



**RISK ASSESSMENT FORM**

This risk assessment identifies minimum controls measures.  
Please complete the blank areas, add any additional control measures for your setting and risk rate this to make specific.

Version: 10.5

<b>Assessors name:</b> Louise Coates	<b>Date of Assessment:</b> 01/12/ 2020	<b>Activity/Task</b> COVID-19 pandemic cases rising exponentially in the UK. Tier system in place – see highlight for changes regarding PE and use of the hall
<b>Directorate:</b> Education	<b>Service:</b> Schools <b>Group:</b>	<b>Head of School:</b> F Bates

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Failure to advise new starters of the updated policy and guidance relating to COVID-19	Pupils/Staff/Visitors  Poor communication of documents, guidance and instructions, people not adhering to the guidance provided resulting in contagion	All staff including new starters have read understood and marked as read key guidance from DfE, school/trust policies and risk assessments on Every including Prevention and Infection Control training, Use of PPE, pupil well-being training, Donning and doffing training through OneSource and provide a certificate to School Office Manager.  All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid Policy</li> <li>• Pandemic Policy</li> <li>• All policies with addendums linked to Covid19,</li> <li>• recovery curriculum resources,</li> <li>• changes to timetables and breaks.</li> </ul> Staff adhere to the changes and model the expectations for all pupils. All staff ensure they follow	Likelihood:3  Consequence: 4  Risk Level: 12	All staff read all updates to the risk assessment and policy in light of further restrictions being imposed.  Where staff are unsure or require further reminders they speak to a member of the Senior Leadership Team  All staff, including new starters, ensure they have read, understood and marked as read, key guidance from DfE, school/trust policies and risk assessments on Every, including Prevention & infection control training, Use of PPE, pupil wellbeing training, Donning and Doffing training through oneSource and provide a certificate to the School Support Manager.	Likelihood: 2  Consequence:4  Risk Level: 8	All staff led by SLT	Yes

		<p>Trust/School policy and have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li><li>• The Health Protection (Notification) Regulations 2010</li><li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li><li>• DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li></ul> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• DfE</li><li>• NHS</li><li>• Department of Health and Social Care</li><li>• PHE</li><li>• The school's local health protection team (HPT)</li></ul> <p>The School Support Manager conducts a review of all supplier arrangements to ensure they have adequate risk assessments in response to Covid19. Risk Assessments should be requested from all suppliers and kept in the Covid19 one drive file.</p> <p>New starters must refer any queries about what they have read in policies and the guidance to ensure that they have completely understood the expectations to a member of SLT</p> <p>Volunteers programs to be</p>		<p>All staff, including new starters, refer any queries about what they have read in policies and the guidance to a member of SLT to ensure they have completely understood the expectations.</p>			
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		temporarily suspended for the autumn term 2020 to limit the number of people from outside visiting the school site.					
Changes for access and egress for pupils	All staff/pupils and visitors to the school  Mixing of bubbles may allow for spread of virus	External signage is visible to show that access to the school premises is restricted and the system for entry for individual year groups is in place.  School office to remain closed with parental contact via calls and email which will be responded to. The only exception will be to drop off late children or collect children who are ill. A member of the office staff will collect late children from the door. All lunches for late children will be entered manually by office staff. A member of the office staff will collect or lead a sick child to the door to meet their parent/carer.  Deliveries will make themselves known to the office via the intercom and then leave the delivery in a designated place.	Likelihood: 2  Consequence: 5  Risk Level: 10	Head of School to share the access and egress plan with stakeholders	Likelihood: 2  Consequence: 5  Risk Level: 10	Site Manager weekly checks	Yes
Impact on the community wellbeing as alert levels change	Staff, pupils and parent/carers  Anxiety levels are high due to changing communication from the government about Covid19.	Regular communication regarding updates to the risk assessment and response to positive cases and alert level changes. Head of School to share parental communication formats to enable a consistent approach across the Trust in the event of a positive case in school.  Trust Heads meet regularly to share thoughts and concerns as well as resources and solutions.  <b>The Head of School and DSLs</b>	Likelihood: 3  Consequence: 3  Risk Level: 9	Head of School to create and share with parents and carers an overview of what will take place in various Covid-19 linked scenarios.	Likelihood: 2  Consequence: 3  Risk Level: 6	Head of School/Network Manager	N

