

Return to school Risk Assessment - MARCH 2021

RISK ASSESSMENT DETAILS		RISK RATING & EVALUATION OF RESIDUAL RISK																																	
	Ebor Academy Trust																																		
Academy	Haxby Road Primary Academy																																		
TITLE OF RISK ASSESSMENT	Covid 19 Risk Assessment - Version 5																																		
DETAILS OF ACTIVITY																																			
A full site Covid Risk Assessment in advance of returning to full pupil capacity																																			
RISK ASSESSMENT LOG REF																																			
OTHER RISK ASSESSMENTS CROSS REFERENCED*																																			
WORKPLACE INSTRUCTION REF																																			
DATE OF ASSESSMENT	04.03.2021																																		
MANAGER CARRYING OUT RISK ASSESSMENT	Andy Roberts, Ebor Health and Safety Officer																																		
NAME OF EMPLOYEE CONSULTED	Laura Woodward, Head of School																																		
LOCATION OF ACTIVITY	School Wide - Haxby Road Primary Academy, 154 Haxby Road, York																																		
Headteacher Please sign to confirm you understand the risks and are taking the precautions necessary to reduce the risk.																																			
Signature <i>LJ Woodward</i>	Date 04.03.2021																																		
		Assessing level of residual risk = impact x likelihood																																	
		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="2">IMPACT</th> <th colspan="3">LIKELIHOOD</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>People in immediate danger (5)</td> <td>Highly Probable</td> <td>The event is extremely Foreseeable (5)</td> <td>More likely to occur</td> </tr> <tr> <td>Major</td> <td>Harm is more likely than not (4)</td> <td>Probable</td> <td>The event is very Foreseeable (4)</td> <td></td> </tr> <tr> <td>Moderate</td> <td>Harm is likely (3)</td> <td>Possible</td> <td>The event is Foreseeable (3)</td> <td></td> </tr> <tr> <td>Minor</td> <td>Harm is unlikely (2)</td> <td>Unlikely</td> <td>The event is not very Foreseeable (2)</td> <td></td> </tr> <tr> <td>Insignificant</td> <td>Remote chance of dangerous harm (1)</td> <td>Remote</td> <td>The event is unforeseeable (1)</td> <td>Less likely to occur</td> </tr> </tbody> </table>				IMPACT		LIKELIHOOD			Catastrophic	People in immediate danger (5)	Highly Probable	The event is extremely Foreseeable (5)	More likely to occur	Major	Harm is more likely than not (4)	Probable	The event is very Foreseeable (4)		Moderate	Harm is likely (3)	Possible	The event is Foreseeable (3)		Minor	Harm is unlikely (2)	Unlikely	The event is not very Foreseeable (2)		Insignificant	Remote chance of dangerous harm (1)	Remote	The event is unforeseeable (1)	Less likely to occur
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In welcoming back all of our pupils to school, it is critical that safety and wellbeing is at the forefront of all of our thinking. The guidance and actions for schools from 8th March 2021 can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment>

This document has been designed to:

- 1) Identify sources of risk
- 2) Provide detail on what measures to be put in place in order to mitigate that risk
- 3) Assess what can be done to mitigate the risk
- 4) Having put the measures in place, to reflect on and score any residual risk

In putting the risk assessment together we have taken on board a wide range of updated guidance which recognises the challenges of having all children back in one building.

The assessment has been developed around the 12 systems of control around prevention, specific circumstances and response to any infection.

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

In the event of a local lockdown we will follow public health guidance.

Hygiene remains at the centre of the strategy to control transmission, it must remain central to all activities. There is also greater emphasis on wellbeing.

Recognising the logistics of having Bubbles of children, the guidance changes the emphasis from 'doing all that is reasonably possible to maintain distancing' to giving 'formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible'.

In conducting this risk assessment ***it is therefore critical*** that you can demonstrate that you have given thought to each risk and what is reasonable and possible to do in order to reduce / mitigate it.

We have outlined steps to take in order to reduce or mitigate risks, and ask the risk assessor to consider each one, decide on what action is reasonably possible and state the reason for this decision.

Where it becomes difficult to mitigate or reduce the risk,; e.g. lack of cleaning staff; or a measure is not deemed appropriate, you must note your reasoning. CST will then work with you to consider the best course of action which could include:

- a) Transfer the risk e.g. contract a company to clean and manage waste, engage with Department of Public Health
- b) Accept the risk; this may be where the cost or impact on people is greater than the risk of transmission

Although we have produced this generic document, we recognise that every school is different, and we therefore expect each school to take a rigorous approach to interpreting risks in the context of their schools and to add any additional risks they may identify.

The risk assessment is a critical step in ensuring safety, so you must make sufficient time to ensure this is completed thoroughly and by staff who have been trained in undertaking a risk assessment. If unsure please contact Andy Roberts for guidance.

Despite putting the measures in place, there is always going to be a residual level of risk. Having reflected on the preventative measures you will put in place, please score the residual risk in terms of the likelihood of the risk manifesting and the impact.

A discussion with CST has been booked in with each school, to discuss the results and agree a risk score and any support required.

Risks change so you must review risks on an on-going basis and put measures in place to ensure wellbeing and safety, and also check that the measure put in place are working to ensure the controls are:

- ***effective***
- ***working as planned***
- ***updated appropriately considering any issues identified and changes in public health advice***

