

Risk Assessment – Covid-19 (Autumn Term Reopening)		23/11/2020	Avonwood Primary School
Responsible Person	Chris Jackson, Head Teacher		
Other Persons Involved	Deb Hillier, Executive Business Manager. Rachel Cann, HR Manager.		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (1 October) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 September) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (28 September) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (20 July) • DfE – Face coverings in education (26 August) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (6 October). • NHS - Test and Trace – How it works (8 October) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (15 July) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers 		

Commented [SM1]: This template risk assessment draws on the principles outlined in the Group Risk Management (HS) Policy.

These comments are designed to help with completing the assessment and should be removed prior to submission/finalising the RA. Likewise, any text in red indicates where action is required by the school/nursery.

Commented [SM2]: Involving other persons helps contribute towards a suitable and sufficient risk assessment and for consultation with employees.

Commented [SM3]: The revised DfE guidance is now synchronised between primary, secondary, and straight-through schools. While Early Years and Nursery are covered in a separate guidance document, the control measures are consistent between the two.

With the move back to the full curriculum, the sorts of activities being carried out should already be covered in the school's normal risk management arrangements. Schools should review these and update them if any COVID-19 specific controls are required.

As a result, this document need only be used to detail where there are items that are different from normal operation for the school and unnecessary duplication of information should be avoided.

Details		
1)	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	
2)	Where recommended, use face coverings in schools	
3)	Clean hands thoroughly more often than usual	
4)	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	
5)	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach	
6)	Minimise contact between individuals and maintain social distancing wherever possible	
7)	Where necessary, wear appropriate personal protective equipment (PPE)	
8)	Engage with the NHS Test and Trace process	
9)	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	
10)	Contain any outbreak by following local health protection team advice	
	<ul style="list-style-type: none"> • Numbers 1 to 5 are in place in all the time. • Number 6 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 7 applies only in specific circumstances. • Numbers 8 to 10 are followed in every case where they are relevant. 	
		1) Yes

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Childs, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> An individual RA is available for those who feel they may be at higher risk from infection. Any staff who are not required in school and can continue to work from home will continue to do so. Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. To support the testing process, the school have been provided with a supply of home testing kits If the test is positive: <ul style="list-style-type: none"> The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. The staff member must engage with the NHS Test and Trace programme. The staff member must notify the school immediately. The school contact their local Health Protection Team for advice on any further action required in school. The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. If the test is returned negative the staff member can return to school when they feel well enough to do so. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 	Yes	Yes
		Childs contracting COVID-19	<ul style="list-style-type: none"> Any child with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The child/parents are instructed to notify the school immediately if a positive result is obtained. To support the testing process, the school are due to be provided with a supply of home testing kits. This will be sent home with parents where applicable. Where a positive result is obtained, the school will contact the DfE helpline for advice on any further action required. A negative result means the child can return to school. Where a child indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation 	Yes	Yes