		ensure provision is in place to help protect wellbeing and mental health, and ensure all staff and pupils have access to psychological support as the school reopens.					
Exposure to COVID-19	<p>Anyone exposed to the virus or an infected person.</p> <p>They may contract Covid-19 – with associated range of health outcomes</p>	<p>Head of School to check and implement latest <a href="#">Government guidance</a> regularly including changes to the tier relevant to the school and community.</p> <p>Risk assessment in place and applied rigorously and amended as required regarding social distancing and all Covid19 protocols in school.</p> <p>EHT to ensure all Trust updates are provided swiftly to enable consistency of approach in the Trust.</p> <p>Two-metre distance markers are in place, PPE, face shields provided for staff, classrooms set up with desks facing the front, signage on the fences explaining about the social distancing expectations and the maintenance of distance from other adults.</p> <p>The carpark is closed to all traffic during the drop off times so children can access their designated entrance point to school.</p> <p>Parent or carer consultations/contacts will take place through telephone/email etc – i.e. no face-to-face meetings will occur Staff Meetings will be held via TEAMS, minutes taken and shared where appropriate</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>	<p>All staff will sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p> <p>Head of School will review the bubble size, reducing where possible in line with current guidance.</p> <p>Staff will not have direct close contact - face to face – with any individual for any length of time within 1 metre, or unprotected physical contact (skin-to-skin).</p> <p>Staff will not have proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with any individual.</p> <p>Staff will not travel to work in a small vehicle with any other person who is not in their bubble.</p> <p>Site Manager to ensure the markings are maintained SLT will be present on each key entrance/exit point, to guide parent/carers and pupils to the correct gate.</p> <p>The taxi will drop the children at</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	Head of School, Site Manager & EHTP	Yes

				the turning point on the driveway to the school, the children will be met and escorted into the school through the main entrance. All staff must have parked their car by 8:15am if they want to use the carpark as access will be closed to all vehicles after this time until 9:00am.			
Public Transport	Staff They may contract Covid-19 – with associated range of health outcomes	If staff are using public transport to get to school, they <b>SHOULD</b> bring in a set of clothes to change into once in school as well as thoroughly hand washing. <b>(The disabled toilet in KS2 is to be used for staff to change their clothes, this will be cleaned following use)</b> Face coverings must be worn for the journey, if they are disposable masks they should be disposed of in a lidded bin.	Likelihood: 1 Consequence: 4 Risk Level: 4			All Staff	Yes

Staff /Pupil Competence in avoiding infection transmission	Anyone in building  Positive cases of Covid19 in school	<p>All staff have completed hand washing e-learning; Additional signage of the expectations for hand hygiene and additional hand sanitizer dispensers around the school.</p> <p>Expectations of when to wash hands (or use hand sanitizer) include: on entry to school, before and after using the toilet, before eating and after any break time.</p> <p>Limited sharing of resources, particularly in KS2 classrooms. Where they are shared, children will wash their hands (or use hand sanitizer)</p> <p>All staff to be informed that they MUST use their fob to sign in and out of the building and at all access points. Office staff will log any visitors to the school using the inventory console on their computer rather than the individual using the screen to log in.</p> <p>Anti-bac wipes to be placed by classroom doors so that the door handle can be wiped after use. Children will not be permitted to move around the school without adult supervision.</p>	Likelihood: 3  Consequence: 4  Risk Level: 12	All new staff complete hand washing e-learning  All pupils receive a half-termly reminder of the briefing and watch handwashing e-learning.  Head of School will monitor compliance of staff reading and signing the policies on EVERY	Likelihood: 2  Consequence:4  Risk Level: 8	SLT and all staff	Yes
Shortage of staff	Pupils & Staff  Staff waiting for Covid19 test results  Education provision for pupils is diminished	<p>Staff isolating following contact from NHS test and trace must remote teach in to their class for the full working day, the class will be supervised by another adult during this time.</p> <p>Staff who are unwell with Covid19 symptoms should follow the <a href="#">government guidance</a></p>	Likelihood: 4  Consequence: 4  Risk Level: 16	<p>Head of School to plan a detailed response to scenarios of multiple bubbles closing due to Covid-19; these will be shared with the CEO and uploaded to the website</p> <p>Remote Education Provision Plan is in place and published</p>	Likelihood: 3  Consequence:3  Risk Level: 9	Head of School	Yes