RISK BEING ASSESSED	PERSONS AT RISK & HOW e.g. employees, pupils, customers, contractors, members of public, other	MEASURES TO REDUCE RISK	HOW YOU WILL IMPLEMENT AND REINFORCE THESE MEASURES. <i>If you propose to accept the risk as you are unable to mitigate it, please note this.</i>	PLEASE DETAIL ANY LIMITATIONS AS A RESULT OF YOUR ENVIRONMENT. <i>If you feel preventative measures are not possible or appropriate, please state this along with your reasons</i>
STAFF WELLBEING https://www.gov.uk/guidance/national-lockdown-stay-at-home https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19 https://www.gov.uk/coronavirus/education-and-childcare				
Social distancing	<p>Staff at risk due to infection from working too closely with others</p> <p>New variant means that the transmission rate is between 50-70%. Staff can become a contact from being near someone for 5 minutes on 3 occasions</p>	Control use of facilities to ensure distancing can be maintained, aiming for 2 metres at all times	<p>Update and write new (where necessary) risk assessments for individual staff. Consider which bubble they will be working in and support children to try and maintain 2m.</p> <p>4 staff rooms, 1 for each bubble (KS2 1 staffroom-staggered times for use & office team now have staff room). No of chairs reduced in the staff room and spaced 2m</p> <p>Each bubble has their own designated toilet.</p> <p>Vast majority of staff to be off site by 4.00pm to enable cleaning staff to work safely. Staff choice</p>	

			<p>whether they wish to wear a visor or mask whilst teaching (staff provide their own masks and wash regularly).</p> <p>All lunch staff/and staff to wear a mask on playground duty.</p>	
			<p>Increased ventilation in all rooms to increase air flow. Opened in the morning by the caretaker.</p> <p>All internal/external doors on to the playground to be open during the break times and lunch.</p> <p>All staff wear masks in communal areas in school and on the playground during drop off and collection.</p> <p>All parents wear masks when entering the school entrance and playground.</p> <p>All SLT on designated spots round the entrance into school to remind parents and carers to socially distance when entering the school building and only one family member to bring the child/ren. All staff to attend the training morning 7.9.20 socially distanced and through google meet in two groups.</p> <p>Fortnightly emails to all staff around the importance of social distancing.</p> <p>Monday daily Covid zoom meeting for all staff at 8.20pm on Covid guidance and</p>	

			<p>updates. All updated minutes in the Covid folder for staff to refer too.</p> <p>MSA, Kitchen staff and play workers are now in smaller groups (2 or 3) to minimise the risk of becoming a contact.</p> <p>Fortnightly ongoing meetings/emails with MSA's, kitchen staff and play workers to refine procedures and check in on wellbeing led by AW</p>	
		Signage to remind about distancing	<p>Updated Ebor posters will be put in place around school, additional floor spacing spots.</p> <p>Small group meetings with all staff to update them on the new definition of becoming a contact - in light of March 2021 guidance</p>	
		<p>Ensure staff are aware of procedures.</p> <p>Update information to staff using central services poster information. Regular emails and briefings via Google meet to share updates/ where staff raise concerns.</p> <p>All staff to read appropriate information, then sign to acknowledge through Google Form.</p> <p>Regularly monitor and check understanding.</p> <p>Review as appropriate</p>	<p>Ensure all staff are clear that they should report any concerns over safety measures including staff adhering to social distancing.</p> <p>Bring to the immediate attention of HR any cases where Covid measures are not adhered too.</p>	

	<p>Positive case identified</p> <p>Negative Result Identified</p>	<p>Encourage engagement with tests and trace.</p> <p>Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly.</p> <p>Staff aware of the need for immediate self-isolation and requirement to take a PCR test</p> <p>Tests taken on a Wednesday and Sunday evening to allow school to plan for absence the following day.</p> <p>Staff can continue to attend school premises provided they do not have symptoms.</p> <p>Staff should not become complacent following repeated negative tests</p>	<p>Follow government guidance and remind staff of this School will have a small set of Covid Test Kits.</p> <p>All staff have attended the LFT training in January.</p> <p>Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues.</p> <p>Detailed instruction book provided. Verbal reminders.</p> <p>Staff to ring Head of School immediately in the event of a positive result.</p> <p>Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene</p>	<p>Staff who may not have a smart device to enable this</p> <p>Lack of staff to cover absences.</p>
Social distancing	Unavoidable contact may lead to transmission	PPE guidance provided by CST to be read by all employees, guidance sought where unsure	Staff to be reminded on training day regarding the guidance and procedures around using PPE appropriately.	Older members of staff and vulnerable/clinically vulnerable - more likely to suffer more serious consequences if they catch

			<p>PPE equipment to be in all classrooms to allow staff to use when needed without having to access the rest of school.</p> <p>Guidance for double bagging PPE to be shared via staff training morning 7.9.20.</p> <p>All staff provided with visors and masks to be worn in communal areas and outside when delivering lessons or covering playtimes.</p>	<p>coronavirus. Better to have another member of staff allocated to wait with a child with a suspected case while a parent comes to collect them. Keep 2m distance.</p>
Wellbeing	Pressure on staff due to concerns or workload	Ensure staff are aware of wellbeing support that is available	<p>1:1 or group 'cafe' with CMQ to ensure staff have the opportunity to speak openly in confidence to a skilled member of staff.</p> <p>1:1 sessions available within teams with phase leaders.</p> <p>Wellbeing zoom sessions every Friday 2.15 led by LW for staff who need this.</p> <p>Remind staff of the staff support line available to them</p> <p>Staff to work in bubble teams to support each other with planning</p> <p>Weekly Whole School Wellbeing Sessions via zoom for staff who feel they need support.1:1</p>	<p>Timing, suitable venue, staff uncertainty, therefore may not engage.</p>
		Regular one to ones with staff to discuss wellbeing	See above.	
Allergies may be mistaken for Covid causing concern	Anxiety may be caused	Surgical masks available if required	<p>Staff to declare known allergies.</p> <p>The offer of masks to be made.</p> <p>Surgical masks would be made available should a member of staff present with a cough, and staff may bring their own masks too.</p> <p>Regular Monday morning ZOOM meetings and shared Covid 19 Shared folder to share staff updates based on any concerns.</p>	<p>Ensure stock of medical grade face coverings are available.</p>

Lack of staff due to unplanned absence	Inability to continue teaching	Robust plans in place to switch to online learning		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood	Impact	Score
		2	3	6
AREAS OF CONCERN				
Specialist Teachers working in all classes across several schools				
Rapid Asymptomatic Covid-19 Testing for Staff (Voluntary) https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools				
Self-testing of staff members	All staff members currently attending the premises in person (part-time or full-time)	Staff offered the opportunity to carry out Government issued self-test (LFD test) twice weekly.	Instruction booklet issued, staff meeting to discuss the process. Regular check-in with staff to address queries / report test kit issues.	
Positive case identified		Staff aware of the need for immediate self-isolation and requirement to take a PCR test	Detailed instruction book provided. Verbal reminders.	
		Tests taken on a Wednesday and Sunday Evening.	Staff to email SLT immediately in the event of a positive result.	Lack of staff to cover absences.
Negative test results		Staff can continue to attend school premises provided they do not have symptoms.	Staff advised to self-isolate and book a PCR test if they have symptoms.	

