Risk Assessment Form



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| Assessor: **Helen Williams** | **Updated 12/5/2021** | | Activity: March reopening of Schools Risk assessment 2021 | | | | | | | | | Location: **Christ Church Academy** | | | | | |
| Standard of dress for activity (if relevant | | | PPE required: **Disposable Gloves, Aprons, Face masks, Visors** | | | | | | | | | Other equipment used during activity: **Cleaning equipment + virucidal cleaning sprays** | | | | | |
| Persons exposed (please tick): | | **Employees** | | | **✓** | **Students** | **✓** | **Public** | **✓** | | **Others** | | | **✓** | **Expectant Mothers** | |  |
| **Hazards Identified – Guidance Note:** Look at the activity and identify hazard(s), **tick** if **present** and **significant.** If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present. | | | | | | | | | | | | | | | | | |
| **Physical Injury Hazards** | | | | **Physical Agents and  Hazardous Substances** | | | | | | | | | **Miscellaneous** | | | | |
| Hit by moving vehicles | | |  | **Hazardous substances** | | | | | | **✓** | | | Display Screen Equipment | | |  | |
| Contact with moving part of a machine | | |  | **Micro organisms** | | | | | | **✓** | | | Hot work/fire hazards | | | **✓** | |
| Hit by moving materials/substances i.e. water | | |  | Ionising radiation | | | | | |  | | | Vibration | | |  | |
| Fall(s) from height | | |  | Noise | | | | | |  | | | Restricted access | | |  | |
| Slips, trips and falls from the same level | | |  | Pressure systems | | | | | |  | | | Manual handling | | |  | |
| Contact with/ use of live electrical equipment | | |  | Ultraviolet light | | | | | |  | | | Lone working | | |  | |
| Contact with cold objects | | |  | Lasers | | | | | |  | | | Confined spaces | | |  | |
| Contact with hot objects | | |  | Flammable liquid/solids | | | | | |  | | | Waste produced by activity | | | **✓** | |
| Contact with sharp objects | | |  | Extremes of Temperature | | | | | |  | | | **Stress** | | | **✓** | |
| Impact with objects | | |  |  | | | | | |  | | | Posture | | |  | |
| Physical attack | | |  |  | | | | | |  | | | **Unauthorised entrance to site** | | | **✓** | |
| Finger “nips” | | |  |  | | | | | |  | | |  | | |  | |
| **Danger to others from failure of Students/ parents to comply with safety instructions from staff** | | | **✓** |  | | | | | |  | | |  | | |  | |
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| **Activity/Task/**  **Risk From** | **Hazard** | **Persons at Risk** | **Existing**  **Control Measures** | **S** | **L** | **R** | **Res** | **Further Control Measures required** | **Date further measures completed by** |
| **Students & staff with prior medical conditions deemed as ‘Clinically extremely vulnerable’.** | 1. Persons with prescribed medical conditions and deemed as ‘clinically extremely vulnerable’ are more at risk from COVID19 effects. | Children/ pupils/  Staff/ Others | 1. Students and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; Under current government guidance CEV staff and pupils shouldself-isolate.   2.    Where staff/pupils who no longer need to shield (from 1st April 2021 subject to easing of restrictions) are welcomed back into school, social distancing measures should be adhered to where possible, LFD testing available and increased hygiene measures followed – more frequent hand washing, respiratory hygiene and enhanced cleaning of surfaces: | 5 | 3 | 15 | H | 1. Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher; 2. Additional PPE may be required to ensure staff/pupils are confident to be in school. This will be agreed on a case by case basis. All staff and pupils still deemed CEV are advised not to attend school. In line with current government and NHS advice**.** Current Position as of 22/2/2021 for the 8th of March reopening of schools. 3. Medical conditions of staff to be taken into account where shielding staff need to be offsite during reopening phase To comply with current government guidance   Face visors should not be worn as an alternative to face coverings.  4.    Medical conditions of staff/pupils to be taken into account where shielding staff/pupils need to be offsite during the reopening phases to comply with current government guidelines.  5.    Individual RA’s to be offered where necessary to accommodate safe return and reassurances.  6.Face Visors should not be worn as an alternative to a face covering. | 14/4/2021 & Ongoing |
| **Pupils & staff with prior medical conditions deemed as ‘Clinically vulnerable’.** | Persons with prescribed medical conditions and deemed as ‘clinically vulnerable’ are more at risk from COVID19 effects, whenever community transmission rates are high; | Children/ pupils/  Staff/ | 1. Students and staff who have been classed as clinically vulnerable due to pre-existing medical conditions may still need to work from home to comply with clinical and/or public health advice; | 5 | 2 | 15 | H | 1.Where genuine confusion exists in determining whether a student or staff member is required not to attend school, a copy of the DoH/PHE notification letter should be provided to the Headteacher;   1. Additional PPE may be required to ensure staff/pupils are confident to be in school. This will be agreed on a case by case basis 2. If guidance changes on the use of PPE then usage will be reviewed | 8/3/2021 and ongoing |
