

Actions to be taken which apply to all schools planning for reopening from 8th March 2021				
1. The school should display a completed copy of the UK Govt's poster in the building so that staff, pupils and visitors can see it.				
2. A completed copy of this risk assessment should be posted on the school's website.				
3. The page references given in column B refer to those in the Government Guidance ' Schools coronavirus (COVID-19) operational guidance ' published on 22nd February 2021. School leaders should be aware that Govt. guidance may change and that these page references may change also.				
4. Cells that are highlighted in yellow in column C are either new requirements or refer to requirements from the September version of this risk assessment, which have changed significantly.				
Persons at risk - List here, the types of person that this risk assessment applies to, e.g pupils teaching staff, support staff, visitors etc	Pupils, teaching staff, support staff, visitors			
Hazard - What can cause harm	Page no in Govt. guidance	Required control measures	List actual control measures implemented	All control measures complete? Yes / No
Fire – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	49	Ensure there are sufficient fire marshals to operate the school safely.	Sufficient Fire Marshalls and staff available with how to cope with less staff already practiced. Full Corona Virus updated procedures in Fire Safety file to include staying in bubbles. Teachers & teaching assistants to evacuate children to assembly point with class coloured markers with bubbles at 2 metres apart at the fire assembly point to take register. Office staff to do sweep of building to ensure all clear and all doors closed. Fire Marshalls to check for cause of fire, evaluate and take appropriate actions	Yes
Fire – Staff and pupils not knowing what to do in an emergency	49	Conduct a fire drill soon after re-occupation.	Planned for first week of return of pupils: 1. Remind children to remain in bubbles and run through evacuation procedure. 2. Do Fire drill and assess and review. 3. Rerun drill following week to bed in.	Yes
First Aid - Insufficient number of 1 st aiders - Unable to provide 1 st aid to staff or pupils.	39	Check the school has sufficient number of 1 st aid trained staff to operate safely.	Sufficient trained first aiders always available 1. PPE available, mask, gloves, apron when required. 2. Most frequent accident causes reviewed to adapt process of treatment to reduce contact.	Yes
School building assessment - Where applicable, has the school completed / reviewed the assessment of the premises fabric, layout, mechanical / electrical systems and other features?	50	Refer to 'School building assessment' tab.	See School building assessment tab - all correct	Yes
Staffing - Staff are physically and mentally able to return to work.		A risk assessment should be completed for every member of staff (see Staffing tab).	Individual staffing risk assessments have been completed 26.02.21	Yes
	29	Promote and engage in asymptomatic testing	Lateral flow tests are taken by all staff on a Monday and Thursday, results are reported via gov.uk website and internally. All staff trained in procedures for the eventuality of a void and positive result.	Yes
	8	Minimising 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	Procedures continue to be clearly communicated to staff and families. Procedures are in place for if a child or adult develops symptoms within school, including the availability of an isolated area and toilet.	Yes
	11	Ensure face coverings are used in recommended circumstances	Face masks and visors are available for all staff who wish to wear them. Families are asked not to come on to the school grounds without a face covering. Spare, disposable coverings are available to anyone who has forgotten a face covering.	Yes
	14	Cleaning hands thoroughly and more often than usual.	Regular handwashing procedures are embedded within the daily routine for staff and children.	Yes
	14	Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Clearly displayed on posters and embedded within the routines at school.	Yes
	15	Introducing enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Daily COVID cleaning schedule in place with common touch points disinfected 4 times a day. Signed cleaning rota available for inspection	Yes

Risk of transmission of the virus - prevention of infection	15	Minimising contact between individuals and maintaining social distancing wherever possible: -		
	16	How children are grouped	Each class remain in their own 'bubble'. Class bubbles do not mix with each other, do not occupy shared spaces and have their own separate toilets.	Yes
	17	Measures within the classrooms	Children in KS2 are encouraged and reminded to adhere to social distancing guidelines. Children in EYFS/ KS1 are not expected to be able to adhere to social distancing.	Yes