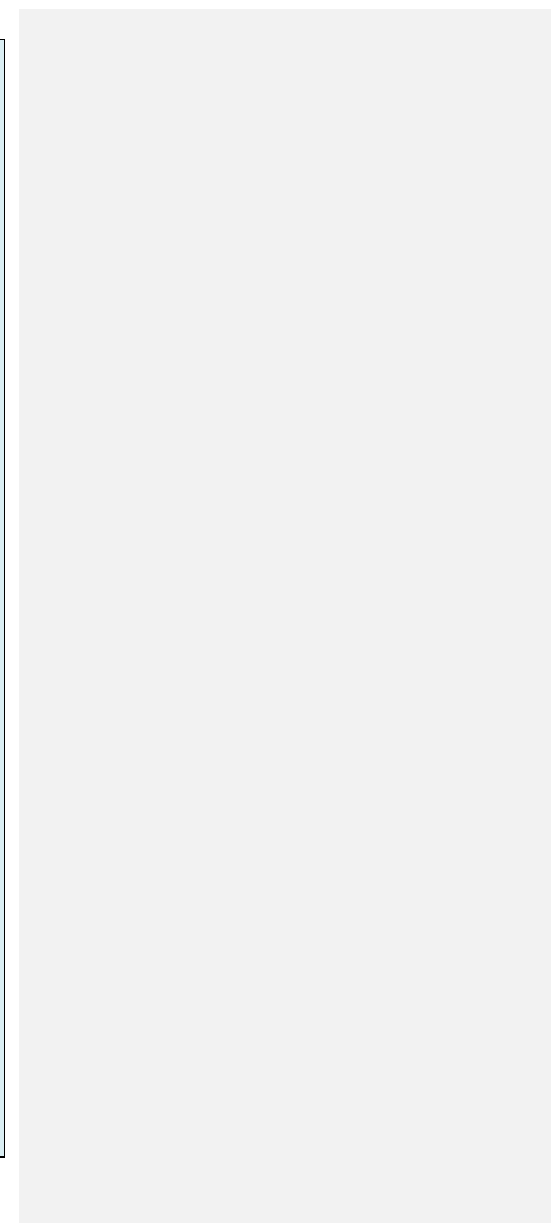
			that their symptomatic household member is tested. If this test result is negative the child can return to school if they do not have any COVID-19 related symptoms.		
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. Visitors will be asked to check in via QR code using the NHS app. • Details of local procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. • Unnecessary visits avoided. Authorisation required in advance from the Head Teacher for any planned visitors. • Front office (including public toilets) remains closed with phone and email the default. 	Yes	Yes
Suspected / confirmed case in school	Staff/childs	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Child/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. • Child isolated in secure first aid room if awaiting collection in line with government guidelines. • Staff and children who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. • Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Boarding establishments manage cases in line with the DfE guidance, Coronavirus (COVID-19): guidance on isolation for residential educational settings • School to collate information on bubbles/groups and other close contacts to inform decision making about who needs to self-isolate should a positive result be obtained. • Children with suspected symptoms are escorted to either the main first aid room or the Year 3 SLT office. A flow chart is followed to determine the right course of action. If covid is suspected this includes PPE, direction on calling home and collection. The room will be cleaned afterwards and any medical waste disposed into a double bagged sack and removed from site to an agreed location by the Caretaker. Parents are warned to have plans in place so that children can be collected quickly and safely in this situation. • Siblings should also self-isolate until the test results are known. If the test is negative, they can resume school. If the test is positive, they should self-isolate for 14 days following guidance from the Health Protection Team. 	Yes	Yes

