

RISK ASSESSMENT

Activity being Risk Assessed:	Year 3, Year 4, Year 5 and Year 6 Bubbles
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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	Each class stays within their own classrooms as their own bubbles. Year 3/4 now one bubble Year 5/6 now one bubble Chn stay in seats where asked Chn made aware of rules and expectations. All chn have own box under table for coats, hats, etc, everything else on own pegs. All resources kept at their space. Encouraged staff to use PPE as necessary but it is based on staff discretion.	Regular reminders to chn to stay at own desks/space where possible and maintain as much distance inside as feasible ALL STAFF TO WEAR MASKS IN PUBLIC AREAS AND OUTSIDE – face shields must be worn with a mask. Staff encouraged to wear mask is unable to keep 2 meters from other adults in class.	ALL	Ongoing	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	Chn go to toilets class bubble at a time. All toilets accessed via outside doors except for year 5 (but must radio to ensure corridor is clear) Chn reminded regularly about hand washing. Hand towel put in toilets rather than and dryers. 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. Milton buckets (for toilets and taps) in bathroom for staff to wipe down after each bubble of children. Door wedges to hold doors open to limit surfaces touched by children.	Regular reviews of handwashing New Posters put in toilets to remind new children Continue to check Yas's checklist to ensure soap and towels checked daily. Ensure every day Milton is refreshed first thing before children come in. Please radio if going to the toilet to limit waiting in public spaces with other people.	All	Who? Year 4 staff do this. Year 3 staff to do this until February. Jay doing until May half term.	

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	KS2 Staff to use disabled staff toilet.				
Lack of social distancing waiting to drop off children in morning and at pick up resulting in direct transmission of the virus	Parents reminded about social distancing Signage put up around school All KS2 children to come in through KS2 front gate. No parents past front gate – Ms Cooper (or other member of staff to usher children into playground to their classroom doors.	Reminders in letters to parents New Parents Intro Letter/Email	FB	As Necessary	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Victorians: 8:30 – 8:40 these are different from what went to parents. Tudors: 8:40-8:50 Geordians: 8:50 – 9:00 Edwardians: 9:00-9:10 One way system at pick up – all parents socially distanced with masks - no traffic in car park until all children safely off site. Chn reminded about distancing. Chn play on KS2 playground and far left half field Chn not on play equipment New rota created for sharing of field and playground. If given equipment (i.e. hoops) it must be disinfected after use. Encourage chn to create new games w/out resources. Children given their own playground equipment to play with.	Regular Reminders to all children Ensure JA reminded about timetable and opens all external doors Years 4,5 6 at least MUST social distance outside where possible – CONSTANT REMINDERS! KS2 playground/field rota put in place – with resources for each year group to play with. DISCUSS TIMINGS AGAIN FOR PLAYGROUNDS Rota now in place for field and playground – weekly Year 3/4 and 5/6 – so can play on equipment as weekend between bubbles to clean naturally.	ALL JA to open all external doors KS2 playground split into two sections. Field to be split into four sections if possible	Ongoing Reminder sent to parents 1/09/20	8/03/21

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Lack of social distancing when eating lunch resulting in direct transmission of the virus	Lunch will be brought into the classroom via a trolley – all chn eat at own tables – must use own water bottles. All tables wiped after children have eaten by staff in classrooms. Wet play, chn eat at own tables – all equipment put away and tables disinfected after. Snack eaten outside where possible	Ensure cleaning materials always available in classrooms – any new stock needed tell FB. ALL CRATES MUST BE TAKEN BACK TO THE HALL PLEASE AND LEFT ON TABLE!	ALL	Ongoing	
Transmission of virus in shared spaces	Limit shared areas Deep clean of shared toilet daily. Use of walkie talkies to communicate with staff in other bubbles Chn to go to toilets one bubble at a time. Year 3/4 and 5/6 Keep bubbles separate – in all areas. Distancing rule if children queuing at break (limit this where possible though) When moving to new spaces always use distancing Specific spaces used for different bubbles KS2 staff to use disabled staff toilet. Staff to use any toilet – wipe down before and after.	ALL STAFF TO WEAR MASKS IN PUBLIC SPACES			Yes
Contact of shared resources resulting in indirect transmission of the virus	All children have their own tables All children keep own lunchbox, drink, coat, hat etc under own table or on pegs in class area. All have own pens/pencils/workbooks/other individual resources at their own table, no shared resources Books given out and then collected in – isolated for 48 hours.	Ensure cleaning in place of any shared resources Resources shared between classes (i.e. Maths resources/Computers) must be cleaned and disinfected before moving bubbles or be left	ALL	Ongoing	

