

School Covid 19 Risk Assessment – September 2021 - Reviewed and Updated 23.11.2021



Name of School	Harnham Junior School
Name of Headteacher	Mr L Coles
Assessment completed by	Miss R Fletcher
Assessment date	31.08.2021

This risk assessment template sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the school/setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff, visitors and pupils who may be unfamiliar with the site.

Use the template to prepare a bespoke risk assessment for your school/setting. It must be kept under review and updated accordingly.

Useful links:

Government guidance for full opening of schools can be found [here](#)

Government guidance for after school clubs and other out of school settings can be found [here](#)

Right Choice Coronavirus Resources are available [here](#).

Science teaching Coronavirus advice is available from [CLEAPSS here](#)

Design Technology Coronavirus advice is available from [CLEAPSS here](#)

Physical Education Coronavirus advice is available from [AfPE here](#)

This, and other separate risk assessments required for specialist situations as set out in the template below, do not need to be submitted to the local authority but should be available for scrutiny from the local authority or HSE enforcement officers.

RISK FACTORS Symptomatic or other high-risk personnel attending school site	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<p>Staff, pupils, contractors and visitors must not attend the school site if they have any of the Covid-19 symptoms as below or are required to be in self-isolation or travel quarantine.</p> <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • a loss of, or change to, your sense of smell or taste <p>All eligible adults and pupils are strongly encouraged to take up the double vaccine available unless advised otherwise by their medical practitioners.</p> <p>Any person who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a PCR test.</p> <p>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19).</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.</p> <p>Testing regimes are operating for staff and pupils in line with national guidance.</p>	<ul style="list-style-type: none"> • Display of notice to all visitors requesting they do not visit the site if they display any symptoms of Covid-19. • All staff are encouraged to use and report results of Lateral Flow Tests. These are taken twice a week (Sunday evening/Monday morning and Wednesday evening/Thursday morning). • Any staff who have not yet been vaccinated will be encouraged to do so. • Ensure parents/guardians are aware that they will be asked to collect their child and arrange for a PCR test should they develop COVID-19 symptoms during the School day. • Risk assessments will be carried out for staff as necessary, following their completion of Wiltshire's School Staff Risk Assessment document. • Ensure all new pupils, including Year 3 cohort have access to their Teams accounts should remote learning be necessary. • Remote Policy remains in place.

RISK FACTORS	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
<p>1. Maintaining distancing and reducing contact – entrance and exit routes</p> <p>Numbers arriving simultaneously on school transport impede the means to distance or reduce contact, and impede effectiveness of staggered start/finish times of school day</p>	<ul style="list-style-type: none"> • Arrange separate 'holding' areas for each group to minimise contact (ideally these should be outside if weather permits) • Encourage parents to make other arrangements for travel to/from school other than school transport. • Staff on duty to supervise • Signage at school transport pick up/drop off point 	<ul style="list-style-type: none"> • Separate entrances to be used as pupils arrive. • SLT present outside at the start and end of the day to ensure little/no gathering. • One-way system in place – marked by arrows on the pathways.
<p>Numbers of parents and children at entrances and exits impede social distancing.</p>	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carers to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Start of year letter remind parents of social distancing and request of the use of masks when speaking to adults. • Spray paint arrows and markers on playground/entrance routes into school site clearly showing one-way system for drop off and collection for parents accessing all three education settings on the site. More markers on playground. • Barrier in Car Park to ensure one-way system. • Separate entrances to be used as pupils arrive and depart. • SLT present outside at the start and end of the day to ensure little/no gathering. • Teachers use blue marked lines to ensure that children remain socially distanced.
<p>Changes to school routine cause vehicular and pedestrian traffic management issues.</p>	<ul style="list-style-type: none"> • Encourage parents to walk/bike to school with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where changes to start/end of day apply. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • Remind, through letters/posters, parents and children that they may cycle to school. • Collaborate with HIS and Puddleducks to establish start and end times to the school day. • Request that TAs park off site to allow for more space for parents to wait, whilst socially distanced. • Appropriate review of risk assessments.

