



Fierté Multi Academy Trust

Ankermoor Primary Academy



COVID-19 (Version 3) - Risk Assessment (linked to Fierte actions)

Task: Partial re-opening of the school for pupils in EYFS, Years 1 and 6 - June 1st

Assessors: Simon Russell

Assessment completed (ongoing basis): 20th May 2020

This risk assessment should be read in conjunction with the guidance as set out in the following documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june?utm_source=91737d92-b868-4b52-a314-d1bd0fa76ba5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

The principles of the risk assessment can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of the setting
- minimising contact and mixing

Please note that by signing this form and /or clicking the link, you are agreeing that the information provided is correct.

Signed _____ (User) Print _____ Date: _____

**** ESSENTIAL: PLEASE NOTE: IT IS THE STAFF'S RESPONSIBILITY TO ENSURE ALL ASPECTS OF THIS RISK ASSESSMENT ARE COMMUNICATED TO THEIR BUBBLE - THIS IS TO KEEP US ALL SAFE! ****

PARENTS CAN ALSO SUPPORT THIS BY COMMUNICATING ESSENTIAL POINTS



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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Transmission of COVID-19. Med	Pupils Staff	<p><u>1. Effective infection protection and control - minimising indirect transmission</u></p> <p><u>Handwashing</u></p> <p>Handwashing for both pupils and staff upon entry to the building and at regular intervals during the day (break time, before food, after going to the toilet, before going home, after coughing and sneezing).</p> <p>Handwashing posters up to remind pupils and staff to wash with running water and soap for at least 20 seconds and drying them thoroughly and then applying hand sanitizer, ensuring that all parts of the hands are covered.</p> <p>Remind children and staff not to touch each other or their own faces.</p>	<p>Use agreed areas:</p> <p>Year 6 to be housed in Yr. 5 and Yr. 6 classrooms to enable use of sinks. Keyworkers use Yr. 3 and Yr. 4 classrooms and sinks in those rooms. Mersey as overspill room. N, R and 1 use own rooms with hall as overspill area.</p> <p>Hand wash and sanitiser will be available in all areas above.</p> <p>Yr. 6 and keyworker children to use toilets in KS2 but stagger use where possible (staff to discuss). Reception / year 1 to use KS1 toilets at agreed times (staff to discuss).</p> <p>Staff continue to use staff toilets as in section 9.</p> <p>DO NOT USE WATER FOUNTAINS!</p> <p>All children to watch hygiene links below (on return) and be reminded daily! Children to watch:</p> <p>KS1 Horrid hands: https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands</p> <p>KS1 Super sneezes: https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes</p> <p>KS2 Hand hygiene: https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Hand%20Hygiene</p> <p>KS2 Respiratory hygiene: https://e-bug.eu/junior_pack.aspx?cc=eng&ss=2&t=Respiratory%20Hygiene</p>	<p>Handwashing posters up - e-bug</p> <p>Sanitiser and hand wash ordered in rooms and at stations e.g. entrance to school</p> <p>Toilet signage and times managed by staff (review)</p> <p>SOAP in every toilet</p> <p>Sign on water fountain. NOT TO USE</p>





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Transmission of COVID-19. Med	Pupils Staff	<p>2. Effective infection protection and control- minimising indirect transmission</p> <p><u>Good respiratory hygiene</u></p> <p>Cough or sneeze into a tissue and dispose of it immediately into a sealed bin.</p> <p>Promote: 'Catch it, bin it, kill it' approach. Wash hands immediately after.</p> <p>Bins to be emptied more frequently by a person wearing gloves and an apron (lunchtime - cleaner/none bubble staff and the end of the day - cleaners).</p> <p>Staff and children can wear a facemask if required. A written agreement MUST be signed by the staff member / child before this is worn.</p>	<p>Ensure bins are double bagged and tied off when emptied.</p> <p>All rubbish MUST be taken outside immediately when bin is emptied. Cleaners and none bubble staff to check in with teachers to see if bin needs emptying.</p>	<p>Bin bags in rooms for immediate action</p> <p>Tissues in classes</p> <p>Lidded bins ordered</p> <p>Provide staff and parents with written agreement if required</p>