		<p>All teaching/support staff are trained in how to use the IT kit required to remote teach and the support of this process.</p> <p>All staff are aware that an individual risk assessment is available should they require it.</p>		on the school website			
Virus entering premises	Staff, pupils & Contractors and their families.	<p>Parents/ Carers &amp; Staff to follow the <a href="#">government guidance</a> regarding checking for Covid19 symptoms before attending work or bringing their child to school.</p> <p>Contractors asked health check questions on arrival.</p> <p>Visual checks from staff on children as they arrive and throughout the day, anyone appearing unwell will be isolated and sent home immediately. Staff to be self-responsible regarding their own health.</p> <p>Hand sanitizer to be used by all who enter the building</p> <p>Volunteers programs to be temporarily suspended for the Autumn term, 2020, to limit the number of people from outside visiting the school site</p>	<p>Likelihood: 4</p> <p>Consequence: 5</p> <p>Risk Level: 20</p>	<p>No unnecessary visitors will be admitted to the school</p> <p>Contractors undertaking non health and safety work should undertake this work after the school day and the area will be thoroughly cleaned after completion.</p> <p>All meetings , including parent/carer meetings will be virtual rather than face-to-face In the event of a parent or carer needing to collect their child due to suspected COVID-19, they must remain outside the school building and the child will be taken to them by a member of staff in full PPE.</p> <p>No parent or carer will be permitted to wait in the Reception area for any reason; they must remain outside until their child is ready for collection</p>	<p>Likelihood: 2</p> <p>Consequence:5</p> <p>Risk Level: 10</p>	All staff	Yes
Airborne Transmission	Staff, pupils Spread of virus	<p>It is important to ensure that the teaching environment is well ventilated and comfortable</p> <p>The mechanical ventilation system in the EYFS Block has been adjusted to increase the ventilation rate as far as possible, and is supplemented by an</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>All filters have been checked and renewed as required. The school has gained confirmation in writing from the approved contractor that air conditioning units are safe to use.</p>	<p>Likelihood: 2</p> <p>Consequence:4</p> <p>Risk Level: 8</p>	Site Manager, SLT, All staff	Yes

outdoor air supply.

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 flow of air (not fire doors).

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing.
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

All classrooms/offices to be well ventilated, windows **MUST** be opened at all times when the space is occupied.

If there is no ventilation in the room the risk of transmission increases.



		The amount of increase would depend on the size of room and the number of people in it. The number of staff in each unventilated room should be kept to a minimum and reduced where possible					
Arrival & Departure of the whole school	Staff/pupils/parents/carers  Social distancing not adhered to and Covid19 infection being transmitted.	<p>SLT to maintain high expectations and to be visible to ensure the risk assessment is adhered to at all times.</p> <p>Zero tolerance of anyone breaking the guidance resulting in them being banned from school grounds.</p> <p>Year groups to arrive/ depart at designated gates at staggered set time.</p> <p>Parent/Carers to be informed that they must leave their child with the teacher and not wait with them. Parent/Carer to be reminded of the time to drop and collect their child.</p> <p>2m social distancing to be enforced for parents/carers and where possible, for pupils in year groups (markings on ground to show pupils where to stand and wait.)</p> <p>Only one Parent/Carer per family will be allowed on school site whilst dropping or collecting their child in KS1 and EYFS. Children in KS2 will be expected to enter the school site without their parent/carer.</p> <p>The parent/carer <b>must</b> leave the site immediately following their child going into class.</p> <p>The parent/carer <b>must</b> adhere to the</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>			SLT	Yes

