

## COVENTRY SCHOOL FOUNDATION

<b>Foundation Area/Foundation School:</b>	KHPS Swallows Campus
<b>Date of Assessment: 25 / 2 / 2021</b>	<b>Name of Assessor:</b> Hayley Shortt & Caroline Soan
<b>Location &amp; Subject of Assessment:</b> Full re-opening of Swallows to Campus from March 8 <sup>th</sup> 2021 following Lockdown.	
<b>Review Date:</b> To reviewed in full fortnightly but with any necessary amendments made as needed in the interim.	<b>Other Relevant Information:</b> This risk assessment is in response to the DfE guidance for full-reopening, which can be found <a href="#">here</a> .

<b>Area/Activity Assessed:</b>	
<b>Summary of significant risks where action is required</b>	<b>Summary of controls to be implemented</b>
Contamination and infection from COVID-19 virus.	<p>To enable full re-opening various prevention methods must be in place, which will reduce the opportunities for infection and, if a case reaches school, the possibility for further spread will be reduced. The measures include:</p> <ul style="list-style-type: none"> <li>▪ Robust hand and respiratory hygiene</li> <li>▪ Enhanced cleaning arrangements</li> <li>▪ Active engagement with NHS Test and Trace</li> <li>▪ Reduction in contacts and maximising the distancing between those in school wherever possible by:               <ul style="list-style-type: none"> <li>○ grouping children together (referred to in this RA as ‘their group’)</li> <li>○ avoiding contact between groups</li> <li>○ arranging classrooms with forward facing desks</li> <li>○ staff maintaining distance from pupils and other staff</li> </ul> </li> <li>▪ Use of PPE in specific circumstances</li> </ul> <p>The measures taken together follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level while still allowing us to maintain a broad and balanced curriculum.</p> <p>The review of this Risk Assessment is a standing item on both staff and senior leadership team meetings.</p>

<b>Reviewed / Approved by Senior Manager</b>		Signature: <i>C. Soan</i>	Date: 25.02.2021		
Date Reviewed	20.4.2021	5.5.2021			
Reviewer / Signature	<i>C. Soan</i>	<i>C. Soan</i>			

What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by?	When?	Risk after measures
			In Place	Action Required (to reduce risk)	Name	Date	
<p style="text-align: center;"><b>Pupils, staff and other adults must not come into the school if:</b></p> <ul style="list-style-type: none"> <li>▪ they have one or more coronavirus (COVID-19) symptoms <u>as advised by NHS Test &amp; Trace</u> <ul style="list-style-type: none"> <li>▪ a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms</li> </ul> </li> <li>▪ they are required to quarantine having recently visited countries outside the Common Travel Area <ul style="list-style-type: none"> <li>▪ they have had a positive test</li> </ul> </li> </ul> <p style="text-align: center;"><b>They must immediately cease to attend and not attend for at least 10 days <u>from the day after:</u></b></p> <ul style="list-style-type: none"> <li>▪ the start of their symptoms</li> <li>▪ the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)</li> </ul>							
Transmission of infection when asymptomatic	Staff Pupils	MEDIUM	Partially	<p>We recommend that staff access testing twice each week.</p> <p>Staff can currently access testing at the school test-centre by booking using the Excel booking sheet via the weekly email from the school nurse. Home testing kits will be made available to staff to use as an alternative. Staff are also able to access testing at community centres (<a href="#">see link for details</a>)</p> <p>See separate RA for the school testing centre.</p>	Staff	Ongoing	LOW
Increased risk of serious infection for those Clinically Extremely Vulnerable	Staff Pupils	HIGH	Yes	Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in school who are CEV will be advised to	Staff Pupils	Ongoing	HIGH-NONE (Risk level dependent on

				<p>continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>Staff who are classified as CEV and are unable to work from home are advised to speak with their line manager to request a VERA.</p>			whether they individual has been vaccinated and whether they are working from home or not)
Increased risk of serious infection for those Clinically Vulnerable due to pregnancy	Staff	MEDIUM	Yes	<p>Staff should notify their line manager that they are pregnant as soon as possible to allow for a workplace risk assessment to be undertaken. This risk assessment will assess the risks related to the employee's normal role, and will also specifically consider the risk from COVID-19 in line with <a href="#">guidance from the Royal College of Obstetricians &amp; Gynecologists</a>.</p> <p>CSF will support staff who are in the late stages of pregnancy and were previously working from home to continue to do so unless they wish to return to the workplace.</p>	<p>Pregnant staff members</p> <p>Line managers</p>	Ongoing	LOW
Increased risk of serious infection for those Clinically Vulnerable - those who have given birth within the last 6 months or are breast-feeding	Staff	MEDIUM	Yes	<p>Staff who have given birth within the last 6 months should speak to their line manager in advance of returning to work to allow for a 'Vulnerable Employee Risk Assessment' (VERA) to be undertaken. This risk assessment will assess the risks related from COVID-19 in line with <a href="#">guidance from the Royal College of Obstetricians &amp; Gynecologists</a> and <a href="#">Government guidance</a></p>	<p>Post-natal staff members</p> <p>Line managers</p>	Ongoing	LOW