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<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		<p>Staff on duty: front door and playground & near new build door with view to Oak corridor.</p>
<p>Pupil numbers and room sizes impede the means to reduce contact</p>	<ul style="list-style-type: none"> Where practical, arrangements will aim to reduce contact and maximise distancing between pupils and staff; and between staff themselves. Pupils can reduce contact by being grouped together. For primary schools this is likely to be in class sized groups. For secondary schools this may be in upto year sized groups. Record the names of pupils in each group, and any close contact that takes places between children and staff in different groups. Remove excess furniture to safe storage areas to increase space. Desks to be spaced out as far as possible but do not impede fire escape routes and exits. All desks to face forward with pupils sat side by side. Floor markings to illustrate 2m areas around teaching positions. Children to remain at their desks when in the room. Children to use the same desk each day. Lessons planned for individual work as opposed to close group work. Distancing and reducing contact to be explained to children with regular reminders. Signage/Posters in each classroom. Consider the use of school grounds / local environment to extend the range of teaching spaces available 	<ul style="list-style-type: none"> Staff will mainly teach from the front of the room and will keep to a safe distance of 2 metres from children where possible. Staff will minimise time spent in closer proximity to children, where possible. Staggered year group break and lunch times will allow for smaller groups of staff using staff rooms at any one time. Seating in staff rooms will be spaced out to maintain social distancing. Staff room antibacterial wipes to be used after equipment's use e.g. microwave, kettle. Health and Safety walk 01.09.2021 to ensure Fire Exits are clear. Year group bubbles will be organised across the School and these bubbles will initially maintain social distancing from one another during the school day. They will have allocated break and lunch times and will have allocated areas of the School for these break and lunch times. In the event of an outbreak, Year Group Bubbles will be reduced to Class Bubbles. Staff with access to/coming into contact with each bubble will be timetabled. Children's tables will be spaced out in such a way that allows for the class teacher to teach from the front of the classroom at a distance of

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	<ul style="list-style-type: none"> The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. 	<ul style="list-style-type: none"> 2 metres from the nearest pupils, where possible. Movement of children around the classrooms should be kept to a minimum – see updated school rules. Children’s belongings (stationery provided) to be kept on own tables. Posters displayed in classrooms and around School. Rota for use of outdoor spaces throughout the day. Ensure staff understand duty to enforce measures. PPE should not be worn unless adults are administering First Aid and need to be close to children in order to do so, or if there is cause for concern regarding a potential case of Covid-19. Windows should be opened at the start of the day to allow for improved ventilation. CO₂ monitors should be used when supplied by DFE. Doors should remain open (see notes relating to safety and security). Staffroom restrictions – distancing of 2 metres between staff, where possible. Separate Staffrooms for Year Groups at lunchtime to avoid congestion in main staffroom.
<p>Number of pupils and staff moving around the school impede the means to distance and reduce contact in corridors and other communal spaces</p>	<ul style="list-style-type: none"> Minimise movements of whole groups and individuals outside of the classroom. Use of a one-way system around the school. A ‘walk on the left’ policy if one-way not practicable. 	<ul style="list-style-type: none"> Group work to take place in classrooms or at designated tables outside classrooms. All First Aid to be administered in classrooms (unless requiring emergency treatment).