		Staff should not become complacent following repeated negative tests.	Regular verbal reminders to adhere to social distancing measures, PPE use and hand hygiene.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood of staff not being able to administer test	2	Impact 3	Score 6
AREAS OF CONCERN				
CHILD WELLBEING https://www.gov.uk/guidance/supporting-pupils-wellbeing https://www.gov.uk/education/pupil-wellbeing-behaviour-and-attendance				
Social distancing	Transmission of virus through close contact	Schools to develop plans for group sizes and maintaining consistent group sizes	<p>KS2 In year group has been split into two smaller groups within the class. 1 adult to each small group. This has also been continued for enrichment, playtimes and lunchtimes.</p> <p>The above groups have been made smaller in order to minimise contact where possible.</p> <p>Staggered phase break and lunch times Need to consider the numbers of children all washing hands before lunch - children will need to be staggered and clean down between bubbles of sinks</p> <p>Hot water in place in every classroom- regular handwashing in place for each bubble. See</p>	Number of toilet blocks in school are low for KS2 therefore there will be an increased chance of transmission

			<p>individual risk assessments for children who require 1:1 support.</p> <p>Parent Hub and Seesaw used to promote the message of social distancing and update families on the new groups</p>	
Wellbeing	Children may be anxious with new rules and protocols	<p>Encourage parents to reinforce protocols around distancing and provide information to prepare them for their 'new normal'</p> <p>Staff to reassure children and explain when needed</p>	<p>Information sent out to parents, teaching them about protocols and encouraging them to talk it through with their children.</p> <p>Each teacher shares class videos of the new routines and classroom. To refresh in classrooms on return in March 2021.</p> <p>Information to be sent home from Tim Moat/Gail Brown.</p> <p>Head of School letter with key information</p> <p>Staff to meet and greet pupils to welcome them each day.</p> <p>Lunchtimes and break times to be timetabled so that children are able to maintain distance to other bubbles of children when accessing outdoor areas.</p> <p>Toilet area rotas in place and to have signage so that children are aware of the amount of children allowed in there at any one time.</p> <p>Toilets are labeled for each year group bubble. Bubbles will not share the same toilet. Bubble</p>	

			<p>leaders will ensure that pupils visit the toilet before any outside play activity in order to limit those that need to return.</p> <p>WEB team to support children in the morning and during the day. PSHE program and restorative practice will give the opportunity for children to explore their feelings and worries</p>	
		<p>Additional support to be available to work intensely with children in particular at start of term and at the beginning of a new half term or after a national lockdown.</p>	<p>Tiny Steps/ Nursery Transition and new to school, children will be planned for. SM to prepare to support key children and continue to work with identified children.</p> <p>Children can have additional rest breaks with healthy snacks if needed to support stamina (in particular KS2).</p> <p>Staff to maintain a high alert awareness around pupils who are showing anxiety or wobbly behaviour and to set regular time for restorative and supportive conversations Wellbeing team to monitor and put key actions in place based on 1:1 need of the pupil and family</p>	<p>Parents not being able to support where children may be upset coming into school - TS 'no tears' policy</p> <p>Budget implications for snacks if needed</p>
		<p>Close monitoring and observation of children to identify any signs of distress</p>	<p>Schools updated safeguarding protocol to be adhered to. Daily/Weekly PSYCHE focus activities to take place. Weekly assembly focuses on wellbeing with key messages for children to develop a healthy mind.</p> <p>All children to complete a wellbeing questionnaire at the start of term and review after 6 weeks.</p>	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 1	Score 4

AREAS OF CONCERN

ACCESS / EGRESS TO SCHOOL

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel to school	Virus may spread if too close contact	Minimise number congregating at same times by offering staggered start and end times where appropriate	<p>Plan for children arriving and leaving school in place and shared with parents.</p> <p>This includes the earlier finish on a Friday</p> <p>One way system to remain in place.</p> <p>With an extended start from 8.30-8.50 and an extended finish from 2.45-3.10. Parents will be asked to drop off within these times and move quickly around the outside of the building.</p> <p>SLT to stand on the designated areas and remind the parents about social distancing and only one family member to bring child/ren onto the premises.</p> <p>Parents to be allocated zones to wait in to minimize the groupings of parent/child.</p>	
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			Signposts to guide staff and parents to different entrance and exit points. All parents/carers to wear masks when entering the school grounds and reception. All staff wear masks in communal areas.	
		Allocate supervised group collection points	Cream Stairs to car park (ERP) EYFS play area Main playground Plan in place to use specific exits/entrance for key children/families	
		Ensure parents know they cannot come onto site	Information shared in a letter to parents from the Heads of School.	Wellbeing Room for if a parent needs to have a conversation in private - full clean down after.
		Put in place process for removing face coverings that may be used on arrival at school, ensure the process is known and followed	Lidded bin available with signage. Updated Ebor posters will be on all entry doors	
		Ensure children over 11 yrs are aware they must wear a mask on public transport	AW/VD to educate the class on correct use of masks on public transport.	
Social distancing	Virus may spread if too close contact	Designated and marked out parking area for contractors and guests with safe distance	Cones will be placed for parking spaces for contractors and guests. Such guests into school must be pre arranged by appointment only.	
		Number of entrances/exits at site maximised and limited to groups where practical	Most entrance/exit doors are being used with careful planning for set groups of children to enter/exit the building. Signs on doors as a reminder	Pinch point round to the playground

