



Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

Risk assessment written by Headteacher / validated by Business Manager/ agreed by the Governing Body

Date risk assessment approved:	01.09.21	Approved by:	Written by Jayne Winnard (headteacher) and Gail Slater (Business Manager) Approved by the board of Governors	Following a class outbreak
Date of review:	29.09.21	Reviewed by:	Jayne Winnard (Headteacher) Approved by the board of Governors	
Date of review:	27.02.22	Reviewed by:	Written by Jayne Winnard (headteacher) and Gail Slater (Business Manager) Approved by the board of Governors	Changes to Operational Guidance
Date of review		Reviewed by:		
Date of review		Reviewed by:		
Date of review		Reviewed by:		
Date of review		Reviewed by:		

This risk assessment is supported by:

Schools coronavirus (COVID-19) operational guidance – February 2022

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Contingency Framework: education and child care settings – February 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf

This risk assessment and all safety plans will be shared with all staff prior to receiving children.

Risks: Personal injury, Fire, Legionella, Infection of Coronavirus, dealing with direct transmission *e.g. close contact with those sneezing/coughing* and indirect transmission *e.g. touching contaminated surfaces*, transmission of Coronavirus.

Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

Hazards	Risks	Key actions /control measures	Responsibility	Notes
Attendance	Children falling further behind	<ol style="list-style-type: none"> All children to are expected to be in school unless they have Coronavirus Holidays in school time will not be authorised 	<ol style="list-style-type: none"> Attendance officer/parents/ EWO 	Education is not optional. All pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.
Health and Safety – school	Transmission of Coronavirus	<ol style="list-style-type: none"> Increased cleaning regime. Extra cleaning will take place throughout the school day and focus will be on tables, door handles, toilets (places that are touched regularly) Children to be constantly reminded about good personal hygiene (hand washing, putting things in their mouths, touching their face etc) and respiratory hygiene (catch it, bin it, kill it). Keeping their distance and not to touch others. Handwashing will still be a priority on arrival, after playtime, lunchtime, using the toilet, before leaving school and any other time that staff feel it is required. Hand sanitiser to be available around school when there is no opportunity to wash their hands with soap and water Numbers of children using the toilets/sinks will be limited at any one time Windows will be open in classrooms to improve ventilation and internal doors will be open to reduce contact. Any child feeling unwell will be quarantined straight away and parents will be contacted Children will revert back to bubbles Classes may be stopped from using communal areas e.g. IT suite / Library Whole school gathering may be stopped and held on TEAM Classes will be separated at lunchtime / playtimes The corridor will be marked to ensure a one-way system can be followed 	<ol style="list-style-type: none"> Premises manager Cleaning team / class teams Cleaning team Class team Class teams Class teams Class teams Class teams Class teams /admin SLT / Class teams SLT / Class teams SLT / Class teams SLT / Class teams Premises Manager EYFS staff 	<p>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 high level windows in colder weather in preference to low level to reduce draughts</p> <p>increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</p>



Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

		14. The EYFS unit will be split into 2 areas and children will be kept apart as much as possible, if the outbreak is in the EYFS or numbers throughout school rise.		
Health and Safety - Staff	Transmission of Coronavirus	<ol style="list-style-type: none"> Staff in different bubbles will maintain 2-meter distancing from each other Face masks will be worn in communal areas or when delivering small or 1 to 1 face to face group work Teachers can take books home, if required, but are encouraged to complete marking in school Staff will remain in one bubble where possible however, where this is not possible staff will maintain their distance between other staff and children. 	<ol style="list-style-type: none"> All staff All staff Teachers All staff 	
School day	Transmission of Coronavirus	<ol style="list-style-type: none"> Things brought from home will be limited to essential items, to reduce risks Parents may be asked to wear a mask while on school premises to reduce risk of infection and will not be allowed into the school building. Drop off and collection may be revert back to a one way system and times may be extended to reduce social gatherings. 	<ol style="list-style-type: none"> Parents/carers /class teams Parents/carers Parent / carers 	
		<ol style="list-style-type: none"> Shared resources will be sanitised after every lesson or left to quarantine e.g. maths resources. Reading books to be sent home but they will be left in quarantine on return before putting back on the shelf for other children. Teachers can take books from the library to support learning but no class visits The computer suite will only be available once a day and cleaned every day 	<ol style="list-style-type: none"> Class teams Class teams Class teams Class teams / cleaning team Class teams /sports coach Class teams /sports coach 	<ul style="list-style-type: none"> The curriculum remains broad and ambitious. All pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.

Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

	<ul style="list-style-type: none"> 5. Sport will be non-contact sport and outside where possible. Skills and techniques linked to team sports can be taught but social distancing has to be taken into consideration. Any equipment used will be sanitised and stored safely. 6. If sport is played in the hall, adaptations to the delivery of the curriculum will be made e.g. the delivery of dance, gymnastics etc. The doors will be open for ventilation. 7. Music- Singing, in small groups, will take place outdoors where possible or in the hall with the doors open for ventilation 8. Musical instruments that can be cleaned / quarantined can be used except woodwind instruments e.g. recorders. 9. Work will be provided for children who are absent with COVID but are well enough to complete work. 	<ul style="list-style-type: none"> 7. Class teams / music subject lead 8. Class teams / music subject lead 9. Class teams 	
Educational visits	<ul style="list-style-type: none"> 1. Educational and residential visits, to public places, may be cancelled 	<ul style="list-style-type: none"> 1. ALL staff / educational lead co-ordinator 	
Performances	<ul style="list-style-type: none"> 1. Schools should not host indoor performances with an audience. 2. Parent sessions may be cancelled 3. Wider parental events may be cancelled such as coffee sessions, picnics etc 	<ul style="list-style-type: none"> Head teacher / Parent Engagement Officer /Admin 	Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as outdoor performances, live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.
Lunch time	<ul style="list-style-type: none"> 1. The school kitchen will be providing a full service 2. Lunch will be staggered, to reduce numbers in the hall and eaten at allocated tables and if the infection is contained within one class then that class will use the dining hall when everyone else has left. 3. SMSAs will be allocated to key groups to reduce contact. 4. Staff will have staggered lunch /break times to reduce number of staff in one place. 	<ul style="list-style-type: none"> 1. Kitchen team 2. SLT / dinner supervisors 3. SLT / dinner supervisors 4. SLT / ALL staff 	
Deployment of staff	<ul style="list-style-type: none"> 1. School may need to alter the way in which they deploy their staff, and use existing staff more flexibly. 	<ul style="list-style-type: none"> 1. Headteacher / SLT 2. SLT 	



Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

		2. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher.		
	School Dog	1. Star will not be used for interventions unless she can be allocated to a bubble	1. SLT / Intervention lead	
	Contact with outside agencies	<ol style="list-style-type: none"> 1. ALL contractors and visitors will be asked to sign in and out of school. 2. ALL contractors and visitors will be asked for their COVID-19 risk assessment. 3. Visitors e.g. contractors will be asked to visit school out of hours where possible. 4. Where possible, meetings will be held in the family engagement building with outside agencies/ parents . 5. Specialist provision e.g. therapists for SEND will be given access as required 6. Peripatetic teachers should ensure that they minimise contact and maintain their distance whilst in school. 7. Supply teachers that are allocated to one bubble may be used to limit contact, if necessary 	<ol style="list-style-type: none"> 1. Premises manager/ admin / contractors 2. Premises manager/ admin / contractors 3. Premises manager/ admin / contractors 4. All staff / SENDCO / Family Engagement Officer 5. SENDCO / Admin 6. Peripatetic teacher / Admin 7. Supply Teachers / SLT 	
	Wrap around care	<ol style="list-style-type: none"> 1. Breakfast club offer will be available. Although this will be a limited offer at this time both in numbers and times 2. FS, KS1 and KS2 may be split into 2 rooms then into bubbles within the rooms. Bubbles FS1 and FS2, Year 1 and Year 2, Year 3 and Year 4, Year 5 and Year 6 3. No more than 15 children per room 4. Staff will be allocated to bubbles 5. Equipment will be cleaned regularly 	<ol style="list-style-type: none"> 1. SLT / Admin / Breakfast club staff 2. Breakfast club staff 3. Admin / Breakfast Club staff 4. Admin 5. Cleaning team / breakfast club staff 	

Risk Assessment - COVID 19 – Academic Year 2021 - 2022 (March Return)

Version: 3

	<ol style="list-style-type: none"> Toilets in shared area to be cleaned after use and allocated to bubbles School may need to alter the way in which they deploy their staff and pupils groupings due to staff self-isolating. If bubbles have to share a room the 2 meter rule and sharing equipment will be taken into account. 	<ol style="list-style-type: none"> Cleaning team / breakfast club staff SLT 	
Extra-Curricular clubs	<ol style="list-style-type: none"> These clubs may need to be postponed / adapted following guidance. Numbers will be limited to a maximum of 20 Children will be kept in class 'bubbles' and this risk assessment will be followed 	<ol style="list-style-type: none"> Admin / Wellbeing Lead / Sports Coach Admin / Wellbeing Lead Admin / Wellbeing Lead / Sports Coach 	
Safeguarding	<ol style="list-style-type: none"> Safeguarding will be met in line with the safeguarding policy Where pupils off with COVID are within our definition of vulnerable, regular contact will be made with the family Contact with social workers / family support workers will be maintained if pupils are isolating 	<ol style="list-style-type: none"> ALL staff Safeguarding and wellbeing team Safeguarding and wellbeing team 	
Outbreak/ Local lockdown	<ol style="list-style-type: none"> Manage an outbreak following the Local Health Protection Team's advice Children will be prioritised for attending school in line with the Government guidance Parents will be informed of an outbreak 	<ol style="list-style-type: none"> Headteacher Headteacher Headteacher / Admin 	
Remote learning	<ol style="list-style-type: none"> Work will be provided for children who have been advised by clinic or public health to isolate Children can access home learning though Seesaw or paper copies - if they have no IT equipment and this cannot be provided by school. 	<ol style="list-style-type: none"> Class team Class team 	See Remote Learning Policy for details.