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	<ul style="list-style-type: none"> Consider using the pathways around the perimeter of the building to assist with circulation (weather and site layout dependent). Lane markings on floor and distancing markings in areas where queuing is likely. Areas not in use to be closed off (not escape routes). Children to keep coats, bags, lunchboxes etc with them in the classroom (under desks) or in suitable storage area. Signage. School assemblies to be completed electronically Acts of worship and other typically communal events to take place in groups (not whole school) Face coverings to be worn by adults in Primary schools in areas where distancing cannot be maintained indoors but outside of the classroom. Face coverings to be worn by staff and students in Secondary schools, and staff in primary schools, where distancing cannot be maintained indoors. 	<ul style="list-style-type: none"> Entrance and exit points managed. Walking on left hand side of corridors. Separate entrances/exits used around the school. Markings on playground for children to adhere to social distancing when lining up. All children’s belongings to remain in classroom to avoid cross-contamination. Whole School Teams assemblies in school. If necessary, School website to include links to assemblies for Home Learning pupils. Some assemblies will also be recorded to allow for timetable flexibility. Year group assemblies to take place in the School hall. Face coverings/masks may be worn by staff moving around the School.
<p>Number of pupils and size of space impede the means to distance and reduce contact when using toilets</p>	<ul style="list-style-type: none"> Apply a maximum number of pupils in toilet rule to maintain distancing and reduce contact. Where practicable avoid different groups using the same facilities at the same time. Distance markings on floor in queuing area Staggered break and lunch times. Allocated play areas for each group. Consider zoning of play areas using markings / cones to reinforce distancing. Limit use of outdoor play equipment to designated groups at fixed periods Games which encourage distancing and reduce contact. Staff supervision to maintain standards. Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> Class teachers to monitor/manage children going to the toilet – one in/one out. One in /one out system avoids close handwashing. Floor markings to denote handwashing spacing. Play and lunchtime rota. Timetabling of different play areas and zones marked on field. Any play equipment shared by bubbles should be washed/cleaned regularly. (Adults responsibility to ensure it is cleaned.) Class boxes (labelled) of play equipment stored in classrooms/outdoor sheds. Packed lunches kept in and eaten in classrooms for some year groups.
<p>Number of pupils and available space impede the means to distance and reduce contact at breaktime and lunchtime</p>	<ul style="list-style-type: none"> Staggered break and lunch times. Allocated play areas for each group. Consider zoning of play areas using markings / cones to reinforce distancing. Limit use of outdoor play equipment to designated groups at fixed periods Games which encourage distancing and reduce contact. Staff supervision to maintain standards. Catering contractors and other food provision has been subject to specific risk assessment. 	<ul style="list-style-type: none"> Class teachers to monitor/manage children going to the toilet – one in/one out. One in /one out system avoids close handwashing. Floor markings to denote handwashing spacing. Play and lunchtime rota. Timetabling of different play areas and zones marked on field. Any play equipment shared by bubbles should be washed/cleaned regularly. (Adults responsibility to ensure it is cleaned.) Class boxes (labelled) of play equipment stored in classrooms/outdoor sheds. Packed lunches kept in and eaten in classrooms for some year groups.

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<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) • Staggered break times for staff. • Repurpose unused spaces for additional staff rooms. • Staff toilets to enforce 2m distancing. 	<ul style="list-style-type: none"> • All cutlery and crockery to be cleaned in school kitchen, or staff cutlery and crockery to be cleaned in staff dishwasher. • HJS and HC3S to risk assess catering systems. • Staff to use own mugs (named). • See above – lunch time timetable. • ‘Spare group room’ (Mulberry) to be used for additional staffroom at lunchtime. • Ensure staff adhere to 2 metre distancing when queuing.
<p>Other</p>	<ul style="list-style-type: none"> • All teachers and other staff can operate across different groups but must continue to maintain distance from pupils and other staff as much as possible. 	<ul style="list-style-type: none"> • Visiting teachers (PPA) should maintain a distance of two metres from pupils and staff where possible. • PPA/visiting teachers will be provided with Lateral Flow test kits and should provide results of Lateral Flow tests to the School Office before attending.
<p>3. Hygiene and Cleaning</p> <p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<p>A regular cleaning schedule should be maintained. This should include daily cleaning of frequently touched surfaces (using detergent and hot water followed by a chlorine based disinfectant solution):</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources • PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> • Agree staffing and cleaning conditions with Mike Butler (Butlers Cleaning) • Checklists for sanitising and cleaning in each room to be signed off and double checked by caretaker daily. • Checklists outside each toilet to be signed off and double checked by caretaker daily. • Any equipment that may be shared to be washed regularly. • TAs will also be responsible for maintaining sanitisation of surfaces, door handles, etc. in regular use throughout the School day (PPE provided by the School).