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Transmission of COVID-19. Med	Pupils Staff	<p>3. Additional Cleaning</p> <p>Cleaning of key areas needs to be ongoing throughout the day. This includes frequently touched surfaces; door handles; light switches; tables and taps.</p> <p>Cleaners to clean down thoroughly at the end of the day and a deep clean on a Wednesday and Friday (after school on Friday).</p> <p>All play equipment must be cleaned between uses i.e. after one child has played with it; it needs to be cleaned before the next person uses it. Therefore, it is wise to limit the number of physical resources that pupils are able to access in the day.</p>	<p>Additional cleaning supplies to be ordered and stored SAFELY in each room. This includes: clothes, sprays, bin bags, computing / screen wipes and computer cleaners</p> <p>Each member of staff, in a particular room, needs to safely store cleaning equipment away from pupils after use (at all times) to minimise the risk of pupils ingesting.</p> <p>Trust computing lead supplying specific alcoholic cleaning rub for all devices (i-pads, photocopier, screens). Signage provided to ensure this is clear to all persons (risk assessment completed by computing lead).</p>	<p>Ordering - office / kitchen / cleaners / Fierté IT lead</p> <p>Deliver items to each to class once in school. Staff to be advised</p>





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		Outdoor play equipment may not be used by different groups unless it is fully cleaned between uses.	SR to increase cleaner's time in school therefore cleaners in as much as possible. Wednesday half day close will enable a thorough deep clean with no children in the building. Ensure priority areas are cleaned more regularly e.g. toilets	when equipment arrives. Cleaner's time increased.
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Contact with pupils or staff with coronavirus symptoms. Med	Staff Pupils	4. Self -Isolation Children and staff must only come into work if they are symptom free. Self-isolation - If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill. Household isolation - If you live with someone who has symptoms, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.	Symptoms: A new continuous cough A high temperature A loss or change of taste or smell A thermometer will be on site only if required. In the first instance, contact the office if a child is unwell or the Headteacher asap if a staff member is unwell.	
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Contact with pupils or staff with coronavirus symptoms. High	Staff Pupils	5. Isolation if presenting symptoms at school If a child or staff member develops symptoms whilst at school, they must immediately go to the Headteacher's office, with the windows opened and arrangements will be made for them to go home. If direct personal care needs to be given, a facemask should be worn by the supervising adult if a distance of 2-metres cannot be maintained. If direct contact with the child is necessary then gloves, an apron, facemask and eye protection (if necessary) should be worn.	Follow up deep clean of the HT office and room child has been working in (if required) asap. If a child is sick or has a bumped head therefore is not presenting Coronavirus symptoms, they will be asked to stay in the library area away from the Headteacher's office. A separate medical book will be kept to log any staff / children off school with symptoms therefore a recording / tracking process in place.	Medical book for recording





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Contracting COVID-19 for vulnerable and extremely vulnerable people. High	Vulnerable and extremely vulnerable people.	<p>6. Shielding</p> <p><u>Shielded and clinically vulnerable children and young people</u></p> <p>Children who have been classed as 'clinically extremely vulnerable' due to pre-existing medical conditions have been advised to shield. They must not attend school and should be supported at home wherever possible. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category and parents should follow medical advice if their child is in this category.</p> <p><u>Shielded and clinically vulnerable adults</u></p> <p>Clinically extremely vulnerable individuals should not work outside the home. These people should have already been advised by letter if they fall into this category. If you fall into this category, you may only work from home. Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the guidance below) have been advised to take extra care in observing social distancing and should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2-metres away from others wherever possible. https://www.gov.uk/government/publications/covid-19-</p>		