		<p>drop and collection time given for their child. No parent or carer will be permitted to enter the Reception area</p> <p>Pupils <b>must</b> be handed-over in an order which will allow social distancing of staff</p> <p>Staff have the option to wear disposable gloves to open/close door Hands to be washed after glove disposal. Hand sanitiser to be used when moving around the school</p>					
Early Years	<p>Staff/Pupils</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>Equipment is capable of being quickly disinfected. All fabrics have been removed from area.</p> <p>Disinfection of all surfaces &amp; equipment will be undertaken during the daily cleansing regime.</p> <p>All EYFS staff have been provided with a face shield that will be worn throughout the day</p> <p>Anti-bac wipes to be available at all times for spillages.</p> <p>Hands must be washed immediately after contact with a child.</p> <p>Outdoor play to be encouraged.</p> <p>Play equipment <b>MUST</b> be cleaned frequently</p> <p>Sand will not be used until further notice.</p> <p>Water play equipment – chlorinated</p>	<p>Likelihood: 5</p> <p>Consequence: 4</p> <p>Risk Level: 20</p> <p><a href="#">Safer system of work</a></p>	<p>All outdoor plastic equipment must be cleaned frequently and documented when this is completed. Wooden equipment should be sprayed with disinfectant between use and documented when this is complete</p> <p>All new staff <b>MUST</b> sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.</p> <p>5 litres of hand santiser will be stored in a locked cupboard in each classroom; the door will have a flammable substance label on it. The container will be stored on the floor away from any heat source.</p> <p>Any staff who administer</p>	<p>Likelihood: 3</p> <p>Consequence:4</p> <p>Risk Level: 12</p>	Head of School	Yes

		<p>water to be used. Water to be discarded after each session.</p> <p>Any first aid or medical needs which does not allow for social distancing must be carried out with full PPE (gloves, apron, mask and face shield or goggles.)</p> <p>If the child is displaying Covid19 symptoms an FFP2 mask must be worn alongside gloves and an apron (FFP2 mask ONLY to be worn for Covid19 symptoms)</p> <p>Reception classes have access to toilets within the classroom Continuous stock of PPE available. Staff responsible for replenishing stock daily. Enhanced cleaning regime will be in place particularly focused on high use areas such as door handles.</p> <p>Pupils <b>MUST</b> wash their hands on arrival to their class, before and after using the toilet, before and after eating and following any outdoor play or PE.</p> <p>All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed in light of the <a href="#">government guidance</a> for full school return.</p>		<p>personal care to a pupil must don full PPE, including mask, gloves, apron and face shield. This should be donned and doffed following the PHE guidance. All PPE should be double bagged and disposed of in a lidded bin in the main first aid room the main reception office.</p>			
KS1 & 2 Classrooms	Staff/Pupils Expectations of the new class protocols regarding limiting the potential of	<p>Classes to be set up with all pupil desks facing the front. Two children will sit at each desk facing the front. One metre walk way around the tables must be adhered to at all times</p>	<p>Likelihood: 3 Consequence: 4 Risk Level: 12</p>			Head of School	Ye

<p>Covid19 being transmitted not adhered to.</p> <p>Staff not able to adhere to the one metre distance from children who have limited understanding of effective hygiene standards</p>	<p>Enhanced cleaning regime will be in place particularly focused on high use areas such as door handles.</p> <p>All furniture not in use will be removed from the classrooms.</p> <p>Strict rules for play/lunchtime with no interaction with other bubbles.</p> <p>Formal plan shared with the MDA team to ensure they have clear protocols to follow.</p> <p>Staff will be positioned at the front of the class and will have a face shield and <b>must</b> avoid close face to face contact and minimise the time spent within one metre of any child.</p> <p>Staff <b>must</b> position themselves to the side of any desk closest to the front of the class to avoid any transmission of droplets from a sneeze, a cough or accidental spitting reaching the inside of their face shield.</p> <p>Children <b>must</b> be supported to maintain distance and NOT touch staff or their peers where possible.</p> <p>Two staff member per group, this may be more if the SEND is high in the class) (LSAs may be asked to supervise whilst a teacher remotes into the classroom)</p> <p>Windows <b>MUST</b> be opened to maximise ventilation.</p> <p>Resources can be shared within the bubble but must be frequently cleaned following the <a href="#">government guidance</a>. Each desk will have the child's personal resources on it and a drawer placed under their chair</p> <p>Books must only be used in the bubble and MUST be quarantined on return for 48 hours before being used.</p> <p>Where possible staff MUST complete</p>					
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marking and feedback with the whole class rather than collecting books in. When responding to writing, the children should leave their book open on the table and the teacher will wear gloves to respond using the school marking code. Hand sanitiser must be used on completion of this task.