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<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> Children to handwash on entry to school, before and after each break and lunch, on changing classrooms, leaving school and after using toilet. Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative Extra signage to encourage washing hands. Ensure help is available for children who cannot clean their hands independently. Hand gel dispensers at strategic locations around the site to complement handwashing facilities. Supplies of tissues and lidded bins in each teaching space and classroom. Promotion of the 'Catch it, Bin it, Kill it' campaign to pupils and staff. 	<ul style="list-style-type: none"> Hand washing/sanitising maintained throughout the day, including on arrival to school. Hand gel dispensers with signage distributed around school. Hand gel dispensers outside all classrooms Refills of hand sanitiser and hand wash stored safely out of children's reach in class cupboards. Hand wash facilities in classroom sinks (NO bowls). Hand wash signage at sinks. Tissues stock ordered and in classrooms. Bins all have lids. Encourage and remind pupils and staff of the hygienic use of bins. Soap stocks should be replenished to avoid running out.
<p>Exposure to new hazardous substances (products)</p>	<ul style="list-style-type: none"> COSHH assessment to be carried out for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances. Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> Butlers Cleaning to ensure COSHH risk assessments for additional cleaning products being used by cleaning staff are in place and stored in COSHH folder. All hazardous substances stored in locked cleaners' cupboard. HT to ensure COSHH risk assessments for additional cleaning products being used by school are in place and stored in COSHH folder. Ensure data sheets are in COSHH folder for all cleaning products used.
<p>4. Site and Buildings</p>		
<p>Visitors/contractors/suppliers on site increase the risk of transmission.</p>	<ul style="list-style-type: none"> Site visits only by pre-arrangement. A record of some visitors must be kept for 21 days specific guidance Zones/markings in Reception areas. 	<ul style="list-style-type: none"> All visitors sign in on electronic sign in system - recording details of each on School system. Contractors/suppliers only on site by prior appointment.

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	<ul style="list-style-type: none"> Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of school opening hours where possible. Provision of hand sanitiser at main school entrance. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. Adult visitors to be encouraged to wear face covering unless exempt. 	<ul style="list-style-type: none"> Ensure admin staff/all staff know procedures for deliveries. All visitors encouraged to use hand sanitiser/wash hands when signing in.
Changes affect normal emergency procedures.	<p>Fire safety management plans should be reviewed and checked in line with operational changes. Schools should check:</p> <ul style="list-style-type: none"> All fire doors are operational at all times Fire alarm system and emergency lights have been tested and are fully operational. Review of fire assembly points to accommodate reduced contact and distancing where practicable. Fire drill practice to train new arrangements. Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> Ensure furniture does not impede fire exits. Ensure alarms and emergency lighting has been tested and work prior to the start of term. Ensure evacuation plan is reviewed (31.09.2021) and shared with all staff and all children (01/02.09.2021). Schedule Fire Drill practice in few days of the new academic year. Fire Assembly point remains on the School Playground.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> Normal security standards will apply and careful consideration given to the balance for security and the need for enhanced ventilation. 	<ul style="list-style-type: none"> All exterior doors to be 'locked' using magnetic system during the school day. Windows and doors only open in parts of the building in use.
Building checks not taken place	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> Premises walks continue to happen regularly. Caretaker to be charged with flushing and recording of flushing water outlets over the holidays and for areas of the school out of use during partial closure. Churchill to continue water checks. All other checks to continue as scheduled.
Inadequate ventilation increases the risk of transmission of Covid 19	<ul style="list-style-type: none"> Make use of existing mechanical ventilation systems preferably drawing on fresh air. 	<ul style="list-style-type: none"> Windows and doors (if they do not compromise the security of the school and safety of the