| **Persons entering site with COVID19 symptoms** | 1. Transmission of COVID19 to the School/ Nursery community. | Children/ pupils/  Staff/ Others | 1. Staff & Students must not attend if they have symptoms or are self-isolating due to symptoms in their household 2. School and Nursery settings do not need to take student’s temperatures every morning. 3. School to inform the local PHE Health Protection Team 2 or more of ~~un~~confirmed cases in a 10 day period. | 4 | 2 | 8 | M | 1. Remind parents & staff that the 10-day self-isolation period for persons displaying symptoms is still current. Household members need to isolate for 10 days (including siblings) from when the symptomatic persons first had symptoms. 2. Remind staff. students and parents of the main symptoms, a new continuous cough, or high temperature, or has loss of, or change in, their normal sense of taste or smell (anosmia) 3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person. 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action. 5. Inform Staff they must engage with the Test and Trace programme and arrange to have a test carried out straight away   All monitoring will be carried out in a safe manner in accordance with the BDAT - Education monitoring policy for visitors and staff outside of a bubble.’ | 8/3/2021 and ongoing |
| **COVID19 virus being accidentally brought onto the site.** | 1. Transmission of COVID19 to the School Nursery community; 2. Some BAME Students & staff members are statistically at higher risk. | Children/ pupils/  Staff/ Others | 1. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered; 2. Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach; 3. Cleaning frequently touched surfaces e.g. books, keyboards, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as household detergents; 4. Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times); 5. In the School Nursery Reception area, mark out a 2-metre exclusion zone for any visitors to remain behind OR use barrier screens whilst dealing with staff; 6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups; 7. Look to rearrange desks within classrooms to forward facing and maximum distancing; 8. Staff can operate across different classes but where possible plans for limiting this will reduce the network of possible direct contact Staff who work across more than one class will chose a class bubble. When working in other classes visors or masks will be worn and staff will maintain 2M distance from pupils   Pastoral staff working with individual pupils will do this outside the classroom wherever possible to avoid contact with other pupils.   1. Ensure that the same teacher(s) whenever possible, and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days; 2. Minimise the number of contacts that a student has during the school day; 3. Staff must maintain distance from students and other staff as much as possible, including staying at the front of class and keeping 2m away from colleagues and minimising time spent within 1 metre of anyone; 4. Ensure that, wherever possible, students use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. We may consider seating students at the same desk each day Different groups must not play sports or games together;  * From 17 May, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. * Face coverings will also no longer be recommended for staff in classrooms. * In all schools and FE providers, DfE continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). * The reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern.  1. If a child, young person or student becomes unwell with symptoms of coronavirus while in their school or Nursery setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn; 2. Whilst awaiting collection students should be isolated in a designated room, At CCA this will be the ‘Blue’ room behind a closed door and appropriate adult supervision;   Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so.  Staff partaking in twice weekly LFD home testing see LFD testing RA and supporting documents.   1. Provide tests to student or staff to facilitate testing where this will improve likelihood of them getting tested; 2. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings; 3. Ensure adequate supervision of use of hand sanitiser to prevent ingestion; Skin friendly skin cleaning wipes can be used as an alternative for small children and students with complex needs. 4. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser after any contact someone who is unwell 5. Ensure that all adults and students are aware to:    1. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.    2. Clean their hands on arrival at the School or Nursery, before and after eating, and after sneezing or coughing;    3. Encouraged not to touch their mouth, eyes and nose;    4. Use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’);    5. Ensure that help is available for Students who have trouble cleaning their hands independently; 6. Maximise natural & mechanical ventilation throughout the school/Nursery setting. 7. Fire Doors should remain closed unless on designated fire hold open/closing devices. Frequency of cleaning handles and availability of hand sanitiser should be provided around high use areas. 8. Accessing Classrooms directly from outside where possible Provide local signage at the School; 9. Stagger the following activities so that all students are not moving around the school/nursery at the same time:    1. Assemblies and limit to one group; at CCA collective worship will be via preprepared video, powerpoint or via TEAMs    2. Break times including lunch. Dining areas must be cleaned between groups; class bubbles will be 2m apart from any other classes within the hall, windows will be open and each bubble will have it’s own cleaning station.    