Increased risk of serious infection for Clinically Extremely Vulnerable/Clinically Vulnerable household members of staff and pupils.	Staff Pupils	MEDIUM		<p>Those living with someone who is CEV/CV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Staff members who live with someone who is CEV/CV should speak to their line manager and/or complete a 'Vulnerable Employee Risk Assessment' (VERA) Form to allow school leaders to work with them to support their individual circumstances. VERA forms will be circulated to all staff and should be completed and returned as soon as possible to allow risk assessments to be undertaken in advance of the full reopening.</p>	Staff  Line managers	8/3/2021	LOW
Increased risk to mental wellbeing for staff	Staff	HIGH	Yes	<p>SLT realise that the mental health of staff may have been adversely affected by the ongoing pandemic. To help to minimise and counter these affects, we will:</p> <ul style="list-style-type: none"> <li>▪ check-in with staff regularly and encourage them to share with us any concerns they may have;</li> <li>▪ consider the impact on staff workload of any changes to normal working routines and procedures and of any directed tasks, new initiatives or changes to school policies;</li> <li>▪ signpost staff to sources of support including</li> </ul> <p><a href="#">MindEd learning platform for professionals</a> BHSF App is available to all staff and they can access a 24hr helpline through this.</p>	Staff Line Managers SLT	Ongoing	MEDIUM
Increased risk to mental	Pupils	HIGH	Yes	<p>SLT realise that the mental health of children may have been adversely affected by the ongoing</p>	All staff with	Ongoing	MEDIUM

wellbeing for pupils				<p>pandemic. To help to minimise and counter these affects, we will:</p> <ul style="list-style-type: none"> <li>▪ Support staff to support children through our Thrive approach.</li> <li>▪ Share with staff other resources to support the wellbeing of our children</li> <li>▪ Issue guidance and reminders for staff to remain alert to indicators of mental health issues in children</li> <li>▪ Remind staff to record any concerns following our normal safeguarding procedures</li> </ul> <p>The following links offer advice and guidance to education professionals to enable them to support the well-being and mental health of pupils:</p> <p><a href="#">'Every Interaction Matters'</a></p> <p><a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p><a href="https://www.gov.uk/guidance/supporting-pupils-wellbeing">https://www.gov.uk/guidance/supporting-pupils-wellbeing</a></p> <p><a href="#">Young Minds</a></p>	pastoral responsibilities		
Increased risk of abuse due to ongoing stress for parents and carers due to	Pupils Families	HIGH		Our Local Safeguarding Children Boards reported an increase in the number of referrals to them following the wider re-opening of schools in Summer 2020 and the full reopening of schools in September 2020. With this in mind, we will ensure our safeguarding	All staff	8.3.21  (Right Help, Right Time	MEDIUM

the ongoing pandemic				<p>procedures are robust by:</p> <ul style="list-style-type: none"> <li>▪ Reminding staff of the signs of abuse</li> <li>▪ Reminding staff of the safeguarding procedures</li> <li>▪ Including Safeguarding &amp; Pastoral concerns as a standing items on staff briefing agendas</li> <li>▪ Delivering 'Early Help' training to all staff</li> <li>▪ Posting regular safeguarding advice for parents in Sagitta.</li> <li>▪ NSPCC 'Speak Out, Stay Safe' assembly to de delivered 8.3.21</li> </ul>		30.3.21)	
Infection resulting from adult to adult contact.	Staff	HIGH (enclosed space/mixed groups of staff)		<p><b>All staff reminded about the need to follow physical distancing rules at all times as well washing/sanitising their hands on arrival, before departure and frequently throughout the day.</b></p> <p><b>Staff room:</b></p> <ul style="list-style-type: none"> <li>▪ Doors propped open and windows open to allow for good ventilation.</li> <li>▪ Maximum 4 people in staffroom</li> <li>▪ Furniture reconfigured to support 2m social distancing.</li> <li>▪ Signage displayed to remind staff to maintain 2m social distancing.</li> <li>▪ All staff work areas risk assessed to make sure staff are positioned at least 2m from other adults and not sitting face-to-face.</li> <li>▪ Shared mugs to be washed in dishwasher – staff <b>MUST</b> be responsible for putting their own things in the dishwasher</li> </ul>	All staff  SSO's to check stock	Daily	LOW

			<ul style="list-style-type: none"><li>▪ No open shared food. Food packed in individual packs for use by a single person is fine.</li><li>▪ The dining hall may be used as a rest space by teachers at breaktime. The accommodation allows for 10 people.</li></ul> <p><b><u>Shared staff areas and equipment:</u></b></p> <ul style="list-style-type: none"><li>▪ All offices, work areas and classrooms have access to cleaning materials.</li><li>▪ Staff should use antibacterial gel to sanitise their hands before and after using photocopiers.</li><li>▪ Water dispenser buttons to be wiped before and after use.</li><li>▪ All staff will receive free hot meals daily. These can be eaten in the dining hall using the back row of tables. Staff should maintain a 2m distance between other colleagues using this area. Staff may also choose to eat in their classrooms, staff room, workroom or in any of the outside areas.</li></ul> <p><b><u>Face coverings:</u></b></p> <ul style="list-style-type: none"><li>▪ The wearing of a face covering is mandatory for staff in corridors and shared spaces. This includes when seated and working in shared spaces, the only exception being when drinking or eating. Masks should be put on before entering the building and should be worn at the end of the day when children are collected by parents.</li><li>▪ Face visors or shields should not be worn as an alternative to face coverings. They may protect against</li></ul>			
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				<p>droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p><b>Staff toilets:</b></p> <ul style="list-style-type: none"> <li>Capacity in staff toilets will be reduced to allow for appropriate social distancing as follows: <p>Main building – 2 people max; middle cubicle out of action  Staffroom female toilets – 1 person max  Staffroom male toilets – 1 person max</p> <p>The single toilet in the Year 1/Art block may be used as normal.</p> </li> <li>Signage showing maximum capacity will be displayed on doors</li> </ul>			
Infection resulting from incorrect use of face masks	Staff Some pupils	HIGH		<p><b>Safe wearing of face coverings requires:</b></p> <ul style="list-style-type: none"> <li>face coverings should cover both the nose and the mouth at all times</li> <li>cleaning of hands before and after touching – including to remove or put them on</li> <li>not touching the front of the face covering during use or when removing it</li> <li>safe storage of them in individual, sealable plastic bags between use</li> </ul>	All staff Relevant pupils	Ongoing	LOW

