

# RISK ASSESSMENT

| Activity being Risk Assessed:                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Reception Bubble, Y1 bubble and Y2 Bubble                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                 |                                                     |
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| Please review all in yellow – May 2021                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                 |                                                     |
| What are the hazards?                                                                                               | What are you already doing?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Do you need to do anything else to manage this risk?                                                                                                                                                                                                                                                                                                                                                                                                    | Action by whom?    | Action by when? | Done                                                |
| Lack of social distancing in the classrooms resulting in direct transmission of the virus                           | <p><del>Each class stays within their own classrooms as their own bubbles.</del></p> <p>Year R in own bubble</p> <p>Year 1/2 one bubble (60 children)</p> <p>Chn stay in seats when asked to do so – carpet spaces (chn distanced as much as practicable)</p> <p>Chn made aware of rules and expectations.</p> <p>All chn have own box under table for coats, hats, etc, unless on pegs.</p> <p>Encouraged staff to use PPE as necessary but it is based on staff discretion. If social distancing (from other adults) cannot be maintained the use of mask should be used.</p>                                         | <p>Regular reminders to chn to stay at own desks/space where possible and maintain as much distance inside as feasible</p> <p><del>Work printed by another person to avoid staff crossing through to another bubble's space</del></p> <p>Where possible staff use photocopier when children aren't in – but ensure no one else is in the area to use it during the day. <b>ALL STAFF WEAR MASKS IN PUBLIC AREAS AND OUTSIDE AROUND OTHER PEOPLE</b></p> | ALL EYFS/KS1 Staff |                 |                                                     |
| Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus | <p>Chn go to toilets one bubble at a time. Class R bubble enter bathroom via outside door, Class 1 and 2 bubble use inside door</p> <p>Bubble of 60 to use toilet and then wipe down after whole bubble of class 1/2. Must be sure to keep bubbles separate – so year 1/2 and class R must not mix in toilets or elsewhere still.</p> <p>Chn reminded regularly about hand washing.</p> <p>Hand towel put in toilets rather than hand dryers.</p> <p>Chn wash hands on entering school, before break, after break, before lunch, after lunch, before afternoon snack, after and every time they use toilet as well.</p> | <p>Ensure pre-school know that outside toilet door is open.</p> <p>Regular reviews of handwashing</p> <p>June start – show children video of handwashing again and talk about importance of this. Remind them to try not to touch others and social distancing.</p> <p>New Posters put in toilets to remind new children</p> <p>Continue to check Yas's checklist to ensure soap and towels checked daily.</p>                                          | All EYFS/KS1 staff | EYFS            | Completed<br><br>Reception class do this.<br>Year 1 |

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| What are the hazards?                                                                                                       | What are you already doing?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Do you need to do anything else to manage this risk?                                                                                                                                                                                                                                                                                                                                                                                     | Action by whom?                                | Action by when? | Done   |
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|                                                                                                                             | <p>Milton buckets (for toilets and taps) in bathroom for staff to wipe down after each bubble of children.</p> <p>Door wedges to hold doors open to limit surfaces touched by children.</p>                                                                                                                                                                                                                                                                                                                                                                                           | <p>Please radio if going to the toilet to limit waiting in public spaces with other people.</p> <p>Ensure every day Milton is refreshed first thing before children come in.</p>                                                                                                                                                                                                                                                         | Year 1/2 staff to do this until May half term. |                 |        |
| Lack of social distancing waiting to drop off children in morning and pick up resulting in direct transmission of the virus | <p>Parents reminded about social distancing</p> <p>Signage put up around school</p> <p>All KS1 children to come in through side gate.</p> <p>Timings:</p> <p>Victorians: 8:30 – 8:40</p> <p>Tudors: 8:40-8:50</p> <p>Geordians: 8:50 – 9:00</p> <p>Edwardians: 9:00-9:10</p> <p>Anyone late must arrive after 9:15</p>                                                                                                                                                                                                                                                                | <p>Reminders in letters to parents</p> <p>New Parents Intro Letter/Email</p>                                                                                                                                                                                                                                                                                                                                                             | FB                                             | As Necessary    | 8/3/21 |
| Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus                     | <p>One way system on playground at pick up – spaced out.</p> <p>Yr R enter through external classroom door in outdoor area – when new parents arrive they may come to the outside area.</p> <p>Chn reminded about distancing.</p> <p>Chn play on KS1 playground and right half field</p> <p><del>Chn not on play equipment</del></p> <p><del>If given equipment (i.e. hoops) it must be disinfected after use.</del></p> <p><del>Encourage chn to create new games w/out resources.</del></p> <p>Bubble of year 1/2 can play on playground equipment now. No other classes on KS1</p> | <p>Regular Reminders to all children</p> <p>Ensure JA reminded about timetable and opens all external doors</p> <p>Reminders to ALL to stay 2 metres from everyone. KS1 children won't always do this – so just remind them about distance and keeping space.</p> <p>KS2 collect from KS2 playground – one way systems. KS1 collect from KS1 playground.</p> <p>Scamps should sterilise BEFORE children play on equipment and after.</p> | ALL                                            | Ongoing         |        |