3. Drop-off & collection times; are staggered – see timetable. SLT will be outside school each morning from 8.15 to 9am and from 2.45 to 3.20pm each day to supervise parents and pupils. Staff will wear face coverings at this time. Washable spray paint will be used to create markings on school grounds and street to create 2m distanced spaces for parents and pupils waiting to be collected. Parents are encouraged to wear face coverings. No parents will enter the school site unless by appointment.    4. Implement one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the School/Nursey setting where spaces are accessed by corridors;    5. Monitor that toilets do not become crowded by limiting the number of students who use the toilet facilities at one time; 10. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures; 11. Parents/ Carers notified that if their child needs to be accompanied to the School/Nursey setting, only one parent/ carer should attend; 12. Parents/ Carers and students are notified of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use); 13. Notify Parents/ Carers that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely); 14. Stagger the use of staff rooms and offices to limit occupancy to maintain social distancing. Remind staff to maintain social distancing in WC’s e.g. one person in at a time, layout of spaces to be adjusted to encourage social distancing; 15. School kitchen to be fully open and operating in accordance with the guidance for food businesses on COVID-19; 16. Minimise the amount of shared resources taken home off the School/Nursery site & limit exchange of take-home resources between Students and staff; 17. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Reception, Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment can & must be cleaned in between users; 18. If staff meetings are necessary, keeping all attendees 2 metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible. | 4 | 2 | 8 | M | 1. Where settings can, keep students & staff in distinct groups and maximise social distancing they should do so.   a) Class groups  b) Key Stage groups in this order, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk; At CCA there will be no contact between pupils from different key stages. Any staff movement between key stages will be kept to a minimum and only when absolutely necessary.  No interventions will be carried out where groups are mixed between key stages, with the exception of reception and year 1 for RWI provision. These will be in small consistent groups.  ‘Jelly Beans’ wrap around care will use the hall in addition to their room to ensure that pupils from different Key stages remain at least 2m apart at all times.   1. Reduce the number of contacts between students and staff, by keeping groups separate, and maintaining social distancing; 2. Designate groups that do not mix wherever possible to prevent potential spread: 3. Determine which lessons or classroom activities can take place outdoors; 4. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or Nursery building; See timetable for break, lunch, staggered start/end of the day. 5. Keep small groups of students together throughout the day whenever possible and try to avoid larger groups of students mixing;    1. Keep students in the same small groups each day, wherever possible, and different groups are not mixed, wherever possible; KS2 intervntion group, nurture, nurture+ and RWI groups to be consistent. Pupils from different classes to maintain 2m distance within the groups.    2. Equipment that is used, is appropriately cleaned between groups of students using it, & that multiple groups do not use it simultaneously – if it cannot be appropriately cleaned it should not be used; Y4 to use ukuleles and y5 guitars to avoid any risk    3. Remind students to maintain distancing and not touch staff or their peers; 6. All equipment used between groups to be meticulously cleaned between groups, or rotated and left for 72 hours between use by different groups; 7. Outdoor play equipment to be more frequently cleaned 8. Bins for tissues are emptied throughout the day. 9. On notification of a positive result and in collaboration with PHE Health Protection Team, pre-planned actions to be swiftly instigated. 10. Inform all in close contact to self-isolate for 10 days from last contact with individual, to go home 11. Instigate enhanced cleaning regime in all potentially contaminated areas; - Enhanced cleaning schedule – cleaner in over lunchtime to clean toilets and heavy traffic areas. All staff have access to virucidal sprays in order to maintain cleanliness of equipment including photocopiers. 12. Consider the need to close more of the school site as directed by PHE to manage confirmed cases in the community and revert to home learning plans; 13. Contain the spread of the outbreak as directed by PHE to prevent wider contamination within school/Nursery;   9. Arrange for areas around the pupils with symptoms to be cleaned with virucidal cleaning spray after the student has left to reduce the risk of spreading the infection on to other people;  10. Encourage regular hand washing by pupils and staff, on arrival, when they return from breaks, when they change rooms and before and after eating.  