				<ul style="list-style-type: none"> <li>▪ disposal of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li> <li>▪ where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> </ul>			
Infection resulting from proximity to other pupils, including those outside their group, on school transport.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Pupils encouraged to walk, cycle, scoot or drive to school rather than take public transport/school bus</li> <li>▪ All pupils must wear face masks when travelling on school transport – this is because they will be in a confined space with others not in their group <ul style="list-style-type: none"> <li>○ Parents informed about the basic requirements for a facemask, how to wear them and how often they need to be cleaned. A clean facemask is required for each journey.</li> <li>○ Signs in minibuses and coaches reminding pupils about the need to wear mask.</li> <li>○ Drivers instructed to remind pupils about the need to wear masks. Any pupil not wearing a mask to be reported to the transport manager and parents informed. Frequent offenders unable to use school transport.</li> </ul> </li> <li>▪ Where possible pupils to sit with others in their group. Coaches to have rows allocated to groups</li> </ul>	Transport manager  SSO's  Staff supervising transport	Ongoing	MEDIUM

				<ul style="list-style-type: none"> <li>▪ Frequent cleaning of vehicles including all surfaced that are often touched including door handles, seat covers, safety bars and plastic near seats.</li> <li>▪ Seats immediately behind drivers not to be used. Drivers can wear visors if they wish to.</li> <li>▪ Pupils reminded to wash hands before leaving home.</li> <li>▪ Hand sanitiser available on entry to vehicle and all pupils told to use it.</li> <li>▪ Disembarking the bus at Swallows: Children to disembark in year group bubbles where possible. Stand in Bubble groups on Swallows playground.</li> <li>▪ Face covering to be worn by Swallows staff member supervising the minibus children.</li> </ul>			
Infection resulting from proximity with each other as pupils arrive at school.	Pupils	LOW (infection outside is unlikely)		<ul style="list-style-type: none"> <li>▪ Parents/adults to wear face covering</li> <li>▪ Pupils arrive at designated entrance points, parents remain off site with the exception of Nursery and Reception parents</li> <li>▪ <b>Nursery:</b> Enter through gate opposite nursery and proceed straight to Nursery, 2m lines painted on the playground to indicate where to stand and wait turn for entry</li> <li>▪ <b>Reception:</b> Enter through gate opposite nursery and play on top half of front playground (wet weather RSW classroom – double aspect)</li> <li>▪ <b>Year 1:</b> Enter through bottom gate and proceed to back playground (wet weather Music Room)</li> </ul>	Duty staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups)

				<ul style="list-style-type: none"> <li>▪ <b>Year 2:</b> Enter through main gate and proceed to front playground (coned off from gate opposite nursery to keep apart from EYFS chn &amp; parents (wet weather: Sports Hall)</li> <li>▪ <b>8:50</b> - Pupils collected by staff member supervising their group during the first lesson, wash hands in designated toilet areas and then immediately go to their form room.</li> </ul>			
Infection resulting from proximity with each other as pupils leave school	Pupils	MEDIUM (infection outside is unlikely; larger group of people than during morning drop off makes risk higher)		<ul style="list-style-type: none"> <li>▪ A member of staff brings the pupils out to designated dismissal areas:</li> <li>▪ Parents/adults to wear face covering</li> <li>▪ Signage on fences and gates reminding parents/adults to maintain 2m social distance and to move away from the gate as soon as children are collected</li> <li>▪ <b>Nursery:</b> Parents to enter through gate 2 pedestrian gate and collect children from Nursery door. Parents must not enter the school building. Leave through gate 1</li> <li>▪ <b>Reception:</b> Parents to enter through gate 2 pedestrian gate and collect children from Reception covered area. Parents must not enter the school building.</li> <li>▪ <b>Year 1:</b> Children to line up in forms in front of school office. Parents to enter through bottom gate and queue along the path from the gate to the front playground, observing social distancing guidelines. Once collected, parent and children leave through double gates.</li> <li>▪ <b>Year 2:</b> Children line up in forms on front playground. Parents queue along footpath observing social distancing</li> </ul>	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups)

				<p>guidelines and enter through middle pedestrian gate next to double gates. Once collected, parent and child leave through gate 1.</p> <ul style="list-style-type: none"> <li>▪ <b>Minibus children:</b> Children disembark minibus in Year groups and assemble in Year groups in front of SW's classroom window. Once children collect, leave through Gate 1</li> <li>▪ <b>Parents awaiting minibus children:</b> Wait on front playground, next to fence observing social distancing. <ul style="list-style-type: none"> <li>▪ Parents to be regularly reminded of the need to leave the school grounds as soon as they have collected their children and to maintain social distancing as they do so by SLT, staff on duty and through reminders in Sagitta.</li> </ul> </li> </ul>			
Infection resulting from movement around school.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ When moving to form rooms, pupils are accompanied by a member of staff, using outdoor routes around the building wherever possible.</li> <li>▪ Floor marking to encourage physical distancing.</li> <li>▪ Frequent cleaning of door handles and bannisters/handrails/table surfaces and chairs.</li> <li>▪ Where possible, doors propped open.</li> <li>▪ Plan for entering classrooms on arrival to avoid pinch points in corridors and to fill classroom from furthest point first, likewise top floor down where needed.</li> <li>▪ Children to use designated Year group toilets whenever possible. If not possible (e.g. during Computing lesson, children to check toilets not already</li> </ul>	All staff SSO's Extra cleaning staff  Ridgecrest	Daily	LOW