Transport	Pressure on public transport/ road network	Encourage parents and children and young people to walk or cycle to their education setting where possible	Wellbeing letters and newsletters will be sent out to encourage parents and children to walk or cycle.	
		Measures to prevent use of and crowding on public transport including staggered start and finish times	Very few members of staff use public transport but may need to consider flexible working if they travel at peak time	If staff need to be in for a specific time for supervising/ working with children
		Guidance given to early years Staff on dealing with soiled clothing	Correct use of PPE guidance and PPE pack to be in every changing area, EYFS classroom and ERP disabled toilet	Staff on hand to deal with toilet accidents in KS1 if only one teacher in class. Walkie talkies needed to communicate - members of SLT to support supervision of other children.
		Area to change allocated, Bags to put clothing in provided	Separate change areas are allocated in EYFS and Tiny Steps. As they belong to one bubble they can be nearby	
Airborne transmission	Virus spread across school	NEW STARTERS: Parents to complete and return allergy declaration form prior to children attending. Information to be securely stored.	Existing allergies, including seasonal allergies, already held on files.	
		Ensure children are well in communication with parents.	Continue with current practice - parents to inform school of any changes to general health conditions.	
Airborne transmission	Potential to infect others	Ensure staff are clear on the need to provide a doctor's note for non attendance	Ensure staff have had this information via an email to 'all staff'. Heads of school to share information relating to their absence. Procedure refreshed in Weekly Covid Update	

Preventing those with specific health conditions from risks arising from attending	Spread of virus to anyone in school	Ensure staff and parents are aware that those with specified medical conditions which make them more vulnerable to COVID-19 should continue to follow Government advice	Handover meetings from teacher to new year group will be held on Training Day. Office staff will print off current class lists with medical conditions. Info passed on to specialist teachers Posters around school to share information. Regular updates on the newsletter and Parent Hub.	
Close contact and airborne transmission		Plan in place to ensure distancing can be observed during access and egress of building	Social distancing spots will be placed at all access and egress positions. All visitors make appointments. All parents/carers and visitors to wear masks when entering the school grounds. Visitors wait inside the 'glass entrance' in the office (1 at a time) until the main reception area is clear. All visitors to enter the school building wearing a suitable face covering. All staff to wear masks in communal areas and on the playground for PE and playtimes. No parents/carers in school in the new Government Guidelines, March 2021.	
Close contact and airborne transmission	Reception staff	Staff must operate behind their protected area	Protective screen to be put in place. All visitors to wear masks when entering the reception area and school building. Screen.	
Close contact and airborne transmission	All staff, guests and contractors	Keep wipes by sign in screen to wipe after every touch / use	Hand gel is provided by the reception sign in screen.	

Close contact and airborne transmission	Reception staff	Deliveries should be placed outside the door of the school. Delivery to be picked up wearing disposable gloves which are then disposed of along with the container in the school bins	Ensure there is a box of gloves in the main reception and a lidded bin . Admin to be clear of the process-gloves to be worn when packaging opened and then disposed of prior to removing contents of delivery. SLT and Safeguarding lead to wear gloves on the main entrance on a morning when receiving letters/packages from parents. Only 1 parent to enter the office area at a time. Any other adults to queue outside the office at 2 meter distance. SLT to remind parents/carers to ring for appointments.	
	Reception staff	Implement a booking system for parents and visitors coming into school, limiting the number in at any one time. Log of visits should be retained	Electronic log of visitors kept. Staff members to use the staff/school events calendar to limit the number of visitors.	
		Ensure parents know they are not allowed to 'turn up' to school without an appointment	Shared in guidance letter to parents. Posters to share information. Regular updates on newsletter. Where a more immediate visitation is needed ensure social distance is observed and swift movement to a designated safe space is made.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 2	Score 6
AREAS OF CONCERN				

MOVEMENT AROUND BUILDING				
Virus contracted whilst moving around building through airborne or close contact transmission	Staff/Children/Contractors	One way systems where possible	Signs and arrows in place around school to mark one way system.	Consider the movement of EYFS/KS1 from playground to class. Is it wise to have them all the way upstairs to come back down again, or can we check the stairs going down from the playground and use this if it is clear? Or can the main entrance be used if there is a maglock on the main gate into school from the driveway?
		No assemblies unless via hangouts or within class groups	Zoom used to deliver weekly assemblies across school. Staff to remain in class to supervise	
		Educate staff and children on voice control to prevent the need to shout. Use posters to reinforce	In line with RP policy, no member of staff uses a loud voice or a singing voice. RP class charter and Bubble charter will reinforce this.	
		Rotas and systems to avoid contact between groups	Timetabled play and lunch breaks	
		Pinch points and bottle neck points identified and managed accordingly.	One systems will be in place and staff used to manage this accordingly especially during drop off and pick up	
		Identify where screens would help prevent transmission of virus	Apart from Reception Desk, none known in school.	

		Signage in place to remind people and daily reminders from line managers	Updated Ebor Posters distributed to remind staff of the expectations	
		Educate staff and children on voice control for learning activities	Spanish - need to review the activities of singing, repetition activities etc and train kids to use voice in different ways. List of songs and voice activities to be completed at home? Antibacterial wipes available in each room for computer and desk area for visiting specialist staff to each bubble.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA(Potential Impact x Likelihood)		Likelihood 4	Impact 2	Score 8

AREAS OF CONCERN

The number of bubbles for specialist staff to work safely in one school / specialist staff working in more than one school. **RA being completed for specialists** (Music & Spanish travelling teachers) using all recent Govt. music guidelines from July 9th

USE OF CLASSROOMS - EACH ROOM TO BE ASSESSED INDIVIDUALLY, PLEASE ADD ONE ROW FOR EACH ADDITIONAL ROOM AND REPEAT SAME CHECKS

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

Classroom (Yrs 3 upwards) Assessing and preventing transmission of virus in the classroom through close contact or surface transmission	Staff/Children potential exposure to virus through close contact or picking it up from surfaces	Classrooms to be organised to maximise distancing	Years 3-6 to have forward facing desks with clear walkways. KS 2 classes are now split into two smaller bubbles within one class. One adult assigned to each group. EYFS- year 2 to space out tables appropriately. Space between teaching area & front row of Children	Space available in classrooms with larger class sizes
		Enter classroom one by one, populating seats front to back to reduce contact where possible	Children to practice this in the first week back including lining up in the correct order	
		Class sizes should be kept to a minimum to enable social distancing guidelines to be observed.	Seating plan in place for all classes Please can teachers share these with specialist staff.	Acceptance that some pupils' ability to social distance will be variable both with each other and with staff. Individuals with high needs will find social distancing very difficult. All members of staff must put in place regular reinforced routines to train both the pupils and themselves to reduce risks.

