

RISK ASSESSMENT FOR: Return to School for all year groups in September Date: July 2020 Assessor: H Burt and P Armitage

Last review: March 2021

Stage 1	Stage 2	Stage 3	Stage 4				Stage 5	Stage 6	
Identify all the hazards that are foreseeable.	Identify who may be harmed.	Identify what control measures are already in place to prevent harm being realised.	Evaluate the risk. Likelihood of harm being realised and likely severity of harm				Put into place pragmatic measures that reduce the risk.	Evaluate the residual risk factor	
A hazard is something with the potential to cause harm to people, plant, machinery, property or the environment	<ul style="list-style-type: none"> ▪ Those directly involved with the activity ▪ Those who whilst remote from the activity are within range the outcome of the activity ▪ Those who may be innocent bystanders 	<ul style="list-style-type: none"> ▪ Workplace rules ▪ Workplace procedures ▪ Training ▪ Qualifications Supervision 	Likelihood	X	Consequence	=	Risk	Extra controls or risk control systems that: E liminate risk SFAIRP R educes risk SFAIRP I solates people from risk SFAIRP C ontrols risk SFAIRP P ersonal Protective Equipment D iscipline	Recalculate the risk factor after all
Infection	All	Current Risk Assessment	3		4		8-12	Follow the Gov.UK set of actions that schools must take: Prevention 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Where recommended, use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). Numbers 1 to 5 must be in place in all schools, all the time. 2 is not applicable in Primary Schools. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances. Response to any infection 8) Engage with the NHS Test and Trace process. 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 10) Contain any outbreak by following local health protection team advice. Numbers 8 to 10 must be followed in every case where they are relevant.	

Suspected case of Coronavirus	Pupils Staff Families	Current guidance being followed re isolation	3	3	8-12	<p>PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained.</p> <p>Symptoms to look out for include: new cough, high temperature, loss of smell and taste Child will be moved away to the outside space at the back of the school building or a room where they can be isolated behind a closed door (the DT room) and with appropriate adult supervision if required. Open the window.</p> <p>If the toilet is needed the staff toilet should be used and then cleaned and disinfected before anyone else uses it.</p> <p>A test must be booked. Child is not to return to school for 10 days unless they have had a negative test result and are no longer showing symptoms.</p>
Confirmed case of Coronavirus	All	Current guidance being followed re isolation.	3	3	8-12	School to contact the local health protection team and follow their advice. Covid -19 Cleaning in non-healthcare settings guidance to be followed.
Safeguarding	Pupils	Registers Chase up of absent children.	1	4	3-6	Registers to be taken as usual. Registers closed at usual times. 9am and 1.15pm. In addition, completion of the online educational setting status forms.
Shielding Vulnerable members of the school community	Pupils Staff Families	Dialogue with Individuals concerned.	3	4	8-12	Parents to inform school re measures that should be put in place. Staff Fit Note
Face Coverings/masks	Pupils	Guidance not to wear mask	2	2	3-6	<p>Primary school children will not need to wear a face covering.</p> <p>Pupils that arrive wearing a face mask must remove them and hand them to their parents before entering school. They must wash their hands immediately on arrival (as is the case for all pupils), Government guidance will be followed closely and the Head of School has the discretion to decide whether to ask staff or visitors to wear a mask bearing in mind that some people are exempt. All parents and staff to wear face coverings when handing over and collecting on the school site. Staff provided with a visor which is to be kept on site at all times</p>

School drop off/pick up	Pupils Staff Families	Current start and finish times to be adjusted	3	3	8-12	<p>Only one parent to attend school. Parents told not to gather at doors and gates. Drop off times:</p> <ul style="list-style-type: none"> Year R and 1: 8.40am-8.50am <p>Willow Class: Enter via the path to the school office and turn left through gate to EY outside area (where Mrs. Philpott will receive the children).</p> <ul style="list-style-type: none"> Years 2/3/4: 8.50am-9.00am <p>Maple Class Enter via double gates to playground.</p> <ul style="list-style-type: none"> Years 5/6: 8.50am-9.00am <p>Oak Class Enter via main gates and then via school field.</p> <ul style="list-style-type: none"> Pick up times: Willow Class to leave at 3.05pm. Maple Class to leave at 3.15pm. Oak class to leave at 3.15pm. 	
Uniform	Pupils	Regular hand washing for more than 20 seconds. Regular cleaning.	1	3	3-6	Pupils to return to wearing school uniform.	
Social Distancing/Personal Hygiene	All	Regular hand washing for more than 20 seconds. Regular cleaning.	4	3	8-12	<p>Avoid contact with anyone with symptoms (see First Aid). Any members of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Frequent hand cleaning and good respiratory practises including pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <p>Regular thorough cleaning of setting especially in shared areas that are used by different groups and between usage.</p> <p>Minimising contact and mixing, and reducing contacts between children and staff. Posters/notices around school</p>	Soap changed to try and alleviate discomfort felt by some children due to frequent handwashing.