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	<ul style="list-style-type: none"> • Make use of natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). • Opening internal doors can also assist with creating a throughput of air (but not fire doors in unoccupied parts) • Opening external doors may also be used provided security is not unduly compromised • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. • Carbon monoxide monitors are to be provided by central government to help identify poorly ventilated areas 	<p>children and staff) should be opened, to allow for ventilation. (Classrooms to consider safety of doors opening are: Sycamore and Ash external doors. For these classrooms the internal door can be opened and the nearest external door opened to allow for adequate ventilation.)</p> <ul style="list-style-type: none"> • Internal doors should be kept open using the automatic release door-stoppers. • CO₂ monitors should be used to monitor ventilation, when supplied by DFE.
<p>5. Equipment and furniture</p> <p>Shared play equipment increases the risk of transmission.</p>	<ul style="list-style-type: none"> • Individual items of play equipment and other shared items used for teaching are to be cleaned between each use by each group. • Outdoor equipment should be cleaned more frequently than normal. • Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. • Resources that are shared between groups, such as sports, art and science equipment should be cleaned frequently and meticulously. 	<ul style="list-style-type: none"> • Classes should use their own allocated play equipment – to be shared within year group. • PE equipment that is likely to be shared, should be cleaned after use. Posters are displayed on and inside PE cupboards to remind staff to do this.
<p>Shared equipment, fittings and resources increase the risk of transmission.</p>	<ul style="list-style-type: none"> • Remove unnecessary items from the classrooms and store elsewhere. • Children asked to bring in own stationery or have allocated, named, packs of stationery per child. • Resources and surfaces to be cleaned each night. • Lessons planned so sharing of resources is minimised. • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Children should wash their hands before play and at the end of play times. • Regular use of checklists, with TAs responsible for allocated areas for cleaning/disinfecting handles/buttons/switches and tables, throughout the school day. • Cleaning of all surfaces after school by cleaning staff.

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<p>6. Health and Wellbeing</p> <p>Inadequate staffing levels create supervision or safeguarding issues.</p>	<ul style="list-style-type: none"> • Carry out an audit of all staff availability and review it regularly. • Introduce a process for staff to inform you if their health situation changes. • If there is a shortage of teachers consider use of suitably qualified TAs to lead a group and maintain ratios. • Use of staff from other schools (by agreement). 	<ul style="list-style-type: none"> • Where lunches are provided by the school kitchen, all cutlery to be returned to the kitchen for washing. • Cutlery and crockery used by staff in staffrooms, should be placed by the individual in the dishwasher to be washed thoroughly before use again. • All staff are encouraged to use their own travel style mugs for hot drinks in school.
<p>Person becomes unwell with Covid-19 symptoms in school</p>	<ul style="list-style-type: none"> • Move to a pre-designated room where person can be isolated, with adult supervision if a child. • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • School to contact parents to collect their child, should they display symptoms of Covid-19 while in school. Parents to be encouraged to arrange for PCR test. • Parents are expected to inform the school if their child falls into this category.
<p>Absence of measures to address localised enhanced covid transmission chain</p>	<ul style="list-style-type: none"> • Senior leaders to produce contingency plans (sometimes called outbreak management plans) detailing additional measures regarding: <ul style="list-style-type: none"> ○ Good hygiene ○ Appropriate cleaning regimes ○ Keeping occupied spaces well ventilated ○ Following Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19. 	<ul style="list-style-type: none"> • Contact relevant agencies as necessary.

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<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> Local school management plan is in place and relevant staff have been made aware Remote education plans in place Engage fully with NHS Test & Trace Schools should make themselves familiar with the Contingency Framework document. 	<ul style="list-style-type: none"> Staff to complete Wiltshire Staff Risk Assessment tool and discuss with the Headteacher. Ensure working plans are in place for remote education in the event of the need for home learning. Staff aware of designated staffroom areas, and separate staffrooms at lunchtimes. Risk Assessment shared with staff regularly and all staff know they must raise any concerns they have regarding this document. The Headteacher will address any non-compliance and any concerns raised, making amendments if/where/when necessary and sharing these with all staff, visitors and children. Use of Teams to enable meetings, including staff meetings, to continue.
<p>Volunteer wellbeing affected by the working experience</p>	<ul style="list-style-type: none"> Volunteers will be treated in the same way as school staff and provided with the same information, instruction, training and equipment. Volunteers will be included in regular communications and be given the opportunity to feedback any concerns. 	<ul style="list-style-type: none"> The Headteacher will continue to liaise with volunteers falling into this category. Risk Assessment shared with volunteers/visitors. The Headteacher will address any non-compliance and any concerns raised, making amendments if/where/when necessary and sharing these with all staff, visitors and children.