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|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------|
|                                                                                           | equipment except after school club who sterilise every day.                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                               |                 |                 |      |
| Lack of social distancing when eating lunch resulting in direct transmission of the virus | <p>Lunch will be brought into the classroom via a trolley – all chn eat at own tables – must use own water bottles.</p> <p>Wet play, chn eat at own tables – all equipment put away and tables disinfected after.</p> <p>Snack eaten outside where possible – only fruit/veg from school given to children – to be passed out by the staff.</p> <p>Children go into hall to get meals – and children eat outside where possible.</p> | <p>Ensure cleaning materials always available in classrooms – any new stock needed tell FB</p> <p>Please ensure crates of lunch plates are taken back to hall and placed on table please.</p> | ALL             | Ongoing         |      |
| Transmission of virus in shared spaces                                                    | <p>Limit shared areas</p> <p>Deep clean of shared toilet area daily by cleaning staff.</p> <p>Use of walkie talkies to communicate with staff in other bubbles</p> <p>Chn to go to toilets one bubble at a time.</p> <p>Distancing rule if children queuing at break (limit this where possible though)</p> <p>When moving to new spaces always use distancing</p> <p>Specific spaces used for different bubbles</p>                 | <p>ALL STAFF WEAR MASKS IN PUBLIC AREAS NOW AND OUTSIDE WHEN NEAR OTHER PEOPLE</p>                                                                                                            |                 |                 | Yes  |
| Contact of shared resources resulting in indirect transmission of the virus               | <p>All children have their own tables</p> <p>All children keep own lunchbox, drink, coat, hat etc under own table or on pegs in class area.</p> <p>All have own pens/pencils/workbooks/other individual resources at their own table, no shared resources</p>                                                                                                                                                                        | <p>Ensure cleaning in place of any shared resources</p> <p>Reminder sent to parents about filling pencil cases again.</p>                                                                     | ALL             | Ongoing         |      |

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|                                                     | <p>Books in from home – not using the library or school reading books</p> <p>Any shared resources disinfected (no resources should be shared – only in accidental cases)</p> <p>Anything touched by other children wiped down with Milton</p>                                                                                                                                                       | <p>Need to order new canisters for spraying down resources to make sharing easier</p> <p>Resources shared between classes (i.e. Maths resources/Computers) must be cleaned and disinfected before moving bubbles or be left unused for 48 hours (72 hours if plastic)</p> <p>New cleaning resources or PPE restocked as necessary</p> | <p>FB</p> <p>Give to FB but ALL</p> | <p>Ongoing</p>                                            |      |
| Emotional distress of the children                  | <p>Children given access to JR if necessary 1:1 and small groups – always outside, distanced as much as possible.</p> <p>Children given time to have discussion with staff where necessary</p> <p>PSHE/Wellbeing lessons delivered throughout time as needed.</p> <p>Transition plans in place with teachers</p> <p>Reconsider how we transition with mental health and wellbeing at the heart.</p> | <p>Wellbeing Lessons/PSHE lessons delivered</p> <p>Meetings with teachers up to the end of year</p>                                                                                                                                                                                                                                   | <p>All bubble staff</p> <p>FB</p>   | <p>As Necessary</p> <p>Ongoing</p>                        |      |
| Emotional distress of the staff – including anxiety | <p>Clear plans in place for all staff</p> <p>Before staff come into school full induction and clarity over what controls are in place to keep children and themselves safe.</p> <p>Staff sent e-mails about our wellbeing services through SAS and can access NAHT wellbeing services.</p>                                                                                                          | <p>Training as necessary as new teachers come into school again.</p> <p>Wellbeing of staff is a real concern (October) – need to put in place further days, etc, to help them have something to look forward</p>                                                                                                                      | <p>FB</p>                           | <p>Induction for newly returning staff</p> <p>Ongoing</p> |      |

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|                                                                                                                              | <p>Weekly meetings with ALL staff (separate for TAS and Teachers with headteacher to lead)</p> <p>Staff access their 'bubble' through relevant doors – same as children access to prevent cross contamination</p> <p>All windows and doors to be open for cross-ventilation to air out for breathing</p>                                                                                                                                        | <p>to. Appraisal only focused on wellbeing and curriculum development.</p> <p>Continue to focus on this as priority – wellbeing of staff.</p> <p>Keep cross ventilation – all top windows open at all times and some other level of cross ventilation– whatever level of ventilation keeps you happy and feel safe.</p> <p>JA to know all updated timetables to ensure doors open and all windows</p> |                        |                                                   |                       |
| Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus | <p>PPE given to all staff – refreshed as needed by requests to FB</p> <p>Staff to use relevant PPE if a child falls over – all staff who are first aid trained know what PPE to use.</p> <p>Where accidents happen but are very minor, children talked through how to clean their scrapes and cover with a plaster, etc.</p> <p>If children do not comply with distancing rule or break behaviour rules, staff can call parents to pick up.</p> | <p>Ensure all PPE is in stock and keep restocked</p> <p>Stock Check on First Aid Bags before return in September</p>                                                                                                                                                                                                                                                                                  | <p>FB/SR</p> <p>LT</p> | <p>1/06/20<br/>Ongoing restock</p> <p>1/09/20</p> | <p>Yes</p> <p>Yes</p> |
| Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus                                  | <p>Extra hand washing posters up on display</p> <p>Reminder of handwashing techniques through demonstration and videos to chn</p> <p>Hand Gel dispensers in all shared areas – table and as they leave school. Gel used throughout</p>                                                                                                                                                                                                          | <p>Continue to show videos throughout as regular reminders</p> <p>In March go through handwashing again with all children and show videos.</p>                                                                                                                                                                                                                                                        | <p>FB</p> <p>All</p>   | <p>Ongoing</p>                                    |                       |