<p>Infection Control (practices)</p>	<p>Staff, Childs, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol based hand sanitiser will be readily available • Hands cleaned by all children, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Rewards and reminders for 'Being safe' will be part of the Avonwood behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school. • School will provide tissues and bins to support disposal of waste. • SEND leaders will consider support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Face coverings in school are not recommended. If a child wears a face mask to / from school then the parent/ carer should take the face covering with them when they drop the child off to school. If it needs to remain in school (e.g. due to being collected by a different adult) then it must be stored inside a zip sealed bag and placed in their book bag or rucksack. Any visitors arriving with disposable face masks will be asked to double bag them using a dispenser in the reception foyer before placing them in a designated bin. After touching a face mask at any time, children / adults must wash their hands. Should children wear masks to / from school then they must be plain in design, not with any logos or patterns. • Toilets will be cleaned during the day as part of a cleaning rota. • TA's are COSHH trained to use cleaning items if required. • Children in years 1 to 6 have an allocated desk with their own pencil case to limit the need to share items or spaces. • Face coverings for adults will be promoted in common parts in areas of enhanced control. • The school will hold a small supply of disposable face coverings and visors. • Staff are briefed in the safe use of face coverings. 	<p>Yes</p>	<p>Yes</p>
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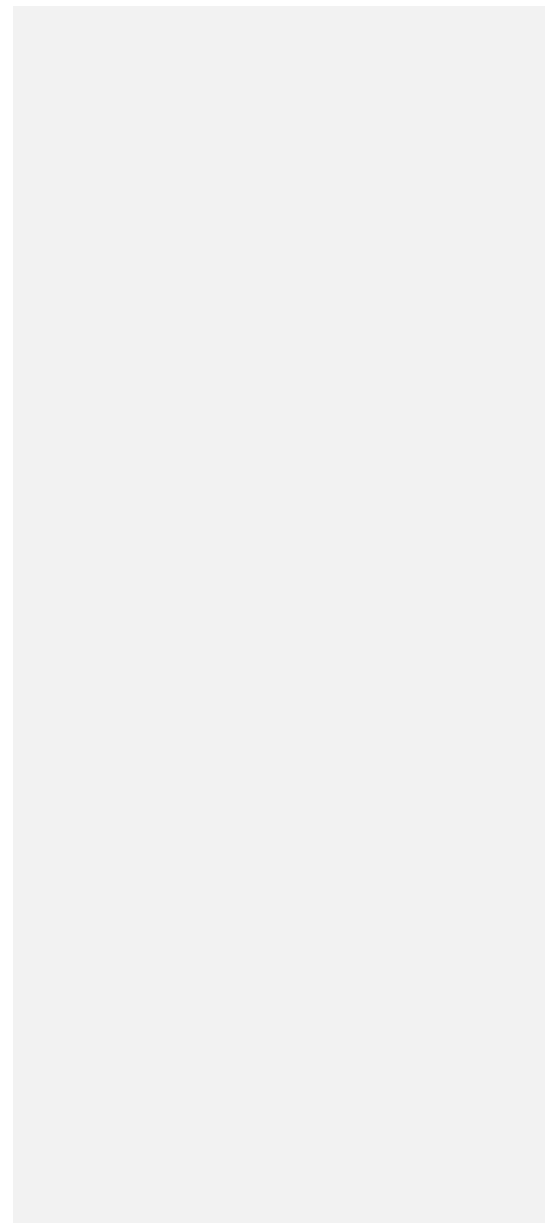
Commented [SM4]: Based on NHS and WHO guidelines. Note there is no minimum alcohol content specified as long as the sanitiser is alcohol based. The alcohol component is essential in breaking down the virus structure (in the absence of a robust hand washing procedure)