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		<p><u>staying-at-home-and-away-from-others-guidance-for-young-people</u></p> <p><u>Living with a shielded or clinically vulnerable person</u></p> <p>If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</p>		
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<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p>Med</p>	<p>Staff Pupils</p>	<p><u>7. Minimising contact and mixing - class groupings</u></p> <p>Children and staff (where possible), only mix in a small, consistent group and that small group stays away from other people and groups. Wednesday afternoon school will close to all for intense cleaning, ensuring a safe environment.</p> <p>Groups should be kept apart but brief, transitory contact, such as passing in a corridor is low risk, however, a one-way system will be actioned. Playground marked using semi-permanent markings to ensure clearly assigned areas. Spots (inside) and painted markings (outside) to clearly mark 2-metre distances.</p> <p>First aid: Will be administered by the office who will follow relevant directives especially if personal attention is required e.g. gloves, apron, mask, eye protection.</p> <p>Classes should normally be split in half, with no more than 15 pupils per small group and one teacher. If there are any shortages of teachers then teaching assistants can be allocated to lead a group.</p> <p>Vulnerable children and children of key workers in other year groups should also be split into small groups of no more than 15. The children from years N, R, 1 and 6 will join their class groupings as the whole school will close on a Wednesday afternoon for cleaning.</p> <p>SEND: Mrs. Hedderman to be in school on a Wednesday to work with SEND children a.m. and then to manage SEND needs p.m. She will be located in the Community room with both doors wide open and children at a 2m distance.</p> <p>Breakfast club We will not put staff and pupils at risk until we can take account of numbers in school therefore breakfast club will not function. To be reviewed after week 2.</p>	<p>NORMAL REGISTERS FOR YEAR GROUPS / CURRENT ONGOING REGISTER FOR KEY WORKER CHILDREN.</p> <table border="1" data-bbox="1549 483 2534 1696"> <thead> <tr> <th>Group</th> <th>Staffing</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Year 6</td> <td>Mrs. Porter - M - W Mrs. Lockwood - M - W Mrs. Barnes - W - F Mrs. Walk - T / F</td> <td>1 x group - Thames 1 x group - Severn Enter via KS 2 playground</td> </tr> <tr> <td>Year 1</td> <td>Mrs. Foster - M - T Miss Taft - M - F (where required) Mrs. Walton - W - Fr</td> <td>1 x group - Derwent 1x group - Mersey (if required) Enter via Main entrance</td> </tr> <tr> <td>Year R (Early years ratios still apply)</td> <td>Mrs. Davies - M - W Mrs. Bryan - W - F</td> <td>1 x group - Reception 1 x group - Hall (if required) Enter via Reception gate</td> </tr> <tr> <td>Year N</td> <td>Mrs. James Miss Hopkins</td> <td>1 x group - Anker Enter via nursery entrance</td> </tr> <tr> <td>*Vulnerable children and children of key / critical workers that do not fall into any of the above age groups.</td> <td>Mrs. Price - M - W Mr. Macdonald- M - W Miss Walker - W - F Mr. Fitzpatrick - W - F</td> <td>1 x group - Ribble 1 x group - Nene Enter via KS 2 playground</td> </tr> </tbody> </table> <p>*Vulnerable children / key worker children - Children can be split into years 2/3 and year 4/5 at teacher's discretion. Bubble A= Mrs. Price hand over to Miss Walker and Bubble B = Mr. Mac hand over to Mr. Fitz. Wednesdays - work together to ensure fluid cross over in prep for Thurs / Fri. OFFICE BUBBLES: N.B: Mon / Wed S.W: Tues / Thurs / Fri</p>	Group	Staffing	Location	Year 6	Mrs. Porter - M - W Mrs. Lockwood - M - W Mrs. Barnes - W - F Mrs. Walk - T / F	1 x group - Thames 1 x group - Severn Enter via KS 2 playground	Year 1	Mrs. Foster - M - T Miss Taft - M - F (where required) Mrs. Walton - W - Fr	1 x group - Derwent 1x group - Mersey (if required) Enter via Main entrance	Year R (Early years ratios still apply)	Mrs. Davies - M - W Mrs. Bryan - W - F	1 x group - Reception 1 x group - Hall (if required) Enter via Reception gate	Year N	Mrs. James Miss Hopkins	1 x group - Anker Enter via nursery entrance	*Vulnerable children and children of key / critical workers that do not fall into any of the above age groups.	Mrs. Price - M - W Mr. Macdonald- M - W Miss Walker - W - F Mr. Fitzpatrick - W - F	1 x group - Ribble 1 x group - Nene Enter via KS 2 playground	<p>Review of rotas in line with increasing numbers in school.</p> <p>Once numbers are clear, staff may need to be moved from certain groups to cater for other areas of need before timetable commences.</p> <p>One-way system to be set up and implemented.</p>