				<p>occupied by children from another year group before using. If already occupied, child to wait outside toilet until other year group exits.</p> <ul style="list-style-type: none"><li>▪ Designated lunch/break routes for each group:</li><li>▪ <b>Nursery:</b> Exit nursery onto front playground, walk around main building to external door to serving hatches</li><li>▪ <b>RSW:</b> Exit through nursery gate onto front playground, walk around main building to external door to serving hatches</li><li>▪ <b>RF:</b> Walk along internal corridor to serving hatches</li><li>▪ <b>Both Reception classes exit:</b> via door closest to music rooms and proceed to top half of front playground via Reception covered area.</li><li>▪ <b>Year 1:</b> From astro, walk along path to external door to serving hatches. Exit via fire exits and proceed along path to back playground</li><li>▪ <b>Year 2:</b> From front playground to external door to serving hatches. Exit via fire exits and proceed along path to front playground</li><li>▪</li><li>▪ During wet weather, the following locations and routes to be used:</li><li>▪ <b>Nursery:</b> Exit Nursery via door next to reception toilets. Enter main school building by door between kitchen and RFW classroom. Return to Nursery via reversal of the same route.</li><li>▪ <b>Reception:</b> Use same routes to the dining hall then all return to RSW</li></ul>			
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				<p>classroom via route between Music room and swimming pool.</p> <ul style="list-style-type: none"> <li>▪ <b>Year 1:</b> Children to wait in Music room before dining hall sitting. Staff member on duty to collect children and bring them in front of serving hatches to line up along inside corridor to Library. Children exit the dining room via door closest to Music room and return to Music room.</li> <li>▪ <b>Year 2:</b> Children to wait in Sports Hall* before dining hall sitting. Leave Sports Hall via exit to astro and follow path between Sports Hall &amp; Astro around to external door to the serving hatches. Children can queue along inside corridor to Library. Children exit the dining room via fire exits and return to Sports Hall entering through fire exit next to astro.</li> <li>▪ <b>*Should wet weather occur on a day when Sports Hall is used for a club:</b> Year 2 children to remain in their classrooms. Member of staff on duty in the dining hall to collect class groups one by one from classrooms and escort them down the stairs to the serving hatches with children queuing up along the corridor to the library.</li> </ul>			
Infection within a 'normal' classroom.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Classrooms re-arranged to provide a space where adults can stay at least 2m from any pupil.</li> <li>▪ Desks rearranged so that all pupils face forward.</li> <li>▪ All rooms have a maximum capacity, clearly indicated on the door to the room.</li> </ul>	SSO's Extra cleaning staff  All Staff  Ridgecrest	Daily	MEDIUM

				<ul style="list-style-type: none"><li>▪ Timetable changed to make sure group size is appropriate for the room where necessary.</li><li>▪ Hand sanitiser available in each classroom and pupils instructed to use it each time they enter the room.</li><li>▪ Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture.</li><li>▪ Each classroom to have a supply of tissues.</li><li>▪ Each classroom to have lidded and bagged bin that is emptied daily.</li><li>▪ Classrooms cleaned daily (if used by the same group) or twice daily if used by more than one group.</li><li>▪ Cleaning includes a focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, shared learning resources, sinks, taps, and other areas touched regularly.</li><li>▪ No classrooms have air conditioning units.</li><li>▪ Staff to ensure open windows are open where possible. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</li><li>▪ Classroom doors propped open.</li><li>▪ All pupils to be given a small whiteboard and pen and any other</li></ul>			
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				<p>pertinent resources eg. Numicon, reading books</p> <ul style="list-style-type: none"> <li>▪ Equipment to be put in Milton each day and /or quarantined for 72 hours</li> <li>▪ Seating plans to be used for all class groups to support track and trace.</li> </ul>			
Infection within a 'set' classroom (e.g. RWI groupings).	Pupils Staff	HIGH (enclosed space/pupils within bubbles)		<ul style="list-style-type: none"> <li>▪ Groups are small and consistent and made up of children from one year group only (max 15)</li> <li>▪ Children sit in the same place for each lesson</li> <li>▪ Children entering a different classroom to their own for RWI use the hand sanitiser on entry and on return to their normal classroom.</li> <li>▪ Chairs and tables used by children who are taught in a room different to their own will be wiped before and after the lesson.</li> </ul>	All staff	Daily	MEDIUM
Infection resulting from contaminated reading books	Pupils Staff Parents	MEDIUM		<ul style="list-style-type: none"> <li>▪ Each class to have own set of reading books, with the following procedure to be followed to allow children to take reading books home: <ol style="list-style-type: none"> <li>1) Class Teacher/TA selects mixed box of reading books from stock in the library and year group designated books.</li> <li>2) Class Teacher/TA allocates reading books to individual children to take home to read, recording which books are allocated.</li> <li>3) When children return books to school, they are quarantined within the classroom for 72 hours away from the rest of the class reading books before being put back into the class stock.</li> </ol> </li> </ul>	All staff	Daily	LOW