11. Document the schools planned enhanced cleaning schedule and make it available to all staff;  a) include more frequent cleaning of rooms or shared areas that are used by different groups;  b) Frequently touched surfaces  c) Toilet areas used by different groups, or with a high usage;  12. Individual risk assessments are undertaken for staff pupils with protected characteristics, including race and disability, in developing your approach and maximise social distancing along with enhanced hygiene procedures;  13. Staff preparing snack will wear gloves and will place food on the child’s desk. They will not hand food directly to children  14. All staff and pupils emergency contact details are up-to-date including alternative emergency contact details where required  15. Pupils parents are contacted as soon as practicable in the event of an emergency. Parents are informed that they must provide a contact number where they can be contacted during the school day.  All monitoring will be carried out in a safe manner in accordance with the BDAT - Education monitoring policy for visitors and staff outside of a bubble.’  staff meetings and celebration assembly carried out via Microsoft teams | 12/5/2021 |
| **Transport & journeys to/ from School** | 1. Transmission of COVID19 to the School/ Nursery community; | Children/ pupils/  Staff/ Others | 1. School Management encourages students to walk or cycle to their school/nursery where possible; 2. School Management will ensure that transport arrangements cater for any changes to start and finish times; 3. School Management will get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus; 4. When using minibuses/ coaches:    1. If practical substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers;    2. If practical cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.    3. Only designated groups to use at any one time;   5.  a Educational Visits – From 12th April (Step 2) Domestic Educational visits will resume considering the health and safety guidance on educational visits and in line with the systems of control. ‘From 17th May should we still be on track with the roadmap (Step 3) Domestic residential visits will be reviewed in school in line with system of controls.  b. **Domestic residential educational visits**can be undertaken from 17th May. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken. | 4 | 2 | 8 | M | 1. School/Nursery Minibuses should not use ‘face to face’ seating layouts.  2. Face coverings must be worn at all times on public transport;  3. Face coverings must be worn at all times on public transport and designated school buses for 11s and over. All staff and pupils over 11 must wear a face covering unless they have an exemption card.    A personal plastic bag to be brought in to place reusable face coverings in. Disposable face coverings to be thrown away on entry to the school grounds or before by placing in a personal plastic bag and placing in an outside bin. Pupils and staff should not touch the front of the mask and must wash their hands after removing it or use hand gel if no handwashing facilities are available.  4. This process applies to pupils, parents and staff  5. BDAT benefits Cycle2work scheme went live on 01/06/2020 to assist in the purchase of bikes and accessories for staff. Staff may call 0330 100 2313 if they wish to access this service  6. ‘Windows and ceiling vents, to be opened and remain open for the duration of the journey to maximise natural ventilation wherever possible  7. Maximise social distancing within the vehicles wherever possible between individual or bubbles.’ | 12/5/2021 |
| **Pupil/ Child or adult displays COVID19 symptoms whilst at School.** | 1. Transmission of COVID19 to the School community. | Children/ pupils/  Staff/ Others | 1. If anyone becomes unwell with a new, continuous cough, a high temperature, or loses a sense of taste and steel (anosmia) in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance; 2. If a child/pupil is awaiting collection, they should bemoved, if possible, to the ‘Blue room’ where they can be isolated behind a closed door, depending on the age of the child/pupil and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people; 3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else; 4. PPE should be worn by staff caring for the child/pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child/pupil with complex needs); 5. Partake fully in Test and Trace Programme, if symptomatic, go home, book a test, (through NHS website or by phone 119) providing details of all who you have come into close contact with, if you have been in close contact with someone you must self-isolate when told to do so, working with PHE on who this applies to; 6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital; 7. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people; 8. All staff and pupils who are attending a school/nursery setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario; 9. Where the pupil or staff member tests negative, they can return to their setting when well enough and fellow household members can end their self-isolation;   Where the child, pupil or staff member tests positive, anyone who has been in close contact (direct close contacts, proximity contacts or travelling in a small vehicle) should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.   1. PHE will provide definitive advise on who must be sent home, to support this school should keep accurate records of groupings; | 4 | 2 | 8 | M | 1. Enhanced cleaning of the area(s) concerned to be covered by a Post-COVID19 Infection Risk Assessment / cleaning plan; 2. Employees to book tests directly on portal. 3. Inform Parents they must engage with the Test and Trace programme and arrange to have a test carried out straight away on the symptomatic person. 4. Inform Parents they must inform you immediately of the test results, so you can take appropriate action. 5. All staff to be provided with written instruction and a practical demo on how to safely use PPE. Staff to be encouraged to practice how to do safely in advance of use. | 8/3/21 and ongoing |