There are no religious concerns with the use of alcohol based sanitiser. It is a) medicinal in nature and b) contains additional chemicals that render it undrinkable.

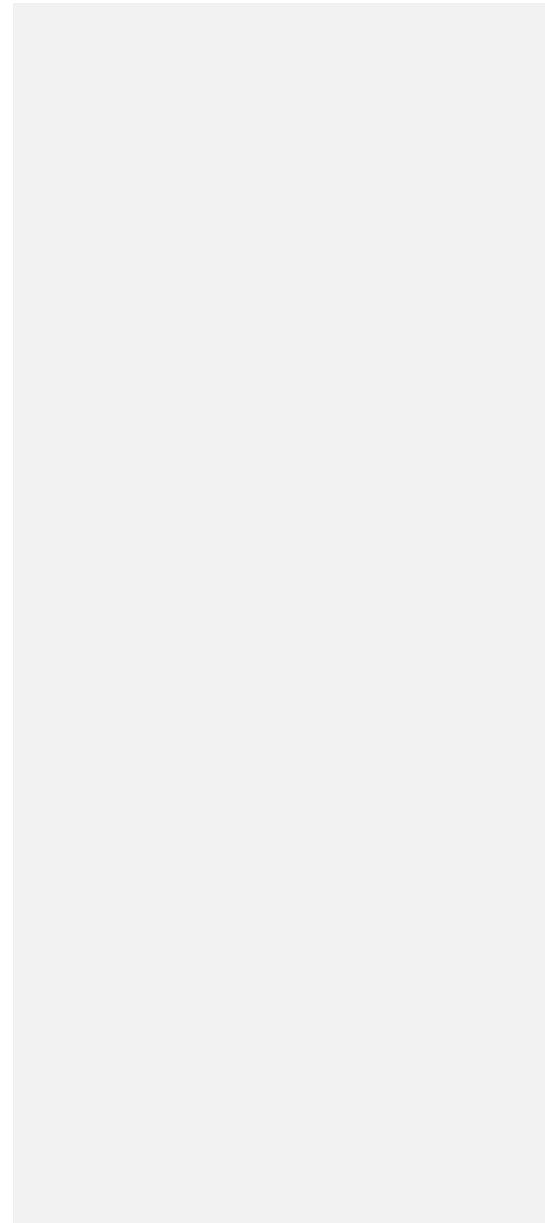
		<p><u>Grouping (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Staff to do all they can to minimise contacts and mixing while still delivering the curriculum. • Aim to reduce contact between staff and children where possible • Early year's settings no longer have limits on group size (from 20 July) and will operate as one bubble, but sticking to their group of 30 as much as possible. • TA's may move between bubbles but must remain 2m from children if entering a different bubble. • In shared environments like the Science lab, these spaces will be cleaned between uses. • Mixing in wider groups for specialist subjects, wraparound care, or on transport is permitted. • No expectation that children distance within their groups but reminded to keep a safe distance when possible. • Siblings can be in different groups. • All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible. • To enable the tracing process to be work effectively, schools will need to keep a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • There will need to a reliable way of identifying which group an individual is part of so that breaches of these groups can be identified. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Children will be grouped in class bubbles of 30. • Intervention groups will go ahead but intervention staff always stay 2m from children and surfaces are cleaned between uses, every effort will be made for children from multiple bubbles to remain 2m apart. Children need to face forwards. Approved intervention spaces are the Science Lab, Hall and Busy Bees. Site to be notified between uses so that cleaning can be organised. • Wrap around care will go ahead but with the organisation expected to follow Government guidance and mitigate risk as much as possible to protect school bubbles. • Wider after school clubs will not open until later in the term, in agreement with the RD. • 1:1 interventions (e.g. ELSA, S&L) may take place in the Busy Bees room but adults and children must stay 2m apart. 	Yes	Yes
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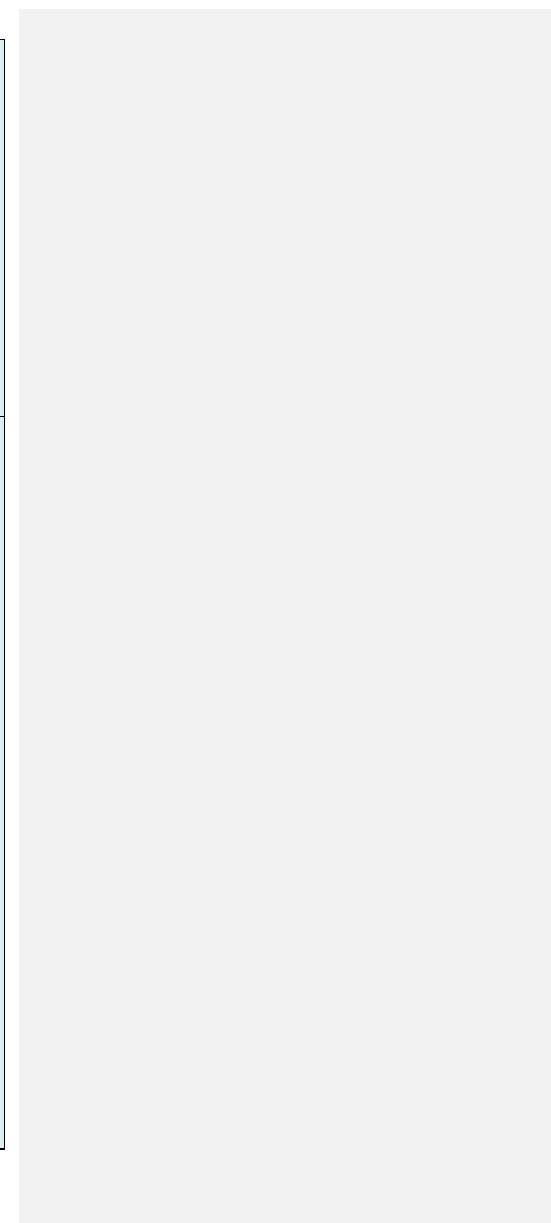
		<p><u>Measures within Classrooms – (key principles applied)</u></p> <ul style="list-style-type: none"> ○ Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism. ○ Childs sitting side by side and facing forwards where possible. ○ Education and care support for those with complex needs to be provided as normal. ○ Location identified for approved classroom visitors. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> ● EYFS to run as a traditional classroom but with care taken to consider shared resources, washing when possible through the day and avoiding use of unnecessary resources. ● Every child in Year 1 to 6 has a desk identified when they will sit, facing forwards where possible. ● Every child in Years 1 to 6 has a clear pencil case with the resources needed to access their learning ● Tactile items can be shared (e.g. maths equipment) within the bubble but not outside of the bubble. ● ICT devices unable to be used at this time. ● Library remains closed ● Science Lab is available but surfaces must be