Ipads will be used by a bubble, cleaned with an antibac wipe before being used by the next bubble on the next day.

Pupils must be escorted to the toilet and supervised washing their hands. Pupils are NOT permitted to move around the school without adult supervision. All tasks and activities in which pupils, teachers and other staff will be expected to engage have been risk assessed following the [government guidance](#) for full school return.

Any staff who administer personal care to a pupil must don full PPE, including mask, gloves and apron. This should be donned and doffed following the PHE guidance. All PPE should be double bagged and disposed of in a lidded bin in the main first aid room near the main reception office.

5 litres of hand santiser is stored in a locked cupboard in each classroom, the door has a flammable substance label on it. The container will be stored on the floor away from any heat source.

Transmission between groups	Everyone Transmission of Covid19	<p>Classes will remain in designated room at all times unless it is their allocated break-time or for toilet use. Teachers will remain with their class where possible, with PPA cover being allocated to specific year groups to ensure that they remain with a bubble</p> <p>Where possible, PE MUST continue to be taken outside at all times for the Autumn term 2020. Parents and carers should be informed that their child will need suitable, safe clothing for outdoor PE. If the weather dictates that the lesson needs to move indoors it must be a lower impact activity and must be risk assessed prior to taking place; this must be agreed by a member of SLT.</p> <p>Lunches to be eaten in the classroom to avoid contact with other classes.</p> <p>Classroom tables to be thoroughly cleaned after any lunches have been eaten.</p> <p>Playground to be sectioned for each year group or bubble Staff to wipe down any surface or equipment they use in the staffroom with an anti-bac wipe. Anti-bac wipes to be restocked daily in the staff room</p> <p>Staff <b>MUST</b> maintain the minimum of 2m social distancing from other adults in school. Markings along corridors to show 2m distancing</p> <p>All IT kit to be thoroughly cleaned</p>	<p>Likelihood: 3</p> <p>Consequence: 4</p> <p>Risk Level: 12</p>	<p>Lettings will be paused until January 2021, when the Covid-19 situation will be reviewed by the Trust.</p> <p>PE risk assessment will be reviewed as the weather becomes too cold for the lessons to be taken outdoors. There will be one bubble a day using the hall for PE, the hall will be cleaned daily following the lessons.</p> <p>The staff room will be limited to ten people at a time and break and lunch times staggered to enable this. Additional staff room areas have been established for each bubble and these are signposted across the school.</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	SLT all staff	Yes
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		<p>prior to the transfer to another bubble.  <a href="#">Guidance for cleaning</a></p> <p>Posters advertising expectations to restrict the transmission of Covid19 as much as practically possible Daily reminders to all children and regular email reminders to staff about expectations of maintaining good hygiene and social distancing.</p> <p>Staggered break and lunch times is in place.  Staffroom will be restricted in number allowed.</p> <p>Staff meetings to continue to be held via TEAMS, recorded and the minutes to be taken and shared where appropriate</p>					
Play/Sport/Exercise	Staff/Pupils  Transmission of Covid19 through lack of social distancing	<p>Year groups will be rostered so access to outside areas is restricted to one bubble at a time using a given area.  As per <a href="#">government guidance</a>, any equipment used must be capable of being easily sterilised (e.g. plastic). Sterilisation must take place after each session.  Equipment must be cleaned or rotated and left unused for 48 hours or 72 hours for plastics if used by different bubbles.</p> <p>A face shield <b>MUST</b> be worn by staff during PE lessons due to the risk of droplets being transmitted due to shouting or due to breathlessness.</p>	<p>Likelihood: 2  Consequence: 4  Risk Level: 8</p>	<p>The PE risk assessment is to be reviewed to ensure the safe use of the main large hall. This will be used daily by one bubble at a time and then cleaned thoroughly at the end of the day. PE teacher will wear a face shield and remain at a distance from all children.  The class LSA will administer any first aid required to ensure the PE teacher avoids close contact with any child.  The PE teacher should avoid any face to face contact with the other adult and remain at a distance of 2m from other adults in school.  The class teacher should ensure the children are changed and</p>		SLT/all teachers	Yes