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<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p>Med</p>	<p>Pupils Staff</p>	<p>8. Classroom layout and resources</p> <ul style="list-style-type: none"> - Any unnecessary equipment removed from rooms and stored out of reach of pupils within the classroom or in already allocated storage spaces such as own cupboard, resource room or boiler house (ensure clear labelled!). -All surfaces must be book, paper, resource free to ensure all areas are easily cleaned otherwise germs will harbor. -Individual resources will continue to be used (pencil cases for each child), ensuring that they do not mix up their resources. Staff ask for additional resources if required. - Remove soft furnishings and soft toys (where possible) and anything that is more difficult to clean. -Where settings can keep children and young people in those small groups 2-metres away from each other, they should do so. Open windows and doors for ventilation when required. - Organise classrooms maintaining 2-metre space between seats and desks, where possible. - Where possible, utilise the outdoor spaces as frequently as you can but not in conjunction with other groups - they should remain separate (teachers check in with each other daily). -Stagger break times and lunchtimes - Playground to be zoned when more than 1 year group outside. - Teachers to supervise eating of dinner in classes but then dinner ladies to take children outside therefore staff have a break. If wet play - dinner ladies MUST ensure social distancing from children as moving between bubbles. -Sandwich children to bring sandwiches in a plastic bag so that this can be thrown away to stop cross-contamination. -Water bottles not to be used - plastic cups then thrown away -Tuck - Children bring in own snack. -Dinner - Menu provided and children order meals daily in classes. Payment must be made by sealing money in an envelope and posting it into an assigned post box outside school. Parents cannot visit the office for payments. Meal payments for the week must be paid for asap. No arrears into week after or meals will cease. <p>GLOVES TO BE WORN FOR ANY HANDLING OF MONEY.</p>	<p>If groups increase in size then playground will be further zoned to enable this.</p> <table border="1" data-bbox="1552 478 2543 1654"> <thead> <tr> <th>Year</th> <th>Break times (15 mins)</th> <th>Lunch times</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>10.30am - KS2 (Ensure 10.15am group are back in classroom)</td> <td>12.40pm - Food delivered to class (S.Wr/N.B) KS2 playground 1.10pm - 1.40pm (staff break) S.W / N.B on duty</td> </tr> <tr> <td>1</td> <td>10.30am - KS1</td> <td>12.20pm - Food delivered to class (S.O) KS1 playground - 12.50pm - 1.20pm N. Weeks on duty</td> </tr> <tr> <td>R</td> <td>Reception to use own area for break times.</td> <td>11.50am - Food delivered to class (S.O) KS1 playground 12.20am - 12.50pm N. Weeks on duty</td> </tr> <tr> <td>N</td> <td>Nursery to use own area for break times.</td> <td>11.30am - Food delivered to class (S.O) KS1 playground 11.50pm - 12.20pm (staff break) N. Weeks on duty</td> </tr> <tr> <td>Key Worker 1 Key Worker 2</td> <td>10.15am - KS2</td> <td>12.10pm - Food delivered to class (S.O) KS2 playground 12.40pm - 1.10pm (staff break) S.O on duty S.O to support clean down once finished duty</td> </tr> </tbody> </table> <p>*Table to be placed outside classroom at specific dinnertime slot so lunch staff can put dinners on table and not enter classes. *If children forget lunch, staff tell office team @ 9.15am walk round. *Ensure lockers in current classes are empty (as actioned in March) therefore if children are not in normal rooms, coats, sun creams and sun hats can be safely stored.</p>	Year	Break times (15 mins)	Lunch times	6	10.30am - KS2 (Ensure 10.15am group are back in classroom)	12.40pm - Food delivered to class (S.Wr/N.B) KS2 playground 1.10pm - 1.40pm (staff break) S.W / N.B on duty	1	10.30am - KS1	12.20pm - Food delivered to class (S.O) KS1 playground - 12.50pm - 1.20pm N. Weeks on duty	R	Reception to use own area for break times.	11.50am - Food delivered to class (S.O) KS1 playground 12.20am - 12.50pm N. Weeks on duty	N	Nursery to use own area for break times.	11.30am - Food delivered to class (S.O) KS1 playground 11.50pm - 12.20pm (staff break) N. Weeks on duty	Key Worker 1 Key Worker 2	10.15am - KS2	12.10pm - Food delivered to class (S.O) KS2 playground 12.40pm - 1.10pm (staff break) S.O on duty S.O to support clean down once finished duty	<p>Menu for dinner to be sent out and child order to be given to staff.</p> <p>A postbox outside school for money to be posted in to. Staff members (Head and office) to be outside on entry therefore supervising post box at all times.</p> <p>Staff obtain additional resources, if required before June 1st. Only take what is needed - no stock piling!</p> <p>Plastic cups in classes.</p>
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-Children can wear own clothes but uniform can be worn if preferred.