cleaned between uses. ● The hall will only be used for PE lessons during poor weather or interventions. Care taken to avoid shared use of equipment. ● Reading books (library and book band) may be sent home (1 of each book, once per week) but must be quarantined in a tub in classrooms for 48 hours. Book return day is Friday. Teachers will select books on behalf of the children from the library to send home or use in the classroom. Bug Club subscription will be organised to enable online reading. ● Every class (not Year 3) has an identified playground section accessed directly from their classroom. Year 3 use the MUGA and the Foundation outdoor space for play and lunchtime on rotation. Outdoor play equipment is allowed but must remain within each bubble. If using the foundation playground, children may use the disabled toilet opposite the hall. ● Classrooms kept minimalistic for now to make potential deep cleans easier if required (e.g. book corners not required). ● When necessary, children permitted to walk along the corridor but always escorted by an adult. ● Children permitted to bring individual labelled hand sanitiser bottle to keep in desk basket. ● Children permitted to bring individual labelled hand cream to keep in desk basket (must not contain nut based traces / ingredients) ● Windows and doors kept open where possible and safe to do so. 	Yes	Yes
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		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies/worship held over Google Meet / Skype / Teams • Timetable to keep groups apart and minimise movement around the site as much as possible. • Fire evacuation policy stands but groups have a 2m buffer between them when lined up. • Break and lunchtimes staggered to enable spaces to be used safely. • Lunches for Year 1 to 6 served in classrooms by TA's, retaining the integrity of bubbles. • Lunches for EYFS only to be served in the hall all other year groups eat in classrooms. • Limited furniture in the staff room with 2m distancing at all times. • Staff meetings conducted in the school hall where social distancing can be maintained. • Regular and thorough handwashing or use of alcohol based sanitiser to be carried out by all children and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before and after break (inc Lunch) ○ When groups change areas ○ After using the bathroom <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Fire drills to be completed on a class by class basis. • Corridors closed to children, unless supervised by an adult, as no need to access. • Lunches served in classrooms to all children except EYFS who attend the hall. • Public toilets remain closed. 	Yes	Yes
		<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Staggered start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Reception foyer will have a bin and bag dispenser for the safe disposal of visitors face masks. • Reception foyer has hand sanitiser station fitted and signage to remind visitors to wash hands before entering the main building. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Staff in classrooms from 8:30 to accept siblings if being dropped off earlier than published time. • Children available to pick up from 15:00 if needed so that siblings can depart at the same time • Walking, Scooting and Cycling encouraged where possible. 	Yes	Yes