		Minimise face to face child/teacher time	<p>Teacher to have 2m space at the front of the class and space to walk around. Offer a face covering.</p> <p>AT to hand out resources to minimise movement of specialist teachers. Cleaning time between for computer/board/screen. KS2 classrooms to be arranged appropriately in order to facilitate staff supporting children from a safe distance.</p>	Large class sizes. There is very limited space and some classes will not physically have 2m 'spare' space to do this
		Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces.	Allocated cleaning times, cleaning kits safely stored in classrooms and checklists completed.	Resources between bubbles can be shared but touch point cleaning needs to happen
		Resources 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	<p>Each bubble responsible for thoroughly cleaning shared resources after use.</p> <p>Quarantine area in the hall for resources to be unused for 72 hours and records kept.</p>	
		Windows and doors must be open to be maximise ventilation. Fire doors must remain closed unless fitted with fire alarm activated door closing devices	Classroom checklist to include opening windows and doors daily. All outside doors to be open during play times and lunch times to increase ventilation	Weather in the winter

		Own equipment only to be used by each child or allocated equipment where possible	Key stage 2 to have equipment between 2. EYFS and KS1 to use equipment in a small groups with regular cleaning. KS1 classes on a weekly timetable for the lower hall resources. Deep clean on a Friday and 72 hours over the weekend before the next class can use the. Additional cleaner for this.	
		Mark out areas to reinforce distancing	Spots on the floor. In areas of provision, limit number of children in each area and implement regular handwashing.	
		Daily awareness briefings by line managers, posters, manager spot checks	AW/KE/CW to reinforce awareness daily.	
Early Years and Key Stage One (Yrs 0 - 2) Preventing transmission of virus in the classroom through close contact or surface transmission	Staff/children through close contact or picking it up from surfaces	Avoid time spent within 1 metre of a child	EYFS and KS1 classes to make sensible judgements. Staff reminded to move around the room. Outside classroom used as much as possible. Information refreshed during Covid Briefings March 2021 Follow 1:1 risk assessments	
		Classroom to be organised to maximise distancing	Areas of provision will be in place where appropriate. Additional furniture to be removed to maximise movement around the room. KS1 new areas of provision in the lower hal to increase space for KS1	

		Classroom base resources should be cleaned regularly, along with all frequently touched surfaces	Surfaces to be as clear as possible to enable easy and regular cleaning throughout the day. Touch point cleaning a minimum of 3 times a day. Classroom to carry out disinfection in line with touch point cleaning.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood) 3	Impact 3	Score 9
AREAS OF CONCERN				
MEAL TIMES				
https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely				
Close contact and surface transmission	Staff/children/ Catering staff cross contamination by being too close or picking up the virus from surfaces	Hot / cold pack lunches to be eaten in classroom to avoid queues or large groups congregating at meal times	TS, Nursery and EYFS to eat in the dining room and will be timetabled to minimise contacts between the EYFS classes. Y5 and Y6 will eat in the lunch hall after the room, as there is a 45 minute period. During the 45 minutes staff to clean the tables and increase ventilation. Cutlery to be stored for each bubble and put through the dishwasher. Other children will eat in their classrooms.	Adult must clean down tables and use gloves

			All staff members to wear masks in the dining room. MSA and Kitchen staff to wear gloves and masks when handling, delivering food and cleaning surfaces.	
		System in place to collect lunch boxes; ensures distancing can be maintained	Children in small groups will collect their lunch box from their own cloakroom, AT can assist catering bubble in transporting the hot packed lunches	Enough time between sittings for catering staff/ support staff to deliver lunches.
		Catering staff treated as a group	Catering staff will work in the kitchen together accessing in and out from the car park door. Staff to ring over to sign in as being present.	
		All food waste must be disposed of in black bags/compostable bags	Each class teacher will be provided a bin liner and the caretaker will gather up at the end of lunchtime and dispose of the waste.	Dust pan and brush for each classroom to sweep up after lunch
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood) 3	Impact 3	Score 9
AREAS OF CONCERN				
CHILDREN WITH COMPLEX NEEDS				
Risk of cross contamination when dealing with children with complex needs	Anyone in building could be exposed to virus through close		1m+ distancing to be observed by pupils and adults. Staff have already been given the guidance to read regarding PPE. Spots positioned in the corridor. PPE stations	

	contact and airborne transmission	Please refer to guidance already provided and refer queries to Rebecca	including gloves, aprons, masks, bite guards to be positioned throughout the ERP. Hand sanitiser stations positioned next to keypads. Masks/aprons/gloves to be used by staff when positively handling pupils.	
Access/egress in building	Staff/Children/Contractors		ERP pupils to enter/exit building through cream stairs entrance at the back of building. Taxis to arrive staggered from 8.30-8.45am to ensure staggered entry. ERP staff to enter school using same entrance. Hand sanitiser to be positioned at door for pupil/staff to use when they enter the building.	
STAFF REST ROOMS https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				
Close contact and surface transmission	Everyone close contact or picking it up from surfaces	Rotas ensure distancing can be maintained in staff areas	Staff to adhere to rota to ensure timings of bubbles using the kitchen are separate. Staff to remain 1m+ apart at all times. Each bubble will clean down the kitchen area after use. Cleaning gloves and equipment to be disposed of in a lidded bin. 4 bubble staff rooms in place. All staff to wear face masks in communal areas. Remind staff to use their own designated bubble toilet. Signage in place to remind staff to maintain minimum recommended Government distancing rules.	