Movement around school	Pupils Staff Families	All classes smaller than DfE recommendations reduces chances of contact with others. Two separate entrances per bubble.	4		2		8-12	<p>Individual groups to stay in one designated room and outdoor space. Staff to ensure social distance is kept when entering space outside of their own designated areas</p> <p>Willow classroom and EYFS outdoor space, hall for lunch.</p> <p>Willow and Maple/Oak socially distanced on the playground.</p> <p>Prop doors open where safe to do so.</p>	
Classroom organisation	Pupils Staff Families	Classroom re-organisation	4		2		8-12	<p>Class groups to be kept separate from each other in their own 'bubbles'. Classrooms to be arranged with forward facing desks. KS2 children to use the same desk all day and every day. Unnecessary furniture can be moved out of room to make space. Social distance to be maintained where possible. Staff to remain socially distanced from pupils where possible. Access rooms directly from outside where possible. Teach outside as much as possible. Play equipment to be cleaned between groups of children using it. Resources to be returned to classrooms but regular cleaning is essential.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Class groups to be kept separate from each other in their own 'bubbles'. Classrooms to be arranged with forward facing desks. Children to use the same desk all day and every day. Unnecessary furniture can be moved out of room to make space. Social distance to be maintained where possible. Staff must remain socially distanced from pupils. Access rooms directly from outside where possible. Play equipment to be cleaned between groups of children using it. Resources to be returned to classrooms but regular cleaning is essential.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. Classroom based</p>	Classroom allows all classes to use their own separate cloakroom areas and removes wet coats etc from classroom.

								<p>resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment should be more frequently cleaned.</p> <p>Pupils limit the amount of equipment they bring into school each day to lunch boxes, hats and coats. Personal toys are not permitted. Books are to be brought in and left in school. Bags are allowed, especially for children who may have intimate care issues.</p> <p>Windows should be open where possible. All classes to use their own cloakroom area. Windows should be open where possible.</p>	
Assemblies	Pupils, Staff	Currently held in class bases	1		1		1	<p>Assemblies and collective worship to be held in individual classrooms. The hall will not be used for school gatherings. Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</p>	

PE	Pupils	Separate bubbles and areas kept to.	3		3		8-12	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>On days when children have PE, they are to come to school in their PE kit. Parents will be informed in advance of PE sessions.</p> <p>External organisations running PE sessions will provide the school with their own Risk Assessment and Method Statements where appropriate.</p> <p>Where possible, equipment to be used every 3 days to allow viral decay</p>	
Break times	Pupils Staff Chartwells Staff	Currently held in Class bases	4		2		8-12	<p>Individual groups to use their own designated areas</p> <ul style="list-style-type: none"> • Willow Class - Hall for lunch and outdoor playground for outdoor play. • Maple Class - Classroom for lunch and school field for outdoor play. • Oak Class - Classroom for lunch and field for outdoor play. • All children to have named water bottle in school. 	

Lunch Arrangements	Pupils Staff Chartwells Staff	Year groups isolated	2	2	3-6	<p>Timings are as follows: (children to use toilet and wash hands prior to having lunch)</p> <p>Willow Class - 12.00pm - 1.00pm Maple Class - 12.00pm - 1.00pm Oak Class - 12.00pm - 1.00pm</p> <p>Meals to be served from trolley in hall by Midday Meal Supervisory staff. Plates collected in afterwards and delivered back to Chartwells on the trolley.</p> <p>Packed lunches and water bottles to be taken into classrooms in the morning and stored appropriately.</p>
Toilets	Pupils Staff	Regular Cleaning	2	2	3-6	<p>Limit the number of children in the toilets at any one time - usual break times to be staggered:</p> <p>Willow Class- As when deemed appropriate by Class teacher Maple Class - 10.30am-10.45am Oak Class - 10:45am - 11:00am.</p> <p>Cleaning materials based in staff toilet. Each person to clean facility after use.</p>
First Aid	Pupils Staff	First Aid dealt with by Paediatric First Aid designated staff members in the first instance, followed by Emergency First Aid at Work/ Expedition/Wilderness First Aid designated members of staff.	4	2	8-12	<p>PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained.</p> <p>First aid to be dealt with by classroom based staff. Thermometer to be disinfected after each use.</p> <p>PPE only need be worn in the instance of a suspected case of Coronavirus if a distance of 2 metres cannot be maintained.</p> <p>Asthma MUST have inhalers in school. Inhalers to be taken everywhere with the children.</p> <p>First Aid kit to be relocated back to the room, Staff to report feeling unwell even if no Covid-19 symptoms. Staff to take their own temperature daily before coming into school if they have felt unwell at any time in previous week. Staff to report feeling unwell even if no Covid-19 symptoms. Staff to take their own temperature daily before coming into school if they have felt unwell at any time in previous week.</p> <p>Staff to take a twice weekly Lateral Flow Test and report results both to school and online.</p>