				<p>4) Teachers needing to refresh stock of class books should quarantine selection for 72 hours, return books to the library, then repeat this process from step 1.</p> <p>5) Class Teachers/TAs must ensure they wash/sanitise their hands before and after selecting books or returning them to the library.</p>			
Infection resulting from cross contamination in cookery or food tasting sessions.	Pupils Staff	LOW		<p>According to <a href="#">government guidance</a>, “It is very unlikely that you can catch coronavirus (COVID-19) from food.”</p> <p>In light of this guidance, normal cookery and food tasting sessions can go ahead with the following extra precautions:</p> <p><b>Cooking:</b></p> <ul style="list-style-type: none"> <li>▪ Activities completed within bubbles</li> <li>▪ Recipes that need to be cooked are safer than ‘no cook’ recipes</li> <li>▪ Hygiene procedures must be followed stringently with all children and staff washing their hands thoroughly before the activity</li> <li>▪ Aprons must not be shared by children/between bubbles without first being washed or quarantined for 72hours</li> <li>▪ All utensils must be washed thoroughly with warm, soapy water and surfaces cleaned between bubbles.</li> </ul> <p><b>Food tasting:</b></p> <ul style="list-style-type: none"> <li>- Food must be ‘pre-packaged’ and purchased from a reputable supplier</li> <li>- Children must wash hands thoroughly before undertaking the food tasting activity</li> </ul>	Staff undertaking activity	When required	LOW

				<ul style="list-style-type: none"> <li>- Food should be handed out by an adult who has washed hands thoroughly and is wearing a face covering</li> <li>- Food must be handed to children and placed on an individual plate/paper plate/cup/bowl etc. Children must not take food items themselves from a shared plate</li> <li>- Children and staff must wash hands after completing the activity</li> </ul>			
Infection during break.	Pupils Staff	LOW (Infection outside is unlikely)		<ul style="list-style-type: none"> <li>▪ Designated Year group play areas supervised by duty staff. <b>Reception</b> Top of front playground (coned off from Year 2 children) (Wet weather – RSW double aspect classroom) <b>Year 1</b> back playground (Wet weather – Music Room) <b>Year 2</b> bottom half of front playground (Wet weather – Sports Hall)</li> <li>▪ Morning snacks eaten in classrooms</li> <li>▪ Set routes between areas</li> <li>▪ Staff supervision in group areas, outside areas, eating areas and toilets.</li> <li>▪ Queuing systems in place to support social distancing.</li> <li>▪ Door designated as entry or exit only. Where this is not possible, children to be reminded to go through the door one at a time.</li> <li>▪ Supervision by staff – following physical distance guidelines.</li> </ul>	All staff	Daily	Low
Infection during lunch.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Rota used to keep groups apart: <b>11:50- 12:10 Nursery Sitting</b> Children sit at blue tables. Staff collect plated meals and serve children at the tables.</li> </ul>	All staff Extra cleaning staff SSO's	Daily	LOW

				<p><b>11:55-12:15 Reception Sitting</b>  <b>12:15-12:25</b> Staff clear tables and wipe down tables and seats.  <b>12:25-12:45 Year 1 Sitting</b>  <b>12:45-12:55</b> Staff wipe down tables and chairs.  <b>12:55-13:15 Year 2 Sitting</b></p> <p><b>Reception, Year 1 &amp; Year 2:</b>  Children queue up at hatch to collect meal then enter the Dining Hall via the door opposite the kitchen door and fill up seats from the far end. When finished eating, they take their tray to the cleaning station and hand to adult to scrape, then leave through the fire exit.</p> <ul style="list-style-type: none"> <li>▪ All dining tables cleaned between sittings.</li> <li>▪ Hall cleaned at the end of lunch</li> <li>▪ Queuing systems in place to support physical distancing and children to queue outside during dry weather.</li> <li>▪ Dining Room furniture rearranged to make sure all pupils facing in one direction.</li> <li>▪ Tables allocated to groups to make sure there is no mixing between groups.</li> <li>▪ Supervisions by staff following physical distance guidelines.</li> <li>▪ Children to be encouraged to cut up their own food if possible, but where children do need assistance, staff to wear face coverings and keep as much distance as possible.</li> </ul>			
Infection resulting from cross	Pupils Staff	HIGH		<ul style="list-style-type: none"> <li>▪ Staff must ensure that shared spaces are well-ventilated when used and upon exit.</li> </ul>	All staff Pupils	In place for 8.3.2021	MEDIUM

contamination when using shared spaces				<ul style="list-style-type: none"> <li>▪ All staff using keyboards in shared spaces across the school should wipe the keyboard, mouse and countertop after use.</li> <li>▪ Children using computers must wipe the keyboard, mouse and headphones after use. Children should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons.</li> <li>▪ Children must wipe the table and chairs or countertop they have been using after use. They should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons.</li> <li>▪ Visors can be worn in conjunction with a face covering by computing teachers if they need to work within 2M of children to support in logging on/solving problems etc.</li> <li>▪ Gloves could be worn by computing teachers when taking over a mouse or a keyboard, or use hand-sanitiser before and after the task. If gloves are worn, staff must ensure they wash/sanitise their hands after removing them and dispose of the gloves.</li> <li>▪ Equipment may be shared across classes or year groups but must either be cleaned in Milton for 15 minutes or quarantined for 72 hours before being used by another year group.</li> <li>▪ Equipment used in lessons by VMTs such as piano keyboards, should be wiped between users. VMTs teaching</li> </ul>	Ridgecrest		
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				<p>stringed instruments: where children need help tuning, VMTs should wash hands before and after handling a child's instrument.</p> <ul style="list-style-type: none"> <li>Water dispensers: when using water dispensers around the building, staff and children should depress the buttons with a piece of tissue and then discard this. Alternatively, anti-bacterial gel should be used before and after use.</li> <li>All class and year group singing has been suspended and will not form part of class music teaching.</li> </ul>			
Infection resulting from cross contamination in Learning Support.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>Learning support areas designed to support physical distancing</li> <li>Staff allocated to specific year groups</li> <li>Where possible, staff to keep 2m from pupils.</li> <li>Given that physical distancing may be difficult, even more frequent hand washing/sanitising than in other areas and cleaning of all surfaces between use.</li> <li>Any equipment used should be either cleaned after use in Milton for 15 minutes or quarantined for 72 hours before use by another year group.</li> <li>Pupils &amp; staff to use hand sanitiser on entry to the Learning Support Room</li> <li>TAs should consider using face-coverings if physical distancing is not possible. However, for interventions such as phonics, it may not be appropriate to use a face covering as the children need to be able to see the shape and movements of the adult's mouth. If adults are likely to be</li> </ul>	All staff  SSo's  Extra cleaning staff  Ridgecrest  H Shortt C Soan	Daily	MEDIUM

