Government advice</b></p>   | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Parents |
| Member of the school community becomes unwell on site.             | 5 | 5 | 25          | <p><b>FOLLOW LA FLOW CHART ATTACHED AT END OF RISK ASSESSMENT</b></p> <ul style="list-style-type: none"> <li>They should be sent home and then follow the staying at home guidance, and get tested as soon as possible</li> <li>Whilst awaiting collection, they should be moved, if possible to the hall where they can be isolated, with a window opened, or stay 1 m away from others</li> <li>They should use a separate bathroom, which should be cleaned before anyone else uses it</li> <li>In an emergency, call 999</li> <li>Member of staff who have been with this person do not need to go home unless they develop symptoms but should wash their hands for 20 seconds.</li> </ul> <p><b>As a result: All pupils and staff working with pupils will be adhering to current Government advice</b></p> | Headteacher<br>Assistant Head Teachers<br>SLT   |

| Risk Description                                    | I | P | Risk Rating | Risk Control (s)  | Lead for Risk control Activities  |
|---|---|---|-------------|---|---|
| Exiting the school site at the end of the day.      | 3 | 5 | 15          | <ul style="list-style-type: none"> <li>Parents should enter the site via the main gate in Kale Road - they will exit the lower gate on Kale Road</li> <li>Then proceed around the school following the new 'One way' system - staff will be on duty to ensure everyone follows the new system</li> <li>There may be a staggered end to the day to ensure that parents can socially distance</li> <li>Parents wait in the playground away from others</li> <li>Teacher will dismiss to parents from 2:45pm - 3:00pm.</li> <li>Teacher will send children one by one to their parent</li> <li>Parents who arrive after 3:00pm - will be issued a late gate fine</li> <li>Parents must immediately leave the school site in a socially distanced way</li> </ul> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p> | Headteacher<br>Assistant Head Teachers<br>SLT<br>Class Teachers<br>Teaching Assistants<br>Parents |
| Constantly changing information from the Government | 4 | 4 | 16          | <ul style="list-style-type: none"> <li>Regularly review this Risk Assessment in line with the latest Government guidelines</li> <li>Communicate any changes to staff, parents and Governors</li> </ul> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>   | Headteacher<br>Assistant Head Teachers<br>SLT   |

**Process flowchart: What to do if there is a suspected or confirmed case of COVID-19 in school**  
(LCRC: 0300 303 0450)



**What is a contact?**

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.