		All staff MUST sign to say they have read and understood the risk assessment and have received the appropriate PPE for their area of work and understand why the measures are in place.		led to the hall for PE by either themselves or the LSA, this is to avoid the potential of cross bubble transmission by the PE teacher.			
Emergency evacuation	Staff/Pupils/contractors  Transmission of Covid19 through lack of social distancing	Where practicable maintain social distancing on evacuation routes. If impracticable, priority is evacuation.  Evacuation assembly points have 2m distance between bubbles  PEEPS are reviewed and amended accordingly, and located in pupil's classroom on teacher's clipboard  Fire drills to be walked through with staff and pupils half-termly	Likelihood: 3  Consequence: 4  Risk Level: 12			Head of School	Yes
First Aid & administration of medicines	Staff/Pupils	Pupils to be directed to undertake own first aid where applicable (e.g. washing grazes, application of self-adhesive dressings).  If the person is displaying Covid19 symptoms, the first aider MUST wear an FFP2 face mask, an apron, and gloves. They SHOULD remain at least 2 metre distance and the room SHOULD be well ventilated. Temperature checks with non-contact thermometer will be carried out. If first aider needs to get closer to injured party to assess or treat they are to wear disposable aprons, gloves and disposable mask. They MUST follow donning and doffing guidance. All current First Aiders have read and sign to say they have read and understood the addendum to the First	Likelihood: 4  Consequence: 4  Risk Level: 16  <a href="#">Safer system of work</a>	All newly qualified First Aiders MUST read and sign to say they have read and understood the addendum to the First Aid policy.  On collection, parents or carers must wait outside the school building and the child will be taken out to them by a member of staff in full PPE.	Likelihood: 3  Consequence: 4  Risk Level: 12		



		<p>Aid policy. Any staff who administer personal care to a pupil must don full PPE, including mask, gloves, apron and face shield. This should be donned and doffed following the PHE guidance. All PPE should be double bagged and disposed of in a lidded bin in the main first aid room the main reception office.</p>					
Pupils Behaviour	<p>Anyone in building</p> <p>Social distance not adhered to by pupils toward staff</p>	<p><b>Review risk assessments</b> that were carried out during lockdown relating to individual behaviour to ensure relevant arrangements or alternative approaches are agreed. Behaviour Policy addendum will be updated to evidence the expectations and consequences of behaviour considering high risk to other pupils and staff Any pupils with known patterns of misbehaviour which involve not following instructions should have an individual risk assessment carried out which is shared and discussed with them and their parent/carer to ensure full understanding of the new protocols for safe behaviours in school.</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>			Head of Provision/ DHT	Yes
Internal movement around the school	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Access &amp; Egress through common areas to be kept to minimum. External routes to be used whenever practicable. Where two-way cannot be avoided or segregated, then measure must be implemented to control the flow.</p> <p>Class Group members to walk at 2m distancing.</p> <p>Parent/carer consultations will be held</p>	<p>Likelihood: 4</p> <p>Consequence: 4</p> <p>Risk Level: 16</p>	<p>All events such as Christmas Nativity will not be held during the autumn term 2020 Two way routes will be single direction only at any one time. Classes will be allocated a time to move around the school, avoiding other bubbles. Parent/Carer consultations will be held remotely via telephone</p> <p>No afterschool clubs will be held</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>	Head of School, SLT	Yes