				delivering sessions such as this in a room where physical distancing is not possible, they should speak to Hayley Shortt or Caroline Soan to carry out a risk assessment to determine whether or not a the use of a visor would be appropriate.			
Infection resulting from cross contamination in co-curricular activities.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Co-curricular activities to take place within year groups only, if possible.</li> <li>▪ If mixed year groups must be used in an indoor club, groups must be small (Max. 15 if possible) and consistent and individual year groups should be kept apart within the activities.</li> <li>▪ Activities taking place outdoors can happen in groups of any number. This is because the transmission risk is lower outside.</li> <li>▪ Shared equipment must be cleaned between use with Milton for 15 minutes or left for 72 hours before being used again.</li> <li>▪ External providers must provide a copy of their own risk assessment and must comply with the details and procedures set out within our own risk assessment.</li> </ul> <p>- school has identified that the child is vulnerable</p>	Club providers JD & HS to liaise with external providers	W/c 8.3.2021	LOW
Infection resulting from an Educational Visit	Pupils Staff	HIGH/MEDIUM  (Risk level dependent upon mode of transport and location of visit i.e.		In line with the roadmap, schools can resume educational day visits from 12 April.  Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-	Staff planning/ leading educational visits		MEDIUM/LOW  (Risk level dependent upon mode of transport and

		walking/coach indoor/outdoor venue)		secure measures in place at the destination. Staff leading an educational visit must undertake a full and thorough risk assessment to ensure it can be undertaken safely. As part of this risk assessment, staff will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues and should consult the <a href="#">health and safety guidance on educational visits</a> when considering visits.			location of visit i.e. walking/coach indoor/outdoor venue)
Infection resulting from cross contamination in medical room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ PPE if needed, provided to specific staff (admin staff First-Aid trained) dealing with pupils</li> <li>▪ Member of staff to wear PPE (minimum gloves) and treat minor injuries whilst sitting alongside pupil. Do not face.</li> <li>▪ Should more than one pupil require attention at one time, pupils asked to wait on a chair outside the medical room.</li> <li>▪ Chair to be wiped down with antibacterial spray/wipes after treating child.</li> </ul>	SC to lead First aid staff SSO's Extra cleaning staff	Daily	MEDIUM
Infection resulting from cross contamination in aftercare	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Given that After Care supervision is for a mixed group of pupils, physical distancing must be in place.</li> <li>▪ After Care supervision to take place in the dining room seated at tables in year group zones</li> <li>▪ Children to remain in the same seat for the duration of the session.</li> <li>▪ Parents to pre-book</li> <li>▪ Aftercare may use the Sports Hall if numbers allow children to be kept in year groups within the space.</li> <li>▪ Aftercare may use the astro/field. Activities taking place outdoors can</li> </ul>	All staff	Daily	Medium



				happen in groups of any number. This is because the transmission risk is lower outside.			
Infection resulting from use of the library	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)	Yes	<ul style="list-style-type: none"> <li>▪ To remain closed to class groups of pupils at this time</li> <li>▪ Staff may scan out a selection of books for the class bookshelf, ensuring these are quarantined for 72 hours before being put out for children to use.</li> <li>▪ Staff to ensure they wash/sanitise their hands before and after selecting books or returning books to the library.</li> </ul>	All staff	When visiting the library	LOW
Infection resulting from exercise books/textbooks	Pupils Staff	MEDIUM	Yes	<ul style="list-style-type: none"> <li>▪ Before marking books, teachers should set them aside for 'quarantine' for 72 hours.</li> <li>▪ If books are taken home, then they must be further quarantined for 72 hours upon return.</li> <li>▪ If pupils take books home, they must be placed into quarantine for 72 hours before they can be used by a teacher. Alternatively, they can immediately be used by the individual student if the books have not been taken in.</li> <li>▪ Marking in school: quarantine the books for 72 hours before touching them or moving them to another area. If books are marked in school in an area outside of the teacher's classroom, then this area should be wiped down after use by the teacher.</li> <li>▪ A teacher may choose to wear gloves when marking books. If they do so, they must ensure that they wash/sanitise their hands after removing the gloves and that the gloves are disposed of.</li> </ul>	All staff	When applicable	LOW