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<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p>Med</p>	<p>Pupils Staff</p>	<p>9. Minimising adult: adult contact</p> <ul style="list-style-type: none"> - Parent protocol in place for drop off and pickups to minimise adult contact. - No congregating parents - need to drop and go. -Main gate to be locked from 9.15am and opened 3.00pm for Year 1 to start the leaving process. - No parents to come into school without prior appointments only for meetings deemed essential. All contact with teachers should be initiated via email or telephone call. Parents to understand that teachers will contact as soon as possible but will be after school. No discussion before school - Mr. R /office member to ensure messages are passed on. - To avoid groups coming together, only one parent/carer to come to school to drop child off. - Stagger drop off and collection times. Mr. R and 1 x office staff member to co-ordinate outside. Minimal staff outside to ensure children are distancing inside building. -If brothers and sisters are being dropped off from the same family, they should drop off and pick up at the same time of their youngest child - THIS IS ESSENTIAL. - Staff must maintain a 2m distance from each other and should aim not to mix with staff from other groups other than at a distance. A maximum of 2 staff members should use the staffroom at any one time. -If any children are distraught or upset on entry or during the day, we must not make contact but calm them down; give them time out or ask parent to return later once child has calmed (if this occurs on entry to school). -Staff members to use normal toilets but must ensure ladies use 1 at a time - ensure sign age is clear on door. 	<p>Parent protocol to be sent out.</p> <p>Signs to be put up to remind parents about entrance and exit signs - These MUST be adhered to for your own safety.</p> <p>Ensure ladies' toilets are considered.</p> <p>Office staff to check on staff for toilet breaks, ensuring social distancing in followed.</p> <table border="1"> <thead> <tr> <th>Group</th> <th>Drop off / Pick up time</th> <th>Pick up location</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>9.10am - 3.10pm *Wednesday - 12.10pm</td> <td>Teacher to leave school with all children and walk to main gate to see children off</td> </tr> <tr> <td>1</td> <td>9.00am - 3.00pm *Wednesday 12.10pm</td> <td>Teacher to leave school with all children and walk to main gate to see children off</td> </tr> <tr> <td>R</td> <td>8.50am - 2.50pm *Wednesday 12.00pm</td> <td>Reception gate</td> </tr> <tr> <td>N</td> <td>9.10am - 3.10pm *Wednesday 12.20pm</td> <td>Reception gate</td> </tr> <tr> <td>Key worker</td> <td>8.40am - 3.20pm *Wednesday 12.20pm</td> <td>Teacher to leave school with all children and walk to main gate to see children off</td> </tr> </tbody> </table>	Group	Drop off / Pick up time	Pick up location	6	9.10am - 3.10pm *Wednesday - 12.10pm	Teacher to leave school with all children and walk to main gate to see children off	1	9.00am - 3.00pm *Wednesday 12.10pm	Teacher to leave school with all children and walk to main gate to see children off	R	8.50am - 2.50pm *Wednesday 12.00pm	Reception gate	N	9.10am - 3.10pm *Wednesday 12.20pm	Reception gate	Key worker	8.40am - 3.20pm *Wednesday 12.20pm	Teacher to leave school with all children and walk to main gate to see children off	<p>Parent protocol to be sent</p> <p>Staff toilets - signs for door</p>
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		-It would benefit staff to start bringing in own refreshments e.g. flask of coffee to limit use of staff room once children return. *Wednesday - half day for deep clean. Free school meals children to be given sandwich to take home - kitchen to deliver to classes.		
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Lack of sufficient staffing High	Staff Pupils	10. Reduced Staffing implications Groups of staff allocated to specific bubbles. For the first 2 weeks, staff staggered to ensure limited people in the building. If numbers increase then staff working days increase. Headteacher/Office Staff not allocated to any group so can take over if any staff absence or illness. If any safeguarding concerns, please follow safeguarding protocol as required through My Concern and inform DSL: Mr. Russell / DDSL: Mrs. Bryan as soon as possible. If unavailable, staff can make referrals directly to First Response 0800 1313 126. Out of hours- 0345 604 2886	If school based staff become ill or self-isolate, alternative staffing will be required. This will be the headteacher in the first instance. Timetables will then be reviewed to increase staff numbers on site where required. If staffing continues to drop and the school can no longer safely continue provision, the school will seek support from the Trust. IF INSUFFICIENT STAFF IN SCHOOL - BUBBLE WILL HAVE TO CLOSE UNTIL FURTHER NOTICE.	Update Safeguarding policy in line with return to school (see Andrew Hall statement).