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<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<ul style="list-style-type: none"> • Children to have allocated teacher and TA where possible. • Reduced time in school to ensure transition from home to school is successful. • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. • Pastoral activities • School Effectiveness guidance on Right Choice 	<ul style="list-style-type: none"> • When volunteers are in School, all will undergo relevant training and information regarding procedures will be shared. • Focus on re-establishing routines and learning behaviour, Mental and Physical Health and continuing with Emotional Literacy pastoral support where needed. • Where children require support – ELSA will be timetabled allowing for children to talk about their experiences and feelings.
<p>First aid provision</p>	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less coverage than normal. • If provision is less than usual, minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. • Paediatric First Aid provision is available for under 5's. 	<ul style="list-style-type: none"> • All/most staff have received First Aid training (at least all teachers and most TAs are up to date with First Aid training). • First Aid box/bag should be taken out to the play areas at break times to enable administering of first aid for minor injuries and avoid unnecessary movement of children around the school. • PPE should be available to First Aiders, this should be used then bagged and binned. • Admin team to keep a record of PPE stock and reorder when required.
<p>Pupils with special medical needs (administering medication)</p>	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place if staff training/competence has lapsed. 	<ul style="list-style-type: none"> • Medicines remain locked in Office. • Staff trained to administer medicines as required. • Records maintained of any medication administered, kept in the Office. • Ensure training is up to date of specific medical procedures, e.g. diabetes
<p>1:1 teaching, physical restraint and children with SEND or EHC plans are</p>	<ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. 	<ul style="list-style-type: none"> • Risk assessments should be carried out by SENDCo where applicable.

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<p>adversely affected by the current situation.</p>	<ul style="list-style-type: none"> Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done with reduced contact. 	<ul style="list-style-type: none"> Phased returns including reduced timetable to be advised if necessary. Where possible, staff to maintain social distancing for teaching, including 1:1 support workers.
<p>7. Risk assessments and Policies</p> <p>Standard risk assessments do not take account of additional covid-19 risks</p>	<ul style="list-style-type: none"> Ensure all work environments and teaching/learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant covid-19 infection transmission risk. One-off activities such as PTA and other fundraising events, firework displays etc will be subject to separate risk assessment. Lettings of facilities will be subject to separate risk assessment. School clubs, Breakfast clubs and after-school provision will be subject to a separate risk assessment. Behaviour policy amended to reflect covid-19 protocols. Off-site learning outside of the classroom activities will be subject to a separate risk assessment. 	<ul style="list-style-type: none"> Ensure all staff are fully aware of the need to risk assess learning activities which might be affected by the potential passing on of Covid-19 and ensure relevant control measures are put in place. Ensure Health and Safety Policy reflects any necessary covid-19 updates. Risk assess use of equipment, particularly equipment to be shared and ensure all staff follow current risk assessment procedures – cleaning equipment that is to be used by others within 72 hours of use.
<p>8. Monitoring</p> <p>Control measures set out in this risk assessment do not prove effective</p>	<ul style="list-style-type: none"> Named school staff will monitor the application and effectiveness of the control measures set out within this 	<ul style="list-style-type: none"> Record of positive cases kept and evaluated to identify risks and correlations.

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Levels of compliance are inadequate	risk assessment, and the level of compliance by staff, visitors and pupils <ul style="list-style-type: none"> • Non-compliance will be addressed immediately • Regular communication with staff on the outcomes of the monitoring • LA H&S Advisers are able to visit the school site to assess compliance 	<ul style="list-style-type: none"> • Update the current Risk Assessment if necessary, following the identification of any additional risks. • Report to Health and Safety Committee and PHE as necessary; followed up with advice based actions.

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Headteacher	Mr Luke Coles	
Signature of Headteacher		Date: 01.09.2021
Name of Chair of Governors	Mr David Stone	
Signature of Chair of Governors		Date: 01.09.21
Date of review	30.09.2021 Reviewed: 20.10.2021, 23.11.2021	