		<p>remotely via telephone or TEAMS.</p> <p>Bubbles only to move around the school under supervision of their teacher or LSA No messages to be taken around the school by pupils All messages from the office will be via email or telephone; staff are responsible for checking their emails daily.</p> <p>Markings at 2m intervals in corridors &amp; key areas (e.g. toilets, assembly points, stairwells, fire &amp; meet &amp; greet). No assemblies or gatherings of more than one bubble at any time</p> <p>The office will only take enquires via email or telephone; the exception to this will be parent/carers picking up a child due to illness.</p>		<p>during the autumn term 2020.</p> <p>Taxi children to be dropped at the coach turning point to the front school, they will be expected to hand sanitize on exiting the transport and wash their hands on entry to school. Taxi will be expected to remain at the school until all of the bubbles have been collected.</p> <p>Trust Finance staff will use the Trust office on a Monday &amp; Tuesday. They will be signed in at reception and then walk around to their office, they MUST wear either a face mask of face shield. They will bring their own refreshments so will not use the staff room, they will use the toilet allocated to the Reception Staff bubble. The Trust Finance staff are responsible for wiping down all surfaces in the office and also after using the Reception bubble toilet after use.</p>			
Drinking water	<p>Pupils</p> <p>Potential transmission of Covid-19</p>	<p>Water fountains to be closed</p> <p>Pupils to fill own water bottles from classroom supply</p> <p>Anti-bac wipes to be available at sink area Water jugs to be supplied for classes where drinking water is unavailable</p> <p>Sit Manager will ensure that correct signage is present at all water sources</p>	<p>Likelihood: 1</p> <p>Consequence: 4</p> <p>Risk Level: 4</p>			Site Manager	Yes

Toilets	<p>Staff/pupils/Contractors</p> <p>Potential transmission of Covid19</p>	<p>Where practicable bubbles to be allocated a set of toilets for their sole use.</p> <p>Liquid anti-bacterial soap and automatic hand dryers</p> <p>Everyone to wash hands upon return to classroom.</p> <p>Children will be escorted to the toilet when external to the classroom.</p> <p>Increased cleaning throughout the day</p> <p>Toilets will be allocated as per this guidance for classes without class based toilets:  1RD/1SS/1CH sharing year one toilets  2VG/2RS/2EM sharing year two toilets  3RM/3MB/3JP sharing year three toilets  4CP/4NB sharing year four toilets  4 TH/4BG sharing year four toilets  5NM/5MR sharing year five toilets  6LC/6VP/6JM sharing year six toilets</p> <p>Staff toilets allocated, where possible, to phases or bubbles.  Reception staff –Disabled toilet near AHT office  KS1 staff – toilets in staff room  Y3 – Disabled toilet in main corridor  Y4 – Left main corridor toilet  Y5 – Right main corridor toilet  Y6 – KS2 disabled toilet  Office and Leadership in front corridor  – New toilet in front corridor  Annexe – identified toilet in Annexe</p>	<p>Likelihood: 2</p> <p>Consequence: 4</p> <p>Risk Level: 8</p>			All Staff	Yes
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		Contractors – Reception Disabled toilet  All staff/contractors to antibac door handle, toilet handle and tap following use  Cleaning notices displayed in each toilet					
Hand to mucous membrane transfer (eyes, nose, mouth)	Staff, Pupils & Contractors  Potential transmission of Covid19	Regular hand washing - in particular: On arrival/before leaving; Before eating; Before donning PPE/after removing PPE; After using the toilets. Cold/warm running water available for hand washing, with liquid detergent and hand dryers in each toilet Additional hand sanitizer around the school  Bins emptied regularly throughout the day. First emptied after morning break, then after lunch and then after the school day has finished.	Likelihood: 2  Consequence: 4  Risk Level: 8			Site Manager	Y
Surface transfer	Staff, Pupils & Contractors  Potential transmission of Covid19	Regular cleaning schedule in place. Regular spot cleaning of highly used areas e.g. handles, hand rails, toilet areas.  Use of disinfectants with ratio 1000 ppm available chlorine.  Daily cleansing of high use areas undertaken  Door handles to be cleaned regularly	Likelihood: 3  Consequence: 4  Risk Level: 12			Site Manager	Yes
Contractors working on site (	Staff, pupils & Contractors	Only essential maintenance work or essential repairs (e.g. school has no lighting), or work in segregated	Likelihood: 2  Consequence:			Site manager, School	Yes