	18	Large gatherings (e.g assemblies, collective worship)	Classes will not mix and therefore there will be no collective whole school worship or assembly for the remainder of the Spring Term, to be reviewed before the Summer Term.	Yes
	18	Movements around the school	Movement around the school is restricted, managed by teachers sending one child at a time to wash their hands/ toilet, and enter and leave the school at the beginning and end of the day.	Yes
	18	Break times / Lunch times	EYFS and KS1 have a separate break and lunch time to KS2. Classes do not occupy the same space or playtime resources.	Yes
	18	Shared staff spaces	Additional space has been created in the Glade for staff lunch and break times, to ensure that staff have enough room to remain socially distanced. Regular cleaning and disinfecting of touch points takes place throughout the day.	Yes
	18	Measures for arriving at and leaving school	Staggered start and finish times for the beginning and end of day. Each bubble enters and leaves through a different door, with the exception of some siblings and children who arrive and leave on the school bus.	Yes
	19	Measure for pupils with SEND	Individual pupil risk assessments in place for children where appropriate and necessary.	Yes
	40	Measures for supply / peripatetic teachers	See individual risk assessments and/or visitor protocol. Supply staff or students who are due to cover longer term will be included in LFT and given a copy of Risk Assessment and visitor protocol	Yes
	19	Measures for specialists, therapists, clinicians and other support staff	All completed- see school building assessment	Yes
	12/13/19/40	Measures for visitors	Visitors will have been sent the school visitor protocol ahead of their visit, or shown it before entering the school on rare occasions it has not been sent ahead of a scheduled visit.	Yes
	19	Measures for contractors working in occupied parts of the school	Contractor visits will be arranged out of school hours. Any emergency work will be arranged in line with risk assessment procedures and in line with visitor protocol.	Yes
	20	Measures for dual-registered pupils	See individual pupil risk assessments	Yes
	20	Requirements for individual equipment (e.g. pens and pencils)	KS2 classes have their own individual packs of resources. EYFS/ KS1 have shared equipment within their bubble which is regularly cleaned and disinfected.	Yes
	20	Requirements for classroom based resources (e.g. books and games)	KS2 classes have their own individual packs of resources. EYFS/ KS1 have shared equipment within their bubble which is regularly cleaned and disinfected.	Yes
	20	Requirements for shared equipment (e.g. sports, art and science equipment)	Shared equipment is not used across bubbles without disinfection. Any equipment is allocated to individual children where appropriate and disinfecting procedures are carried out alongside stringent handwashing procedures.	Yes
	21	Requirements for outdoor play equipment	Fixed outdoor play equipment is not currently in use.	Yes
	21	Restrictions on what pupils can bring into school (e.g. lunch boxes, hats, coats, books, stationery and mobile phones)	Procedures continue to be clearly communicated to staff and families. Items coming to and from home are restricted, children arrive at school without unnecessary belongings to minimise risk of transmission.	Yes
	21	Restrictions on what equipment, books or shared resources can be taken home	Only equipment required for home learning or special celebratory work is sent home, the latter after a period of isolation and disinfection where appropriate.	Yes
	22	Where necessary, wear appropriate personal protective equipment (PPE)	Visors and masks are available for all staff to wear, gloves and aprons are placed in packs in each classroom and in first aid boxes for use with close contact with pupils.	Yes
	23	Promote and engage with the NHS Test and Trace process	Dept for Education Helpline - 0800 046 8687	

Response to infection	23	Booking a test	All staff know procedures for booking a test. Quickest results come from booking a test at Tangemere facility. Some self-tests in school for staff with restricted mobility. HT can assist in booking a test out of school hours if necessary and K Cooper can support in booking a test during school hours.	Yes
	26	Keeping records of personnel in the building	In school systems of recording attendance and absence	Yes
	23	Self-isolating	In school systems of recording adults/ pupils self-isolating. Procedures of communication well established	Yes
	30	Keeping home testing kits	All staff have been issued with LFTs, recorded by K Cooper. Small stock of LFT and coronavirus home test kits in school,	Yes
	25	Ensuring parents and staff inform school of test results	Procedures of communication well established	Yes
	25	Manage confirmed cases of COVID-19 amongst the school community	HT will follow latest DfE/ PHE advice, including calling helpline to decide further actions.	Yes
	28	Contain any outbreak by following local Health Protection Team advice	HT will follow local Health Protection Team advice	Yes