				<ul style="list-style-type: none"> <li>▪ Books could be left open at an open page for a teacher to look at (after the children have left the room) to assess work visually or stamp.</li> <li>▪ Teachers could give out worksheets/paper instead of books as these can be left for a quarantine period of only 48 hours before marking. The sheets can then be glued into books.</li> <li>▪ Staff are encouraged to collect in work completed at home using Class Dojo or Teams.</li> <li>▪ Textbooks – if used across year groups, they must be quarantined for 72 hours between use.</li> </ul>			
Pupils/staff unaware of the procedures leading to infection.	Pupils Staff	HIGH (infection of many if a person attending is infectious)		<ul style="list-style-type: none"> <li>▪ Risk Assessment shared with all parents via website and parents notified via parentmail in advance of school reopening.</li> <li>▪ All staff to be briefed on risk assessment during staff meeting on 1st March. HoYs to brief any staff not in attendance on their first day back at school.</li> <li>▪ All pupils briefed on the risk assessment at the beginning of their first day on site.</li> <li>▪ Regular reminders provided to staff, parents &amp; pupils including posters around school, notifications in newsletter and during assemblies.</li> </ul>	CS, SLT, SJ for newsletter  All staff for reminders to pupils	Prior to 8.3.2021  Assembly for children 5.3.21  Ongoing	LOW

Cross infection from within the school setting	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)	Yes	<ul style="list-style-type: none"> <li>▪ While face coverings are not recommended for use in the primary classroom for purposes of personal reassurance will be permitted to do so.</li> <li>▪ Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.</li> <li>▪ If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>▪ Staff and pupils can only return to school before the 10 day isolation rule if they have a negative test result.</li> <li>▪ All staff vigilant of anyone showing symptoms of a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell.</li> <li>▪ If a pupil is awaiting collection after developing symptoms, they will be isolated behind a closed door in the isolation room next to the school office.</li> <li>▪ If they need to go to the toilet while waiting to be collected, the designated isolation bathroom (main building 1<sup>st</sup></li> </ul>	All staff	Ongoing	MEDIUM
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				<p>floor) must be cleaned and disinfected before being used by anyone else.</p> <ul style="list-style-type: none"><li>▪ Both areas will then remain closed to others until they have been deep cleaned by cleaning staff.</li><li>▪ Staff and pupils should provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.</li><li>▪ Staff and pupils must self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) for the next 10 full days counting from the day after contact with the individual who tested positive or the time stipulated by 'Test, track and trace'.</li><li>▪ If someone with symptoms tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li><li>▪ Any staff member or pupil who is self-isolating due to being a close contact of a positive case <b>must not</b> return to school before the end of their 10 day isolation period, <b>even if they have tested negative</b>. This is because they might have contracted the virus but not yet be infectious at the time of their test.</li><li>▪ In line with government guidance, in the event of the school and parents</li></ul>			
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				disagreeing over whether a child with symptoms of Covid-19 can attend school, the school can refuse to allow the child to attend until they have had a negative test.			
Cross infection resulting from a confirmed case	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)	Yes	<ul style="list-style-type: none"> <li>▪ If someone tests positive, they must follow the 'stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days after the first day they experienced symptoms. They may return to school after this provided they do not have a high temperature, vomiting, diarrhoea, runny nose or keep sneezing. If they still have a persistent cough and/or change to taste and/or smell, they may still return.</li> <li>▪ Follow local Public Health guidance in relation to the reporting of confirmed cases.</li> <li>▪ Where necessary, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>▪ The health protection team will work with the School in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to follow the <a href="#">'Stay at Home Guidance'</a> to self-isolate for 10 full days after the last day they were last</li> </ul>	All staff	Ongoing	MEDIUM

				<p>in close contact with that person when they were infectious.</p> <ul style="list-style-type: none"><li>▪ Close contact means:<ul style="list-style-type: none"><li>○ 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)</li><li>○ been within 1 metre for 1 minute or longer without face-to-face contact</li><li>○ proximity contacts - extended close contact - 2 metres for more than 15 minutes with an infected individual</li><li>○ travelling in a small vehicle, like a car, with an infected person</li></ul></li><li>▪ We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li><li>▪ Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.</li><li>▪ If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a</li></ul>			
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				<p>precautionary measure – perhaps the whole site or year group.</p> <ul style="list-style-type: none"> <li>▪ If a local lockdown is in place, we will follow the same advice as that followed by maintained schools.</li> </ul>			
Impact on non-COVID-19 first Aid routines	Pupils Staff	Medium	Yes	<ul style="list-style-type: none"> <li>▪ Minor injuries to be dealt with by staff using first aid kits located within Year group teams or on playgrounds.</li> <li>▪ If the injury is more severe, the following paediatric trained first aiders should be used within the year group</li> </ul> <p><b>Nursery: Dawn Cook</b></p> <p><b>Lisa Adams</b></p> <p><b>Reception: Julie Reeve</b></p> <p><b>Year 1: Shamim Suleman</b></p> <p><b>Year 2: Julie Reeve</b> – child should be escorted to the school office and Julie called for. Seating used, either in isolation room (if not in use) or by the front door should be wiped down after use.</p> <p>If the named paediatric first aider for the year group is not available, the nearest paediatric first aider should be used instead.</p> <ul style="list-style-type: none"> <li>▪ If symptoms COVID-19 related, the child will be brought to the first-aid/quarantine area at reception and the isolation procedure detailed earlier in this document followed whilst the child awaits collection.</li> </ul>	All staff First-aid team	Ongoing	LOW