			Ensure staff place a high priority on personal hygiene through awareness CPD and regular briefings/communications by line managers and signage posters.	
		Cleaning schedule in place to ensure equipment cleaned after use	Cleaning rota on wall of kitchen/staff room	
		Own utensils used	Staff to bring their own cups, cutlery and packups. Store and wash separately. Reminder issued 05.03.2021	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
PLAY/ EXERCISE / MUSIC				
Close contact and surface transmission	Staff/Children may suffer contamination through close contact and virus picked up from surfaces	Prevent use of equipment that could transmit virus	<p>Restrict use of musical instruments as regular washing with soap/chemicals after each bubble use will damage equipment surfaces - wood, skin.</p> <p>Use body percussion and washable instruments.</p> <p>Basic sports equipment available for each bubble to solely use.</p> <p>Equipment for PE lessons to be rotated throughout the term with clear cleaning instructions. (72 hours). Equipment not in use to be stored away.</p>	Check music risk assessment

		Encourage outdoor play wherever possible	Bubbles will be timetable throughout the day for x2 playtime breaks and a lunchtime break on either the field or the playground.	
		Rota and segregation for outdoor space to maintain distancing	Groups will be given allocated break times outside following the one way systems to move throughout the building	
		Rota for cleaning play equipment	Play equipment will be available to use but will be cleaned after each bubble has used it. An allocated member of staff will clean down the climbing frame and seating area after each use ERP garden is open and available ONLY to the ERP bubble - staff will rotate deep cleaning of it weekly.	Rotate the playground equipment Mon-Thurs - then new bubble the following Mon so 72 hour break.
		No wind or brass instrument playing 1:1 Lessons	Music specialist and all staff will be made aware of this. Music Risk assessment in place for the use of brass and instruments.	Music and Spanish specialists to plan according to this ensuring children do not sing.
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
TOILETS - REPEAT FOR EACH TOILET BLOCK https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands				

Toilets	Staff/Children/ Contractors	Ensure cleaning rota in place	Rota and checklists to be displayed outside each set of toilets. Additional cleaner employed to clean the toilets throughout the day	
		Process in place to ensure adequate supplies of cleaning materials at all times	Admin staff to ensure cleaning materials are available at all times	
		Rota for use of toilets to minimise number of people at any one time and maintain distancing	Bubbles to have separate toilet times and limited number of children to access them at once.	
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Children & Contractors	Ensure bins in place and used to safely dispose of paper towels and process for regular collection to prevent overspill	Lidded bins available at all key points with signage to ensure safe disposal.	
		Ensure adequate supply of paper towels and wipes	Admin staff to ensure wipes and paper towels are always available.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 4	Impact 3	Score 12
AREA OF CONCERN Note - two lots of toilets will have bubbles mixing				
MAINTAINING HYGIENE https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				

Hygiene practices	Transmitting virus through lack of rigorous preventative measures	Do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum	Plans in place for each classroom and the curriculum design specific to the needs of our children.	Minimising contact with younger children.
		Ensure sufficient washbasins so everyone is able to wash hands regularly	Toilet blocks available for each phase bubble with hand basins in each. Each toilet is labelled per class.	3 classes using each block, staff available to manage.
		Supervise young children washing their hands to prevent ingestion and ensure thorough washing	Open handwashing areas in EYFS so staff can supervise safely. KS1 staff members to observe from the corridor.	
		Build washing hands and 'catch it kill it bin it' into the culture	Children will be reminded about their bubble charter and the rules behind washing hands.	
		Enhance cleaning regime for busy areas	Touch points cleaned every hour by AT and additional cleaner.	
		Ensure the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	All classrooms will have a hand sanitizer by the door. All sinks will have hand soap and paper towels with bins to dispose of them.	
		Supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly.	The ERP has hand sanitizer stations supervised by staff to ensure only small amounts are used. CIP posters with instructions	

		Skin friendly cleaning wipes can be used as an alternative		
Surface transfer	Staff, Children & Contractors	Ensure surfaces are wiped at regular times	Each classroom will have a cleaning checklist on the classroom door.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 4	Impact 3	Score 12
AREAS OF CONCERN				
Note - bubbles will have to mix toilet areas for handwashing. Although there is one sink per class within the room.				
USE OF PPE – Order via normal Purchase Order Procedures. SBM to monitor stock levels.				
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe				
Ensuring safe and effective use of PPE	Staff using PPE in appropriately may be infected	Ensure everyone is aware of and understands Ebor and HSE guidance on use of PPE	Staff have already been given the guidance to read regarding PPE. All classrooms access to PPE packs with instructions inside the pack	
		Ensure sufficient PPE available	Staff will update office admin when PPE has been used and will replenish their resources In line with the Ebor guidance.	
		Ensure process in place for safe disposal of PPE	Lidded bins provided.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 2	Impact 3	Score 6
AREAS OF CONCERN				

CONTRACTORS				
Contractors may bring covid in	Staff, Children & Contractors	Ensure booking system in place for contractors	Contractor bookings to go through the main school office and be added to the electronic calendar.	
		Ensure declaration is signed prior to entering site	Managed by admin staff.	
		Ensure contractors aware of and follow Ebor guidance on H&S procedures during Covid	Guidance for visitors shared on arrival.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
CARETAKING				
https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm				
Caretaker	Caretaker becomes unwell	School sickness policy and Ebor guidance in place	Line manager informed	
Caretaker	Caretaker develops symptoms	Room set aside for symptomatic members of staff and children(ideally with a window that can be opened to provide ventilation)	HT & SBP to be informed immediately of a suspected case of Covid Caretaker is taking part in the voluntary Lateral Flow Testing process.	