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|                                                                                                              | the day where necessary (but handwashing used as priority) gel used on exit to home.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                        |                                                          |                              |      |
| Risk of infection due to lack of cleaning resulting in indirect transmission of the virus                    | <p>Additional cleaning measures in place.<br/>New cleaning checklist for cleaning team in KS1 to ensure everything is cleaned</p> <p>In school staff clean all shared surfaces with Milton buckets. Two separate Milton buckets – one for toilets, one for taps and basins. Taps, toilet handles, door handles, etc, wiped down with Milton after every new child. <b>each bubble.</b></p> <p>Cleaning team wipe down all surfaces again in the evening.</p> <p>Steam clean of everything 1 x a week for deep clean.</p> <p>No shared equipment in schools – all soft furnishings taken away</p> <p>PPE worn during all cleaning.</p> | <p>Weekly checks and sign off of cleaning checklist</p> <p>Ensure all cleaning equipment/resources in stock.</p>       | <p>FB</p> <p>ALL – to give stock needed to FB and SR</p> | <p>Weekly</p> <p>Ongoing</p> |      |
| Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus | <p>Anyone at more risk must follow procedures in place and strictly adhere to guidance given and distancing/PPE, etc</p> <p>New staff given full induction into school before coming in to ensure safety of everyone</p>                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Continue to monitor staffing situation</p> <p>Training of being in school, etc, provided on an individual basis</p> | <p>FB</p> <p>FB</p>                                      | <p>Fortnightly</p>           |      |

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| Risk of transmission of illness if a staff member or child has COVID-19 symptoms | <p>Temperature checks in place as necessary (If child feels hot, we call parents)</p> <p>Any symptoms, parents called to pick up straight away</p> <p>Staff with symptoms or any illness, must stay home pending negative COVID test.</p> <p>Children put into isolation immediately – y1 in the Y1 breakout room, YrR at table under canopy in outside area – year 2 in little room with windows wide open.</p> <p>Parents given information about testing and can only back into school with negative test.</p> <p>If 2 positive, all bubble must self-isolate for 14 days.</p> <p>Flowchart will be handed out and used where cases are positive.</p> | <p>When parents pick up children – they come to front office door (not let in) Office to remind parents that child MUST have Covid test before coming back into school. Office then radio classroom and staff member must walk child (social distance and PPE if necessary) to their parents at the front of the school.</p> <p>If any members of your household (or support bubbles you have been in contact with) are having to self-isolate due to track and trace, etc, we ask that children be kept at home as well.</p> <p>If anyone in household/support bubble or childcare bubble have symptoms ALL MUST self-isolate.</p> <p>Follow flowchart as necessary</p> | All staff       | As necessary    |                                              |
| Testing                                                                          | <p>All staff in school and After-School Club staff given LFD (asymptomatic) testing kits.</p> <p>All staff test on Sunday night (if in on Monday) and then again on Thursday night (if in full time) 3 days apart.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                   | Keep check on these tests and update as necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | WH              |                 | Training Sheets given and WH to explain when |
|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WH              |                 |                                              |

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|  | <p>If positive must contact Ms Cooper and the office and follow self-isolation rules – complete PCR test.</p> <p>When children develop symptoms in school, we will now give PCR test kits to parents</p> | <p>Keep check on these tests and order as necessary so we always have stock in place.</p> |  |  | <p>testing kits are given out.</p> |
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| Risk Assessment Completed by (Name): | F. Cooper | Job Title: | Headteacher | Date: | <p>Last Update August 27<sup>th</sup>, 2020</p> <p>September 16<sup>th</sup></p> <p>October 15<sup>th</sup></p> <p>January 4<sup>th</sup></p> <p>March 3<sup>rd</sup>, 2021</p> <p>May 2021</p> |
| Authorised by Line Manager (Name):   |           | Job Title  |             | Date: |                                                                                                                                                                                                 |
| Reviewed by:                         |           | Job Title  |             | Date: |                                                                                                                                                                                                 |
| Distribution List:                   |           | Job Title: |             | Date: |                                                                                                                                                                                                 |
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EYFS and KS1 out of building for 3:45 please – if necessary to stay for various reasons – please ensure in a separate room from all other staff, etc and let others know you are there.

ALL UPDATED VIA ZOOM MEETINGS AND EMAILED TO ALL STAFF CONCERNED