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk of Spread of infection during close contact Med	Staff Pupils	11. Where close contact is unavoidable Intimate Care Wherever possible, staff to encourage children to undertake self-care and staff to direct from a minimum distance of 2m. Where this is not possible, staff should wear disposable gloves, a disposable apron and if possible, cover their mouths with a mask to support the intimate care. Once completed, all disposable protective equipment should be disposed of by	All protective equipment being purchased in preparation for opening. See section 9 for distraught child.	Provide staff with relevant PPE asap.





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		<p>double bagging and hands should be thoroughly washed by the staff member and child.</p> <p>First Aid Staff members should try to have minimal physical contact. They should wear gloves and an apron (where available). Once first aid has been administered a thorough hand wash for staff and pupils needs to take place. (Follow intimate care protocol if required).</p> <p>Supporting pupils with physical needs Wherever possible, physical contact should be kept to a minimum with gloves being worn (where available). If 1-1 required, ensure this is at distance. Regular handwashing should be an action following all physical contact and room thoroughly cleaned between children.</p>		
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Loss of Education Low	Pupils	<p><u>12. Continuation of learning for those children who are not attending school</u></p> <p>Staff to utilise 'Oak National Academy' and BBC Bitesize for setting work for those not in school as it is essential for all learners to be catered for:</p> <p>https://www.thenational.academy/ https://www.bbc.co.uk/bitesize/dailylessons</p> <p>Talk 4 Writing (via Pie Corbett projects) and any other individual class needs can also be added to each class web page as desired.</p> <p>Staff to communicate with Mr. Macdonald or Mr. Russell (if E.M unavailable) for website needs and adding of any work or projects on to class pages.</p> <p>Please communicate with office for any H/W information to be sent to parents. Office to be main communication hub for ALL messages and information sent to stop cross communication and to prevent parent confusion.</p>	<p>Additional website links and online learning opportunities can be added to class pages.</p> <p>Monitor use of Oak National Academy / Bitesize. It may be more beneficial to use work set in class and add to website for learners not in school. This will only be considered once we have re-established a learning culture and may be a class decision linked to numbers and individual class needs.</p> <p>It may also be applicable to send learning packs out if some parents prefer this.</p>	





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Online Safeguarding concerns Low	Pupils Staff	13. Online learning concerns for pupils at home. - Remind pupils of Internet safety and being safe online via emails and texts to parents. - Only parents of pupils are to email or message staff members. - Only secure virtual conferencing platforms such as 'Teams' to be used to keep in contact with pupils working from home. - Online Safety hub: https://Nationalonlinesafety.com .	Check with Trust computing lead if use of 'Teams video conferencing' can be used for those at home.	
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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Loss of food provision Low	Pupils	14. Pupils eligible for free school meals Pupils who are eligible for Free School Meals and are not attending will be given the option of vouchers or hampers. Eligible children attending will receive free hot school meals as per the norm.	Vouchers / Hampers will need to be reviewed based on numbers attending and for workload purposes. S.R to discuss with L.S and M.O the hot meal provision. Who will receive? FSM, Universal FSM, any children who request. All hot meals to be paid for except Free school meals children and those in KS1 who are universal free school meals.	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk of transferring the virus from or to Contractors Low	Staff Pupils Contractors	15. Managing contractors and visitors If visitors are essential, they must abide by all of the control measures set out in this risk assessment and they must remain at least 2-metres away from staff and children at all times. Visitors including parents will only be allowed into the school building by prior appointment and only for essential needs. Telephone communication will be the method of choice.	No contractors due to complete work from 1 st June.	