				<ul style="list-style-type: none"> <li>▪ Where possible and appropriate, children will be encouraged by the first-aid team to actively engage in some of the actions e.g. the first-aider removes plaster tabs but the child applies the plaster to himself/herself or a child may wipe their own wound with an alcohol wipe.</li> <li>▪ In the case of immediate emergencies e.g. allergic reactions, asthma attacks etc. children must be taken immediately to reception and a paediatric first aider called if possible. If it is not possible to move the casualty, a paediatric first aider should be called and the school office and SLT notified.</li> </ul>			
Disruption to education because a pupil, member of staff or group needs to self-isolate	Pupils Staff	LOW (Low risk to health)  HIGH (High risk to quality of educational provision)	Yes	<ul style="list-style-type: none"> <li>▪ If an individual pupil needs to self-isolate for <u>3 working days or more</u>, they should be provided work via Class Dojo, Tapestry or Teams using their normal timetable</li> <li>▪ If an individual member of staff needs to self-isolate and they are not unwell, they should continue to provide lessons via Class dojo or Tapestry. The class will also have a cover teacher in the room.</li> <li>▪ If a member of staff is unwell, they should follow the usual school procedures.</li> <li>▪ If a group need to self-isolate, tuition will continue via Class dojo, Tapestry or Teams from the next school day.</li> </ul>	All staff	Ongoing	LOW  MEDIUM
Infection due to limited changing facilities.	Pupils	HIGH (enclosed space/mixed groups of pupils)	Yes	<ul style="list-style-type: none"> <li>• Changing rooms are not to be used at this time.</li> <li>• Children will come to school in sports kit on days when they have PE/Games timetabled.</li> </ul>	SLT to communicate to parents	w/c 8.3.20 21	NO RISK



Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils Staff	MEDIUM	Yes	<ul style="list-style-type: none"> <li>▪ Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings).</li> <li>▪ If pupils continue to misbehave in a manner that compromises safety, then the teacher should call reception or send a message who will alert the member of SLT on duty.</li> <li>▪ Parents to be involved with any pupil who persistently puts others' safety at risk. Ultimately the pupil will be unable to attend the site if they cannot follow the rules.</li> <li>▪ Increased supervision by staff at break and lunchtime</li> <li>▪ The behaviour policy, including amendments made following lockdown, will be adhered to. Acceptable behaviour includes following the rules for social distancing and meeting in groups for all children and adults within the school.</li> </ul>	All staff	Ongoing	LOW
Infection from large scale gathering	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)	Yes	<ul style="list-style-type: none"> <li>▪ Year group assemblies may take place in large, well-ventilated spaces e.g. hall/sports hall and providing 2m distance can be maintained between individual classes and no singing/chanting occurs.</li> <li>▪ Staff meetings and staff briefing may take place in person providing social distancing can be maintained and there is good ventilation of the space used.</li> <li>▪ Year group team meetings can take place in classrooms providing social distancing is adhered to. Staff may choose to wear face masks.</li> </ul>	SLT	Ongoing	LOW

Infection from visitors	Staff	MEDIUM  (Mixed households in close proximity indoors)	Yes	<ul style="list-style-type: none"> <li>▪ Visitors encouraged not to come on to site.</li> <li>▪ Only essential parent meetings to take place; after school and in a location that allows for social distancing. Face coverings must be worn.</li> <li>▪ Parent Consultation Evening to be conducted via Teams</li> <li>▪ Tours initially to be only given by members of staff and following social distancing. If during the school day, visitors may not enter any classroom.</li> <li>▪ All visitors are required to sign in and leave full contact details to assist with any track and trace should any be necessary following the visit.</li> <li>▪ Other professionals, e.g. EdPsych, may come onto site to work with children as normal but must wear a face covering (unless exempt or unless wearing one would prevent them working with the child in the way they need to, e.g. Speech &amp; Language support), to sanitise their hands on arrival, and to ensure that any equipment they use with the child has been appropriately sanitised prior to use.</li> </ul>	SLT  All staff	Ongoing	LOW
Infection resulting from cross contamination via lost property	Staff Pupils	MEDIUM	Yes	<ul style="list-style-type: none"> <li>▪ All lost property to be kept for 72 hours before being processed.</li> <li>▪ Those items named will then be returned to the child.</li> <li>▪ Pupils checking lost property must sanitise their hands before and after touching any items in lost property.</li> </ul>	SLT  All staff	Ongoing	LOW

**Risks Specific to the Early Years (Nursery & Reception)**

Risk of infection from contact with parents entering the setting to settle their child.	Staff Pupils Parents	HIGH  (Enclosed space)	Yes	Parents and carers should only enter the building to settle the child if absolutely necessary to prevent distress to the child. Parents and carers must: <ul style="list-style-type: none"> <li>▪ not enter the building if they have COVID or symptoms of COVID</li> <li>▪ wear face coverings, if required, in line with arrangements for staff and other visitors to the setting set out earlier in this risk assessment</li> <li>▪ Wash/sanitise their hands on entry to and exit from the building</li> <li>▪ stay for a limited amount of time (ideally not more than an hour)</li> <li>▪ avoid close contact with other children</li> </ul>	EY Staff Parents	As needed	MEDIUM
Risk of cross-contamination through use of malleable materials.	Pupils Staff	MEDIUM	Yes	Malleable materials are allowed to be used providing the following criteria are met: <ul style="list-style-type: none"> <li>▪ materials are only to be handled by a consistent group of children and no one else outside this group can come into contact with it</li> <li>▪ the malleable material for messy play (for example sand/water/mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable.</li> <li>▪ children wash their hands thoroughly before and after messy play</li> <li>▪ frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group</li> </ul>	EY Staff	As needed	LOW
Risk of infection during Music,	Staff Pupils	HIGH  (enclosed	Yes	Guidance referred to earlier in this RA in relation to Music, Dance and Drama applies.	EY Staff Specialist	Ongoing	MEDIUM

Dance		space; creation of aerosols)		This guidance relates to organised group activity, not to spontaneous singing, dance and role-play that young children may naturally do, and should be encouraged to do, by early years practitioners.	staff		
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