		<p>Masks available for supervising adult in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p>		
Site Safety and Provision	Full return to school 8th March 2021	Ensure all building checks and caretaker compliance checks are continued	Caretaker knows what checks and records needed.	
Water Systems	Flushing of Cold and Hot Water	Ensure that all cold and all hot water outlets are flushed	Done weekly and records kept.	
Kitchen Water Systems	Flushing of Cold and Hot Water and Cycling of Appliances	Ensure that all cold and hot water outlets are flushed and appliances have had 1 full cycle of use	<p>Done by caretaker.</p> <p>TS washing machine to be run empty.</p> <p>KM to rin kitchen dishwasher and washing machine empty.</p>	
Statutory Checks	In House Statutory Checks In Place	Ensure all checks in place report immediately to Andy Roberts if lack of staff make this impossible to manage locally	Checked and reported if needed.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 2	Impact 3	Score 6
AREAS OF CONCERN				

GENERAL CLEANING

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Cleaning protection	ALL	Ensure cleaners wear minimum of disposable gloves and aprons for cleaning. Offer use of masks as cleaning causes the possibility of airborne fluid	Cleaning staff to be made aware of the requirement to wear blue disposable gloves and aprons	
Surface transmission	ALL	All cleaning cloths to be disposed of daily and mop heads should be of the disposable type or sterilised daily.	Cloths to go in black bags at the end of the day. Ensure all mops are the correct type.	
Surface transmission	ALL	Areas of common use, such as corridors and toilets to be cleaned regularly throughout the day	Touch point cleaning hourly and checklists to be completed.	
General cleaning	ALL	Schedule frequent cleaning of shared resources, books, toys etc	Classroom checklists to be completed daily.	
General cleaning	ALL	Implement a cleaning log to track cleaning frequency of bathrooms, classrooms and communal areas	Admin staff to collect all checklists weekly and store in the office.	
Cleaning materials	ALL	Disposal of cleaning materials by double bagged Covid method	Ensure all staff are aware of the process and that bags are available.	

Surface transmission	Spaces used by more than one class or group	Ensure these are cleaned between use	Classroom teaching team to carry this out	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA		Likelihood 3	Impact 3	Score 9
AREAS OF CONCERN				
TOUCHPOINT CLEANING				
Airborne and surface transmission	ALL	Regular enhanced cleaning during the day of all high frequency touched areas such as door handles, toilet areas, hand rails etc. Instruction leaflet to be read by all employees and any queries to Andy Roberts	Checklists and designated staff in place. Additional cleaner appointed	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)		Likelihood 2	Impact 4	Score 8
AREAS OF CONCERN				
CLEANING FOLLOWING SUSPECTED COVID CASE				
Airborne and surface transmission	ALL	Ensure all staff are aware of Ebor guidance on enhanced cleaning and use of PPE	Posters available around school for the process and updated guidance shared on training day	

		Change process for managing outbreak to ensure that after any confirmed outbreak Public Health are informed	Updated protocol in place.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK		Likelihood 3	Impact 4	Score 12
AREAS OF CONCERN				
WASTE MANAGEMENT PPE https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control				
Airborne and surface transmission	ALL	All outer packaging must be removed and recycled before an item is taken into school	This is done in either the entrance to the cafe area or the porch area in main reception	
		All food waste must be disposed of in black bags/compostable bags	Black bags in all rooms to dispose of food waste. Bags to be collected after lunch time.	
		Soiled clothing must be put into a bag and then into relevant outer bags - double bagging not required. Take home for washing.	Correct bags available in all changing areas around school with instructions for disposal shared with staff and displayed.	
		Disposal of all waste related to possible or confirmed cases should be classified as infectious and the Ebor	Ebor Covid-19 Disposal method shared with staff, displayed and available in all PPE packs.	

		Covid-19 disposable method used		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA	Likelihood 2	Impact 4	Score 8	
AREAS OF CONCERN				
MANAGING PREMISES https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak				
Statutory compliance has not been completed due to availability of contractors	Everyone on site	Ensure all contractor statutory checks are up to date; immediate reporting to Andy Roberts where they have not been.	T .Long and P. Robinson to ensure this is in place	
		Process in place to ensure contractor statutory checks continue as scheduled and report immediately to Andy Roberts	T. Long and P. Robinson to ensure process is in place and reports sent to A.R.	
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 2	Impact 2	Score 4	
AREAS OF CONCERN				
POLICIES				
Existing policies on safeguarding, health & safety, fire	Everyone	All relevant policies to be reviewed for Covid 19 with implications for schools and		https://www.gov.uk/government/publications/actions-for-sch

evacuation, medical behaviour & other policies current		<p>are fit for the current circumstances</p> <p>All regular H&S policies being followed as normal.</p> <p>Additional water checks done</p> <p>Staff and children briefed accordingly</p> <p>Toolkit produced containing all new policies, procedures and guidance</p>		ools-during-the-coronavirus-ou tbreak
Emergency evacuation whilst maintaining social distancing	Staff/Children/ contractors , close contact transmission	<p>Establish a plan for emergency evacuation which, where practicable maintains social distancing. share with staff once the plan is devised.</p> <p>Put new / additional signage out if required - Markers on fence to say where each class group should stand</p> <p>PEEPS should be reviewed and amended accordingly. HRPA: N/A ERP: N/A</p>		https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-ou tbreak
Administering First Aid & administration of medicines safely	Staff/Children. Contamination through close contact	Children to be directed where applicable (but supervised) to undertake own first aid (e.g.		