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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Mental Health and Wellbeing of staff Med	Staff Pupils	<p>16. Managing wellbeing and workload of staff</p> <p>Whilst asking staff to work in a face-to-face environment, they will also be offering remote learning for pupils who are unable to attend or whose parents are choosing not to send them.</p> <ul style="list-style-type: none"> - Staff days staggered to ensure limited number of staff are in school. - Staff allocated to year groups based on relationships with children taught especially at this difficult time e.g. year 1 teacher with year 1 children. -10% PPA will still be given to staff to ensure time is provided for catering for pupil needs for all learners. -Staff plan and deliver face-to-face learning linked to PSHE needs in the first instance to ensure mental health of pupils is considered. Following this, elements of learning will be introduced e.g. Phonics, basic skills and core learning. Year 6 transition needs consideration. -Staff to provide verbal feedback and teach children to self-assess own learning. No books to be taken home until further directives given. -Remote learning set by teachers and communication to parents (wherever possible) will be managed by IT lead, Head and office. -Staff to continue contacting parents of children not attending to ensure communication is kept and any needs addressed. -Curriculum drive to continue when not in school to ensure 2020-21 is ready for implementation. -Staff holiday periods to be protected wherever possible and where this cannot happen due to opening for key workers; staff attend on a rota basis to enable some opportunity to rest and recuperate. 	<p>For staff, well-being champion to source materials from Health and Wellbeing service to share with all staff members for the 1st two weeks (if required). Staff to open up if support needed.</p> <p>For the mental health and well-being of the children, week 1 is essential to re-establish routine and gauge children's feelings. This will allow us to establish what children need in respect of their mental health, allowing them a comfortable, stress-free start back into their school and learning:</p> <p>https://the-big-think.org/ User: Anker Moor Password: 4Anker Moor PA</p> <p>Staff holiday periods need to be protected and where this is not possible (such as May half term) H/T to work with parents to find a solution.</p> <p>School need time to prepare for opening on 1st June with more children from Nursery, Reception Year 1 and Year 6 on site therefore safety is paramount for all.</p> <p>Staff wellbeing champion to inform senior leaders if they become aware of vulnerable staff members.</p> <p>Behaviour needs post lockdown MUST BE CONSIDERED:</p> <p>See: https://twitter.com/tombennett71/status/1261067453460815872/photo/1</p> <p>EDUCATIONAL SUPPORT OFFERING FREE COUNSELLING ON THEMES SUCH AS ANXIETY, GRIEF AND ISOLATION: 08000 562 561</p> <p>Sam Lewis (Trust Mental Health Lead) also available for counselling if required by any person in school or can access links with Choices.</p>	<p>Behaviour Policy to be updated where required.</p> <p>CST have recommended the following: 'Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.'</p>