<p>including Thurrock Catering, Cleaning companies, building and maintenance contractors )</p>	<p>Potential transmission of Covid19</p>	<p>compounds to be undertaken.</p> <p>Contractors to work out of school hours where possible. These area MUST be cleaned thoroughly following the completion of the work. Cleaners will start after all pupils have left the building.</p> <p>Contractors not to work in classrooms when occupied by bubble</p> <p>Contractors to provide the school with their risk assessment in relation to Covid19, these will be checked by the Site Manager</p> <p>Contractors to complete daily health questionnaire on arrival, if the contractor is in everyday then one health questionnaire can be completed each week, with the understanding that if symptoms occur then the contractor will inform the school. (This includes external cleaning companies too)</p> <p>Contractor's operatives to use social distancing or appropriate PPE if tasks being undertaken cannot be completed whilst maintaining social distancing.</p> <p>CT Services are our regular cleaning contractors, the RA has been shared with them.</p> <p>Continuous communications will be adhered to with CT Services as will Thurrock Catering</p> <p>Trust Staff: School to ensure that</p>	<p>4</p> <p>Risk Level: 8</p>			<p>Support Manager</p>	
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		<p>visiting Trust staff are notified of positive cases within the school. If Trust staff have worked in an affected bubble, they should not visit other schools – Trust staff from other schools will provide emergency support</p> <p>See Trust IT Technician Risk Assessment update 9.11.2020</p>					
<p>Suspected case of COVID-19 in School</p>	<p>School Staff/Teachers/Parents/Carers/Visitors to School</p> <p>Potential transmission of Covid19</p>	<p>If someone starts to display symptoms of COVID-19 whilst onsite (continuous cough, temperature or loss or change in their normal sense of taste or smell) then they should go home and follow the Government guidance for <a href="#">NHS test and trace</a>.</p> <p>Where a pupil becomes unwell and is waiting for collection they will be moved to a separate area that is well ventilated identified for this use and then escorted from the building to their parent/carer by a member of staff in full PPE.</p> <p>If an adult presents with Covid19 symptoms they MUST don a mask. If it's a pupil, the mask MUST be worn by the supervising adult in the isolated area. 2m distancing should be in place.</p> <p>Isolation of the area where the person has been in contact and deep cleaning of the area should be initiated.</p> <p>In the event of a suspected case of COVID-19 the school should follow the updated flowchart</p>	<p>Likelihood:4</p> <p>Consequence: 4</p> <p>Risk Level:16</p>		<p>Likelihood:3</p> <p>Consequence:5</p> <p>Risk Level:15</p>		

		<a href="#">Covid19 Flow chart of actions</a>					
Confirmed case of COVID-19 in School	School Staff/Teachers/Parents/Carers/Visitors to School  Potential transmission of Covid19	If a confirmed case of COVID-19 is declared to the school then the School should follow the updated flowchart <a href="#">Covid19 Flow chart of actions</a> and liaise immediately with the Central Trust	Likelihood:4  Consequence: 4  Risk Level:16				Head of School  Yes
Containing an outbreak following advice from the DfE	Staff/ pupils/ and their families Contractors and visitors  Covid19 being contracted	Trust will invoke the Incident Management Plan and the Pandemic Incident Policy.  School will establish a team to invoke the school SEMP, located in the Business Continuity Files on One Drive.	Likelihood: 4  Consequence: 4  Risk Level: 16				CEO/COO  Yes
Access to remote learning	Staff /pupils  In the event of a local lockdown staff unable to deliver and pupils unable to access learning to ensure continued provision of education	The Head of School works with the ICT technicians to ensure enough ICT devices, e.g. computers and laptops, are available to all identified vulnerable or disadvantaged pupils The Head of School and SLT work with teaching staff to ensure a plan is in place to provide adequate learning material during a local lockdown CPD is in place to ensure ALL staff are able to deliver daily lessons, interact with pupils and provide feedback to aid progression. Risk assessments for all pupils with an EHCP are in place Staff have access to IT kit that enables them to continue supporting learning. Additional chrome books purchased to enable remote learning. Google Classrooms continues to be maintained. Acceptable Use Policies for staff and	Likelihood: 4  Consequence: 4  Risk Level: 16	Regular phone calls to pupils via the school telephone  Additional IT expertise will be sourced to support the schools with IT communications Kick Start scheme will identify suitable communication Ambassadors to support remote learning	Likelihood: 1  Consequence:4  Risk Level: 4	Head of School	No

		pupils have been reviewed to take account of Covid-19 and remote learning /working.					
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Review date: 31/10/2020

Date communicated to staff: 01/11/2020

Is a safe system of work required **Yes** / No

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.

### Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

		LIKELIHOOD					
		1	2	3	4	5	
CONSEQUENCE	Catastrophic	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	2	3	4	5	