School transport	42 and 18	Dedicated 'home school transport' in partnership with providers: -		
	43	Measures to manage transport to allow pupils to where possible remain in their 'bubbles'	Not possible for children to remain in their bubbles due to limited space and availability of seats. Bus will continue to be well ventilated.	Yes
	43	Measures to prevent the spread of infection.	Handwashing immediately before entering and leaving bus. Children remain in their allocated seats, carrying limited items and with appropriate ventilation.	Yes
	43	Measures to maintain social distance when queuing and inside vehicles wherever possible.	No queuing necessary and as above for inside of the school bus.	Yes
	44 and 18	Public transport: -		
	44	Consideration of staggered start and finish times to avoid peak hours on public transport	NA	
	44 and 18	Measures to encourage use of other forms of transport to avoid use of public transport	NA	
	19	Measures to manage the removal of face coverings worn by pupils and staff when arriving on public transport	NA	
Attendance for pupils who are shielding or self-isolating	44	Pupils travelling from abroad	NA	
	32	Arrangements for pupils who are following clinical and/or public health advice	Letters seen for any child advised to shield. Arrangements in place as necessary to support remote learning through google classroom.	Yes
Attendance for staff	34	Arrangements to reassure pupils and parents who are anxious about the return to school	All parents and families asked to speak to HT if worried or anxious about returning. Newsletter advised attendance is mandatory from 08.03.21 for all unless shielding or self-isolating.	Yes
	36	For school staff who are clinically vulnerable or extremely clinically vulnerable - see 'Staffing' tab	See individual staffing risk assessments	Yes
Catering	40	Arrangements for Supply Teachers and other temporary or peripatetic teachers	See individual staffing risk assessments and/ or visitor protocol	Yes
	45	Arrangements to comply with guidance for food businesses on coronavirus (COVID-19).	Chartwells staff included in the schools LFT, wear facemasks when serving	Yes
Estates	50	Arrangements for re-opening: -		
	50	All school - all the usual pre-term building checks must be undertaken to make the school safe	All completed- see school building assessment	Yes
		Schools which have remained closed or only partially open since the lockdown on 5th January 2021 - see 'School building assessment' tab	All completed- see school building assessment	Yes
	49	Arrangements to manage ventilation including air conditioning Note: Fire doors must be kept operational at all times. Fire doors can only be held open by automatic releasing hold-open devices specifically designed and installed for this purpose.	All windows and doors remain open, heating is kept on as appropriate. No air condition within building.	Yes
Educational visits	50	Trip arrangements that are in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination.	No trips scheduled before Easter. Any visits out of school but within the immediate area (such as Forest area next to school) will be risk assessed as usual and children and staff will remain in bubbles. No use of shared resources.	Yes

Extra curricular provision	51	Arrangements for resuming any breakfast and after school provision.	No breakfast clubs. After school clubs will not resume until after Easter, pending further guidance, and children and staff will remain in bubbles until national guidance allows otherwise.	Yes
Curriculum risk	54	Arrangements to manage C19 risks during music classes involving singing, chanting, playing wind or brass instruments or shouting	Singing will only take place outside where children will be socially distanced of at least 2 metres. No wind or brass instruments to be played.	Yes
	58	Arrangements to manage C19 risks during physical education, sport and physical activity	J Coyle to remain at least 2 metres from all children and adults not within his class bubble. Separate equipment will be used for each bubble to eliminate risk of cross contamination.	Yes
Pupil wellbeing and support	61	Arrangements to manage pupil wellbeing - anxiety, stress, low mood etc.	Discussed weekly in staff meetings and planned within the curriculum for each class. Wellbeing at the centre of all pedagogy.	Yes
	19	Arrangements to manage SEND pupils and identified small groups' anxiety to prevent escalation	Individual SEND risk assessments for children where appropriate. ELSA scheduled to begin with small group of individual children.	Yes
		Arrangements to manage school community anxiety to prevent escalation	Clear communication with school community. Ongoing analysis of risk assessment and amendments or adaptations shared, discussed and clearly recorded.	Yes
Contingency planning for outbreaks	66	Develop contingency plans to cover all eventualities.	Contingency planning with regard to teaching is within remote learning policy. Dynamic risk assessment covers all eventualities.	Yes