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	<p>-Staff WhatsApp group to keep the social element of school going. Wellbeing champion to keep regular contact with staff members via WhatsApp and/or email.</p> <p>-Weekly virtual briefing messages will be sent to all staff about any updates and / or issues to share. ALL STAFF TO ENGAGE - ESSENTIAL.</p> <p>-HT always contactable by phone for staff working in school (only if HT not in) and for those at home.</p> <p>-PDMs to be provided either by use of a Teams meeting or from a pre-recorded PDM sent to all staff. ALL STAFF TO ENGAGE - ESSENTIAL.</p> <p>-Wednesday Face to face meetings may be needed and these will be communicated and completed safely.</p> <p>Staff wellbeing and workload needs to be carefully monitored by senior leaders and governors as many staff members have worked continuously since February half term, keeping the provision open for key workers throughout holiday periods.</p>	<p>Mr. Russell / Mrs. Bryan to attend Bereavement training on 28th May 2020 to support needs on return to school.</p>	
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What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date
Protecting vulnerable groups of children who are not in school. Low	Pupils	<p>17. Vulnerable groups Identify children falling in the following groupings:</p> <ul style="list-style-type: none"> - LAC - LST support involvement - EHA/ Malachi involvement - CPP / CIN support - Attendance concerns - SEN - EHCP - Emotional concerns <p>Risk Assessments undertaken to determine whether 'vulnerable children' should be attending school if it is deemed safer for them than remaining at home. Agreement from social workers where applicable about a joint approach.</p> <p>Class teachers to maintain regular phone or email contact to check up on progress and wellbeing of those not attending the setting. Agree frequency with parent but this needs to be weekly or bi-weekly.</p> <p>Weekly feedback given to Local Authority for children on vulnerable lists as identified on Prime.</p>	<p>Staff to communicate any needs to Mrs. Bryan linked to well-being once contact is made with pupils and parents on a daily basis.</p> <p>Mrs. Bryan and Mr. Russell to consider lists of children for staff to be aware of as more contact will be made with parents.</p> <p>Staff to continue to use One Note to record notes therefore ensuring messages are passed on and communication is priority.</p> <p>Essential for key messages to be recorded/passed on e.g. bereavements / separation / anxiety etc. ADD TO ONE NOTE TO ENSURE MESSAGES ARE RECORDED DUE TO LIMITED FACE TO FACE AND EMAIL IF URGENT.</p>	<p>Contact social workers for children in specific groups</p> <p>Staff must ensure they check One Note regularly. See SR if unsure.</p>
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date
Risk management for a confirmed case of COVID-19 in school. Med	Pupils Staff	<p>18. Suspected or confirmed cases in school <u>Step 1-Isolating</u></p> <p>If a child or staff member presents with COVID-19 symptoms (fever / new continuous cough), the person should be sent home as soon as possible. In the case of a child awaiting collection, they will be isolated in the Headteacher's office with the window left open. If the child is young and needs an adult to care for them, the adult should wear a mask, gloves, apron and eye protection (if required). If the child has to go to the toilet, nobody should then use this toilet until it has been cleaned. Staff who have looked after the child do not need to go home unless they are displaying symptoms. They should wash their hands thoroughly and dispose of the PPE</p>	<p>Flow chart produced and displayed at all entrances and in each classroom.</p> <p>'How to arrange a test' guidance for staff to be circulated and displayed in the staffroom.</p>	





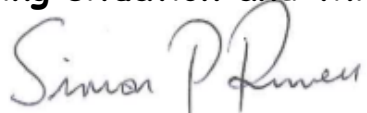
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	<p>they have worn. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14-days.</p> <p><u>Step 2- Testing</u> Tests should be carried out in the first 4 days of symptoms. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. For staff members, a test is requested by emailing: covid19workforce@northstaffs.nhs.uk For pupils and their families, they should call 111 to arrange testing.</p> <p><u>Step 3- Outcome of testing</u> a) If a child or staff member tests positive, the staff member working with the group and the group need to be sent home and to self-isolate for 14 days. Other family members do not need to isolate unless the person or staff member they live with develops symptoms. b) For staff or pupils who test negative. The test is negative but that does not mean that they do not have coronavirus. They should continue to look after themselves at home with regular fluids and painkillers as required and contact NHS111 if their condition deteriorates. They can return to work/school following the 7-day self-isolation period and when 2 days free of fever.</p> <p>As part of the national test and trace programme (once in place), if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.</p>	<p>Deep clean of Head's office and area child has worked in following isolation period.</p> <p>In the case of numerous cases, contact made with PHE.</p>	
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This is an ever-changing situation and this risk assessment will be reviewed to reflect any changes in guidance.

Signature of assessor: 

Print Name: Simon Russell

Useful Websites and contact details:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/organisations/public-health-england>

Gov.uk- COVID-19- Educational advice line- 0800 0468687

Staffordshire County Council- 0845 6101202

Public Health England- 0207654800



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