| **Extra Curricular Provision** | 1. Mixing of groups | Children/ pupils/  Staff/ Others | 1. Accurate records of attendees and their grouping in school 2. Good Hygiene provision as per the Systems of Controls: Protective Measures 1 to 9 3. Wrap around provision and extracurricular activityFrom 17th May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number. However, it remains important to continue to minimise mixing between children, where possible. This can be achieved by continuing to keep children in consistent groups every time they attend the setting.      1. Transitional, taster and open days can go ahead You should complete thorough risk assessments before running transitional, taster and open days to ensure that they are run in line with your system of controls and align with the advice contained within this guidance and the roadmap out of lockdown. | 4 | 3 | 12 | H | 1. Consideration of children and pupils attending provision to minimise compromising of groups  2.Creating distinct and consistent groups within provision;  3, Encourage parents to evaluate private childcare providers or out of school activities, protective measures put in place. Only use providers who can safely demonstrate this – No contact sports should take place  4, Advise parents to limit use of multiple settings providers, and to only use one out of school setting in addition to school and provide the link to the guidance for parents and carers. Jellybeans will maintain accurate records of attendees and their grouping in school and Jellybeans  5, Good hygiene provision, hands washed upon arrival and prior to departure  Regular cleaning to take place as per school protocol | 12/5/2021 & ongoing |
| **Higher Risk Activities** | 1. Infection in environments through music, singing, chanting, playing wind or brass instruments or shouting.  2. Contact sports | Children/ pupils/  Staff/ Others | 1. Singing, wind and brass playing will not take place in larger groups, such as school choirs and ensembles or school assemblies; Unless significant space, natural airflow and strict social distancing and mitigation can be maintained. Including government advise on safer singing.  2. Team Sports – only consider those sports whose national governing bodies have developed guidance under the principles of government guidance on team sport and been approved by the government ie sports on the list available and grassroots sports guidance for safe provision including team sport, combat sport and organised sports events. Competition between different schools should not take place until wider grassroots sport for under 18’s is permitted.  3. All equipment to be scrupulously cleaned between groups &/or isolated for 72 hours between use;  4. Activities such as active miles, active breaks and lessons and encouraging active travel whist social distancing is encouraged. | 4 | 3 | 12 | H | 1. Music, limit group sizes in relation to the space, positioning students back to back seated or side to side and maintain strict social distancing between each singer and player  2. No instruments to be shared and handwash before and after handling. All instruments to be named (guitars used in y5 ukuleles in y4. These are left for a week between sessions  3. Increase room ventilation – open windows and position wind and brass players so that the air from their instrument does not blow into another player.  4. Maximise social distancing in class rooms or consider outside locations, where ever possible  5. Sport lessons to be undertaken outside wherever possible.  6. Groupings to remain constant  7. Large indoor spaces used should be well ventilated, social distancing encouraged and cleaned between groups; | 8/3/21 and ongoing |
| **Stress upon staff members** | 1.Roles may be overlapping with greater demands in shorter term;  2.Parents may make increased demands upon staff;  3.Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated. | Staff | 1.Prioritisation of important tasks for the School community for that day/ week;  2.Regular feedback & updates for remaining staff as a group activity;  3.Staff kept informed of developments before Students/ children & parent community;  4.Staff aware of need to report concerns to School Management;  5.Governing Body aware of the need to support Headteacher & Leadership Team. | 3 | 3 | 9 | M | 1. Minimise/ only essential contact with staff members outside working hours.  2. Provide staff with wellbeing support information  3.  **In addition to the schools support mechanisms already in place to support staff/students wellbeing  some staff/**pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both pupil and staff wellbeing in the current situation and this can be accessed through. [**https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers**](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) | 8/3/21 ongoing |