			<ul style="list-style-type: none"> • Clear markings and signage installed. Year 3 drop off pick up zones created in segregated safe areas of the car park / MUGA to reduce parents congregating together (Silver Birch from MUGA, Willow & Elm from Car Park). This will be communicated to parents via a letter in advance of term starting. 		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • SENDCO to review all EHCP children to make sure appropriate arrangements in place. • All intimate care plans reviewed by SENDCO before the start of term and on an ongoing basis. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Local processes explained to visitors on arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Equipment – <ul style="list-style-type: none"> ○ Personal items, e.g. every effort for pens and pencils will remain individual. ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between uses (72 hours for plastic items). ○ Outdoor play equipment to remain closed except the EYFS front play zone which will used by Year 3 at lunchtimes on a weekly rota for one class bubble. ○ Children should not bring anything other than their rucksack, book bag, water bottle, sun cream. PE kit will be worn on days when they have PE. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. ○ Show and tell is not permitted at this time but photographs can be submitted by parents to year team emails or public school twitter accounts. 	Yes	Yes



			<p>Details of local arrangements:</p> <ul style="list-style-type: none"> • PPA and Management time to be covered by usual staff (e.g. Cover Supervisors) but they will be asked to remain 2m from children at all times • Fixed outdoor play equipment to remain closed. • Assemblies held virtually rather than in the hall. • Morning briefing to take place in the hall rather than the staff room • Additional PC in classrooms to enable staff to work there for PPA when needed • Staff room furniture is limited to maintain social distancing, access permitted to the toilets and kitchen. • Weekly staff meetings to be held in the school hall with staff socially distanced, virtual meetings to be held where suitable • Virtual staff morning briefings take place at 8:15. • Visitors must be pre-approved by the Head. 		
Infection Control (premises)	Staff, Childs, Visitors	Changes to or introduction of physical control measure to	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Children not permitted to walk in corridors as there is no need. • Dedicated playground spaces to be organised for all year groups except Year 3 who will have the MUGA on rotation. 	Yes	Yes

		minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Staff room furniture remains limited but access permitted to the toilets and kitchen, no more than 8 adults permitted in this space where possible. • Staff asked to use photocopier one at a time with signage installed indicating this too. • Air conditioning units remain switched off. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups • Removal of soft furnishings and soft toys or toys that are hard to clean such as book corners, puppets, show and tell items etc. • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together ○ Offices are not to be shared. • Prohibit shared workstations if robust cleaning cannot be ensured between users • Complete and display the <i>Covid-19 Secure in 2020</i> poster • BEIS guidance for Offices and Contact Centres referred to in reviewing non-student areas, e.g. school office, staff room etc. 		
Anxiety, stress and worry	Staff, Childs (parents indirectly)	Those coming back to work or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • Staff consulted on the RA through whole staff meetings. • RA to be published on the school website. • Feed the determined approach into the communication strategy. • Staff have access to Group's occupational health and counselling service • Letter sent home to all parents detailing how the school will operate. • Updated video from the Headteacher in our reopening section showing changes and talking about what to expect in September. • Staff meetings used to go through all items and check understanding. September INSET days used for this too. • Strategy to over communicate to parents and staff to reassure. • 'Wellbeing Wednesdays' continue 	Yes	Yes
Cleaning	Staff, Childs, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> • Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. • Day time cleaner to undertake a schedule of activities as directed by the cleaning manger including door handles, touch plates and toilets. • Classrooms to be cleaned at the end of each school day. 	Yes	Yes

Commented [SM5]: This section is taken from the BEIS guidance as the DfE guidance does not cover support staff functions. Schools are strongly advised to read this document.

			<ul style="list-style-type: none"> • Caretaker on site during the school day to support the cleaning staff if required. • Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. • Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • COSHH training provided to all TA's to support with cleaning if required. 		
Delivery of 'higher risk' subjects	Staff, Childs	<p>Delivery of lessons such as science, D&T, Drama and PE require childs and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. • At this time no educational visits are planned off site. • Prospective trips will be discussed with National Primary Director before detailed planning commences. • Visits / experiences to happen on site where possible in lieu of travelling off site. • Books may be loaned home but each class will need to have a returns box, keeping them quarantined for 48hrs before loaning to another child. • CLEAPSS guidance referred to in planning science, D&T and Art • AfPE and national governing body guidance referred to in planning school sport activities • Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama with suitable subject specific risk assessments developed accordingly. 	Yes	Yes
Intimate Care/Higher Dependency Childs	Staff, Childs	<p>Intimate care brings people within close proximity of each other thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • All intimate care plans reviewed by SENDCO and shared to key staff prior to opening, adaption made to plans where necessary. 	Yes	Yes
Failure to follow local rules	Staff, Child, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Weekly staff meeting used to update and troubleshoot any issues. Notes taken and shared to any that do not attend. • SLT open door policy to concerns – no question is a silly question mantra. • Assemblies to be used to share key messages at the start of term. • Signage installed in key places to jog memory (e.g. hand washing) • New staff induction day in September will cover all areas of the risk assessment • Compliance with this risk assessment and associated procedures will be monitored e.g. surveys, observations, audits etc. 	Yes	Yes