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	Any shared resources disinfected (no resources should be shared – only in accidental cases) Anything touched by other children wiped down with Milton	unused for 48 hours (72 hours if plastic) Books isolated for 48 hours between being shared. New cleaning resources or PPE restocked as necessary	Give to FB but ALL	Ongoing	
Emotional distress of the children	Children given access to JR if necessary - outside with mask. If in groups, always outside and distanced. Children given time to have discussion with staff where necessary PSHE/Wellbeing lessons delivered throughout time as needed. Transition plans in place with teachers Reconsider how we transition with mental health and wellbeing at the heart.	Wellbeing Lessons/PSHE lessons delivered Meetings with teachers up to the end of year Audit with parents if there has been any incidence that may have affected their family.	All bubble staff FB ALL	As Necessary Ongoing Ongoing	
Emotional distress of the staff – including anxiety	Clear plans in place for all staff Before staff come into school full induction and clarity over what controls are in place to keep children and themselves safe. Staff sent e-mails about our wellbeing services through SAS and can access NAHT wellbeing services. Weekly meetings with ALL staff (separate for TAs and Teachers with headteacher to lead)	Training as necessary as new teachers come into school again. Wellbeing of staff is a real concern (October) – need to put in place further days, etc, to help them have something to look forward to. Appraisal only focused on wellbeing and curriculum development.	FB	Induction for newly returning staff Ongoing	

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	Staff access their 'bubble' through relevant doors – same as children access to prevent cross contamination All windows and doors to be open for cross-ventilation to air out for breathing	CONTINUE THIS AS ABOVE – Staff Wellbeing JA to know all updated timetables to ensure doors open and all windows 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.			
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	PPE given to all staff – refreshed as needed by requests to FB Staff to use relevant PPE if a child falls over – all staff who are first aid trained know what PPE to use. Where accidents happen but are very minor, children talked through how to clean their scrapes and cover with a plaster, etc. If children do not comply with distancing rule or break behaviour rules, staff can call parents to pick up.	Ensure all PPE is in stock and keep restocked Stock Check on First Aid Bags before return in September	FB/SR LT	Ongoing restock 1/09/20	Yes
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	Extra hand washing posters up on display Reminder of handwashing techniques through demonstration and videos to chn Hand Gel dispensers in all shared areas – table and as they leave school. Gel used throughout	Continue to show videos throughout as regular reminders In June go through handwashing again with all children and show videos.	FB ALL	Ongoing	

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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	Additional cleaning measures in place. New cleaning checklist for KS2 to ensure everything is cleaned 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. Cleaning team wipe down all surfaces again in the evening. Steam clean of everything 1 x a week for deep clean. No shared equipment in schools – all soft furnishings taken away PPE worn during all cleaning.	Weekly checks and sign off of cleaning checklist Ensure all cleaning equipment/resources in stock.	FB Year 4 Staff to be responsible for new Milton each day. Jay until May half term. ALL – to give stock needed to FB and SR	Weekly Ongoing	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	Anyone at more risk must follow procedures in place and strictly adhere to guidance given and distancing/PPE, etc New staff given full induction into school before coming in to ensure safety of everyone	Continue to monitor staffing situation Training of being in school, etc, provided on an individual basis	FB FB	Fortnightly	

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				As necessary	
Risk of transmission of illness if a staff member or child has COVID-19 symptoms	Temperature checks in place as necessary (If child feels hot, we call parents) Any symptoms, parents called to pick up straight away Staff with symptoms or any illness, must stay home pending a negative COVID test. Children put into isolation immediately – y3 sitting outside under canopy, Yr 4 outside under canopy Year 5 – sit outside in corridor by pegs (no other children to enter this area while they are there until parents come to pick up) Year 6 – in peg area in corridor – again no children or staff in this area until parents pick up. Remains the same in new 3/4 and 5/6 bubble. Parents given information about testing and can only back into school with negative test. If 2 positive, all bubbles must self-isolate for 14 days. Flowchart will be handed out and used where cases are positive.	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. 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. If anyone in household/support bubble or childcare bubble have symptoms ALL MUST self-isolate. Follow flowchart as necessary	All staff	As necessary	
Testing	All staff in school and After-School Club staff given LFD (asymptomatic) testing kits. All staff test on Sunday night (if in on Monday) and then again on Thursday night (if in full time) 3 days apart.	Keep check on these tests and update as necessary. Keep check on these tests and order as necessary so we always have stock in place.	WH		Training Sheets given and WH to explain when testing kits

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	If positive must contact Ms Cooper and the office and follow self-isolation rules – follow all guidance as in written statement – PCR test to confirm. When children develop symptoms in school, we will now give PCR test kits to parents				are given out.
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Risk Assessment Completed by (Name):	F. Cooper	Job Title:	Headteacher	Date:	Last Update August 27 th September 16 th October 15 th January 4 th March 3 rd 2021 May 2021
Authorised by Line Manager (Name):		Job Title		Date:	
Reviewed by:		Job Title		Date:	
Distribution List:		Job Title:		Date:	June

KS2 staff out of building for 4:00 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

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