Other people picking up/after school clubs	Pupils	Children currently only go with their own parents/carers.	4	4	16	<p>No school-run after school clubs for 1st half of term allowing school to review by half term. No clubs for Spring term , review against guidance 1st week of March.</p> <p>Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place. Childcare bubbles should consist of family plus one other person that can collect children.</p>
Visitors to school	All	No visitors unless expected.	2	2	3-6	<p>By appointment only (inc. parents) and only if absolutely necessary. To ensure the safety of all staff, ensure you book a slot to meet with them if needed so that a socially distanced setting can be arranged.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but must maintain stringent measures. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. School to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Meetings integral to the running of the school can happen onsite taking into account current government guidance and observing social distancing. A record will be kept of all visitors as normal practice.</p> <p>Whilst in Lockdown or placed in Tier 4, no visits to take place on site unless required to ensure the day-to-day operation of the school's functions</p>
Visits to isolating families/vulnerable groups	Staff Families	Online resources-parents/ children signed up to Google classroom	4	3	8-12	<p>If all other avenues have been explored and a visit to a family home is required. Updated government guidance to be followed. Do not enter house.</p>
Volunteers	All	No volunteers currently in school.	1	3	3-6	<p>No volunteers in school during lockdown.</p>

Fire	Pupils Staff	Fire risk assessment and emergency plan.	4		2		8-12	Usual fire evacuation to be exercised without need for social distancing during evacuation. Crossing of bubbles is acceptable. When arrived in evacuation point AND registers taken then please revert back to 2m rule where possible.
Cleaning	Pupils Staff	Thorough cleaning of surfaces in open areas.	2		2		3-6	Cleaning pack to be locked in each classroom for staff to use in the event of coughing sneezing etc needing to be cleaned during the middle of the day. Extended thorough cleaning of all surfaces and equipment used each day. Bins to be changed regularly and lined. Class based staff responsible for cleaning all shared equipment and resources used throughout the day. All other cleaning to be carried out by RP. All staff hours to revert back to normal. Chairs to remain on the floor and not be put on tables. Laptops disinfected by teachers.
Pregnancy	Staff Families		2		3		3-6	Inform SG, PA, or HB immediately Contact Midwife to seek advice
Staff Shortage	Pupils Staff Families	Rota	2		2		3-6	Supply staff can be hired although minimising the number of temporary staff is essential. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.
*Shared staff space	Staff	Different separate area currently used.	3		2		3-6	Staff room and meeting room to be used by Amberley staff only. Regular cleaning of staff room and admin room. Staggered breaktimes will allow usage to be limited to staff within their own groups at one time. No children to have access to admin room.
Local Lockdown	All	Class email correspondence already set up.						Establish who is a Key Worker child/Vulnerable. Develop remote education so that it is integrated into school curriculum planning. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. Teachers to set work according to Remote Learning Policy. Establish any families without remote access.

Likelihood		Consequence	
1	Very unlikely	1	Minor injury scratches bruises, no noticeable damage to property or insignificant affect on the environment.
2	Unlikely	2	Moderate injury shock, superficial damage to property or minor damage to the environment.
3	Likely	3	Serious – Person injured causing loss of work or time away from school or damage to property which needs repairing or easily repairable damage to the environment.
4	Very likely	4	Significant – person taken to hospital or major damage to property or environment.

Overall Score	Risk Factor
1	Very Low
2	Low
3 - 6	Moderate
8 - 12	High
16	Very High

Risk factor matrix

		Likelihood			
		1	2	3	4
Consequence	1	Very Low	Low	Mod	Mod
	2	Low	Mod	Mod	High
	3	Mod	Mod	High	High
	4	Mod	High	High	Very High