Maintaining a compliant premises	Childs, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> Premises compliance status to be reviewed by Executive Business manager prior to reopening and briefing provided to the school's Head before school reopens by 4th September at the latest, Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) Executive Business Manager to review staffing to make sure appropriate plans are in place to maintain cleaning schedule. 	Yes	Yes
The school lapses in following national/group guidelines and advice	Staff, Child, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> Central office to ensure that Coronavirus pages on the Hub are kept updated Important updates/changes to be included in Jon Cole's Heads Bulletins. Headteacher to ensure that all relevant guidance is followed and communicated Senior Leaders to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. Parents/Childs updated via letters and newsletters. Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email. School social media feeds and website used to reinforce key messages. 	Yes	Yes
Other Risk Assessments	Staff, Childs	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DfE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed and procedures reviewed prior to opening with changes made if required Staff training scheduled monitored and any slippage identified Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. 	Yes	Yes
Details of any additional control measures for consideration			Target for completion	Date of completion	Completed By
Additional signage installed outside classrooms to support social distancing at drop off and pick up.			08/09/2020	08/09/2020	CJ
Hand sanitiser stations ordered for every classroom			18/09/2020	09/10/2020	CJ
Parents allowed to drop off in the MUGA for Silver Birch Class			08/09/2020	08/09/2020	CJ
Use of middle play ground for Year 6 drop off and pick up to reduce congestion			10/09/2020	10/09/2020	CJ
Letter home to parents with updates and lessons learnt			10/09/2020	10/09/2020	CJ
Speech and Language therapy to recommence with separate risk assessment sent home to those families.			18/09/2020	18/09/2020	CJ / JT
Year Teams permitted to meet 2m apart in a classroom with windows open, tables wiped before and after with anti bac wipes, remaining seated in one place and a log kept by the Year Lead.			18/09/2020	18/09/2020	CJ
Letter home to parents recommending face masks worn at drop off and pick up.			24/09/2020	24/09/2020	CJ

Commented [SM6]: Use this section to detail anything that isn't currently happening, but which may do in the future.

Peri lessons to commence on a limited basis from 2/11/2020. Science Lab used, children more than 2m apart, equipment cleaned before and after use, children clean hands before and afterwards. Peri teacher collects and returns children to classrooms.	2/11/2020		
Limited relaunch of after school sport clubs	2/11/2020		
Parents requested to use recorded delivery when needing to deposit confidential mail at school	09/10/2020	09/10/2020	CJ
Relaunch of after school clubs cancelled due to lockdown	02/11/2020	02/11/2020	CJ
Staff to wear face masks at all times when outside bubbles, except when meeting year team staff socially distanced in well ventilated rooms.	04/11/2020		
Reminder letter sent home to parents of key safety measure expectations.	02/11/2020	02/11/2020	CJ
Video message from CJ sent to all classes for the children, reminding key safety expectations.	04/11/2020		CJ
Floor markings resprayed	04/11/2020		BE
All non-essential visits rescheduled to be virtual, all in person visits must be approved by SLT in advance.	02/11/2020	02/11/2020	CJ
Singing is permitted in class during music lessons. 15 children may sing at a time facing the front, in rows. The teacher stands at the back of the class. Groups of more than 15 may take place outdoors (e.g. ampitheatre). Plan agreed with Catherine Barker from UL.	23/11/2020	23/11/2020	CJ
Daily email bulletin sent to staff containing useful covid reminders, weekly reminders in school newsletter.	23/11/2020	23/11/2020	CJ
Staff allowed to wear a visor or mask when in communal areas.	23/11/2020	23/11/2020	CJ
Staff moving between bubbles (e.g. supply staff) asked to wear a visor at all times.	23/11/2020	23/11/2020	CJ
SLT to wear a visor or mask at all times when conducting pop ins.	23/11/2020	23/11/2020	CJ

Assessment completed by:	C. Jackson	Date:	23/11/2020	Date of next review:	02/12/2020
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Commented [SM7]: It is strongly recommended that the first review date be set as the end of day 1. This will have given the school the opportunity to test the control measures in place and find out what is working well and what isn't. It is highly likely that changes/updates will be needed at this time.

The next review date might be the end of week 1. Then as things settle down the frequency can be reduced.

Whatever review approach is taken, the audit trail must be preserved to show how the schools approach has evolved over time. The most common way to achieve this is by assigning each assessment with a serial number that increases by one for each iteration.

Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and children consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/children (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.