| **Wellbeing and anxiety mitigation for pupils** | Increase of stress or anxiety during this period | Pupils | 1. The school have the following actions in place to support pupils at all times  Train key members of staff in “Supporting children and young people with their mental health  Trained mental health first aider on site  All staff in the process of completing mental health awareness online training  Staff trained in Childhood Bereavement: An introduction, what you can do to help.  Daily feedback / check in meeting with teachers and those pupils remote learning  Live collective worship conducted by Head via teams to help maintain school / pupil contact  Continuous mental health support on hand via 3 dedicated staff members for pupils in school and home learning.  In addition to the schools support mechanisms already in place to support staff/students wellbeing  some staff/pupils may be identified as being particularly anxious about attending school. The DfE has provided additional support for both pupil and staff wellbeing in the current situation and this can be accessed through.  <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers> | 3 | 3 | 9 | M | 1. During the March reopening of schools the following weekly measures will be actioned to support  a. all critical worker and vulnerable pupils in school.  b. and all pupils remote learning during a staggered return  c) delivery of FSM packages will also be utilised as a connection point with pupils and welfare checks noted | 8/3/21 ongoing |
| **Visitors** | 1.Keep visitor numbers to a minimum | Visitors and Contractors | All monitoring will be carried out in a safe manner in accordance with the BDAT - Education monitoring policy for visitors and staff outside of a bubble.’  Only essential meetings are held on site  2. Visitors should wash their hands upon arrival at school and be informed of their responsibility to report symptoms prior to entry to school  3.Meetings will follow social distancing guidelines  4.Visiting contractors will sign the COVID-secure document in school which will be held with Contractor Qualification Documents | 3 | 3 | 9 | M | Visitors will be required to provide contact information for the purposes of track and trace. This information will be destroyed after 14 days.  QR code displayed for use by visitors for track and trace  Temperature of visitors taken on arrival. | 8/3/21 and ongoing |

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| **Maintaining a safe and secure place of work for Staff and pupils** | Ensuring all statutory tests (Every) are continued. | Students  Children/  Staff/ Contractors | 1. All statutory checks are monitored and recorded through the Every compliance tool | 2 | 4 | 8 | M | 2. Every to be thoroughly monitor to ensure compliance and any additional processes implemented.  e.g. need for additional flushing of water outlets.  3. Fire safety management plans to be reviewed and checked in line with operational changes, fire doors, lights and drills (following social distancing as appropriate) Making adjustments to the fire drill to allow for social distancing as appropriate. | 8/3/21 & ongoing |
|  |  |  |  |  |  |  |  |  |  |
| **FSM delivery/ Collection** | Safeguarding of persons delivering meals | Staff | 1. Existing FSM RA in place in school 2. CCA will provide a food package on Monday containing the weeks FSM for parents to prepare at home 3. CCA will follow BDAT guidance when delivering to families who are isolating or unable to collect. ( see app 1) 4. All parents who can will be encouraged to collect their food parcels from the Jelly beans entrance   Markings will be made on the ground to ensure 2m spacing should parents need to queue   1. If Home delivery is a requirement then this will be conducted by 2 staff members in separate cars. | 4 | 3 | 12 | H | 1. Review of existing FSM RA to be undertaken during the first week of March reopening of schools and amended where necessary 2. Updated RA to be checked by central team if still applicable. |  |

**(Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessment authorised by** | | | | | | | | | |
| **Print Name: P Foster** | | | | **\\curric2k12\users\Staff\p.foster\My Pictures\signature.PNGSignature:** | | | | | **Date: 12/5/2021** |
| *RISK RATING SCORE* | **RESIDUAL RISK LEVEL** | | **MANAGERIAL ACTION** | | | | **RISK RESULT** | | |
| **1 - 5** | **L - LOW** | | **Monitor, no action normally required** | | | | **Acceptable = Risk Level & Controls Acceptable** | | |
| **6 - 10** | **M - MEDIUM** | | **Attempt to improve controls so far as is reasonably practicable** | | | |
| **11 - 25** | **H - HIGH** | | **Priority action to be taken to apply control measures** | | | | **Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required** | | |
| **The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.** | | | | | | | | | |
| **Assessment Review** | | | | | | | | | |
| **Reviewed by:**  **SLT and teaching staff** | | | | | **Review date: Daily/ Weekly (in staff meeting)** | | | **Existing risk assessment valid? (Y):** | |
| **Has the activity changed?**  **YES** | | Step 3 of the roadmap out of lockdown – key changes  Face coverings  Educational visits  Transitional taster days  Wrap around provision | | | |  | | | |
| **Have new equipment or materials been introduced? Y/N** | | What: N/A | | | | New controls: | | | |