<p>Close contact and surface transmission</p>		<p>washing grazes, application of self-adhesive dressings).</p> <p>Ensure adequate supply of PPE is available for use by If first aider should they need to get closer to injured party/ suspected infection with Coronavirus</p> <p>PPE pack located in each bubble plus an additional one at the main reception</p> <p>Guidance provided to 1st aider on how to assess or treat they are to wear disposable aprons, gloves, face masks</p> <p>1st aider to confirm to say they have received and understood instruction</p> <p>General PPE signage as reminder</p> <p>Process in place to undertake temperature checks</p> <p>Disposable forehead thermometers and PPE available.</p>		
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		Provide instruction to staff and notify parents that children with a cough must be sent home –reminders to staff in daily briefing		
Suspected case of COVID-19 in School Close contact and surface transmission	School Staff/ Teachers/Parents/ Visitors to School	<p>Flowchart for procedure has been shared with staff and is displayed across the school</p> <p>Ensure staff have been instructed on how to deal with a suspected case of Covid through briefings and reading material</p> <p>Process in place for contacting parents.</p> <p>Room set aside for symptomatic children (ideally with a window that can be opened to provide ventilation)</p> <p>2m distancing should be available / marked out in the rooms.</p> <p>Process in place to move a symptomatic child to a separate room</p>	<p>The member of admin staff working that day will contact parents and ask them to collect child from spare classroom next to Cook School, thus limiting movement through the building.</p> <p>ERP Children will use the BreastFeeding room accessed via the lift or the car park stairs. Signs will be put on door to make EYFS staff aware and to limit contact. Parents will be able to pick up via the car park.</p> <p>Ensure there is a 'kit' of PPE in the community cafe should a second member of staff need to access.</p>	<p>https://www.gov.uk/coronavirus/education-and-childcare</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</p>

		<p>Masks available for supervising adults in the isolated area.</p> <p>Contingency plan in place so the area where the person has been, can be isolated</p> <p>Accountability allocated for secure deep cleaning of any areas affected, with training given and PPE provided</p>		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Impact 4	Likelihood 2	Score 8	
AREAS FOR CONCERN				

BREAKFAST CLUB / AFTER SCHOOL CLUB / SPORTS PROVISION

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Breakfast Club provision	Staff Pupils Parent/Carers	<ul style="list-style-type: none"> Any person (staff, parent or child) will not attend the site if suffering from any of the identified COVID-19 symptoms PPE will be worn by parents whilst on school site Children will be expected to have washed each morning before arriving at the provision Upon arrival, parents will leave the children at the BC door Upon arrival, children will be met at the door by member of BC staff Children will be asked to wash their hands on arrival (or be offered the use of hand sanitiser) Children will be guided to associate with peers from their own school bubble There will be provision of breakfast food. Children will independently help themselves at the breakfast bar to the cereals and toast. Each child will have their own plate and cutlery. 	<ul style="list-style-type: none"> Weekly updates of the routines for breakfast club via Monday/Tuesday Morning Covid Zoom. Sll minutes recorded in the staff Covid Folder. BC staff to talk to parents outside the BC main entrance doors. If parents do need to come in, then staff to provide parents with hand gel. Staff to remain 2m whilst in the setting, where possible. Masks to be worn during BC by the adults. 	
After School Club provision	Staff Pupils Parent/Carers	<ul style="list-style-type: none"> Any person (staff, parent or child) will not attend the site if suffering from any of the identified COVID-19 symptom Upon arrival, children will be met at the door by member of ASC staff Children will be asked to wash their hands on arrival (or be offered the use of hand sanitizer) 	<ul style="list-style-type: none"> No parents/carers to enter the ASC provision. Parents and carers to wait at the main entrance. ASC letter provided to all children who attend the 	

		<ul style="list-style-type: none"> • Children will be guided to associate with peers from their own school bubble • There will be food provided by ASC including toast and fruit. Children will independently access the food. They will have their own plate, cup and cutlery. • PPE will be worn by parents whilst on school site arriving to collect their children • Parents and children will evacuate the site quickly and efficiently after collecting children from ASC 	<p>setting to remind them of the Covid Procedures.</p> <ul style="list-style-type: none"> • Staff to be allocated their own ASC bubble and a copy of this is given to SLT. . Each bubble to have their own box of resources and table. This is clearly labelled. • Staff to maintain 2m where possible. • ASC staff to keep a record of their own ASC bubble. 	
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External Sports provision (school run)	Staff Pupils Parent/Carers	<ul style="list-style-type: none"> Any person (staff, parent or child) will not attend the provision if suffering from any of the identified COVID-19 symptoms Upon arrival, children will be met at the venue (indoor or outdoor) by a member of the school team Children will be asked to wash their hands on arrival (or be offered the use of hand sanitizer) Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles Equipment will be cleaned with detergent prior to each session Touch point sanitisation will take place prior to each session No contact sports provision until further notice PPE will be worn by parents whilst on school site arriving to collect their children Parents and children will evacuate the site quickly and efficiently after collecting children 	<ul style="list-style-type: none"> Sports coach to wear a mask at all times and maintain 2m. PE teacher to supervise this provision and ensure Covid rules and routine is followed. 	
External Sports provision (external provider) OUTDOOR ONLY	Provider Pupils Parent/Carers	<ul style="list-style-type: none"> Any person (club provider, parent or child) will not attend the provision if suffering from any of the identified COVID-19 symptoms Upon arrival, children will be met at the outdoor venue by a member of the provision The club provider will ensure they have a list of contact details in a protective sleeve in case of emergency The club provider will submit their own risk assessment to the school for consideration prior to ANY club taking place Children will be asked to wash their hands on arrival (or be offered the use of hand sanitizer) 	<ul style="list-style-type: none"> External sports provider to wear a mask at all times and maintain 2m. PE teacher to supervise this provision and ensure Covid rules and routine is followed. 	

		<ul style="list-style-type: none"> • Children will be guided to associate with peers from their own school bubble – groups will be organised to reflect existing bubbles • Equipment will be cleaned (by the provider) with detergent prior to each session • Touch point sanitisation will take place prior to each session • No contact sports provision until further notice • PPE will be worn by parents whilst on school site arriving to collect their children • Parents and children will evacuate the site quickly and efficiently after collecting children 		
HAVING PUT CONTROLS IN PLACE WHAT IS THE RESIDUAL RISK FOR THIS AREA (Potential Impact x Likelihood)	Likelihood 2	Impact 3	Score 6	
AREAS OF CONCERN				