



St Charles Catholic Primary School

Risk Assessment: Updated for 8th March full re-opening of schools



Type of Activity: Reopening whole school

Risk level: The risk is high and we will continually look at national advice to keep this plan up to date and ensure it is effective.

Activity		Significant Hazards	Persons at risk	Existing Controls	Additional Controls Required
Staff availability	Staff reluctant to come to work	Statutory requirements for staffing levels not met Pupils put at risk	Staff	<ul style="list-style-type: none"> Meetings with staff who are reluctant to return to work System of control in place to protect staff Maintaining existing statutory ratios School to consider flexibility of staffing to ensure statutory ratios maintained/ support SEND pupils Keep staff availability under review Maintaining existing statutory ratios Follow advice from LA about staff attendance/shielding Staff to be signed in on the electronic system using their bar codes. 	Shielding measures reintroduced from 4 th January. Discuss flexibility with staff Doctor's notes to be requested where necessary Engage with HR and OH where necessary
	Sufficient staff available	Insufficient staff for number of pupils attending Safety measures not adhered to	Staff	<ul style="list-style-type: none"> School to consider flexibility of staffing to ensure statutory ratios maintained/ support SEND pupils Keep staff availability under review Maintaining existing statutory ratios Support from local authority HR Make full use of test and trace to support availability of staff Ensure key roles covered at all times - first aiders, DSLs, SENCO 	Business continuity planning to consider how to maintain provision in case of staff absence due to Covid-19.
Protecting school workforce	General	Failure to protect staff at work Increased risk of contracting Covid-19	Staff	<ul style="list-style-type: none"> System of control in place to protect all staff School to continue to meet H&S obligations SLT to consider ongoing risks for specific groups such as BAME and age categories, clinically vulnerable and pregnant staff School to follow DfE guidance 	
	Mental health	Failure to protect mental health of staff	Staff	<ul style="list-style-type: none"> Line managers and all colleagues are to ensure that our usual wellbeing policy for colleagues is being adhered to. 	Implement DfE additional support

		Staff experience mental health issues		<ul style="list-style-type: none"> All of us are to check in virtually with each other to ensure we feel continually supported. Workplace options remain open and colleagues can seek counselling and the details are in our policy on the website. The service is free and confidential. Staff will be given resources and signposted to local services which are available to support mental health. Staff should immediately speak to their line manager if they have any concerns. Monitor workloads as a result of flexibility and redeployment 	Circulate details of Education Support Partnership to staff
	Clinically vulnerable and extremely clinically vulnerable staff	Individuals exposed to undue risks to health	Staff	<ul style="list-style-type: none"> Follow DfE and LA guidance regarding clinically vulnerable and extremely clinically vulnerable staff and their return to work/availability to work Discuss situation with extremely clinically vulnerable staff and what options are available during lockdown shielding School to meet with clinically vulnerable staff prior to return. Specific arrangements in place to safeguard these people Review situation of staff who live with someone clinically vulnerable or extremely clinically vulnerable. Risk assess on a case by case basis. Systems of control in place to protect staff Consider viability of alternative tasks where these members of staff are unable to return to work Individual risk assessments carried out for clinically vulnerable/extremely clinically vulnerable staff and those in high risk categories (age, BAME, pregnant women in 3rd trimester) 	<p>Follow any shielding measures during any national lockdowns</p> <p>Doctor's notes/advice to be requested</p> <p>Engage with HR and OH where necessary</p>
	Pregnant staff	Individuals exposed to undue risks to health	Staff	<ul style="list-style-type: none"> Follow DfE guidance regarding pregnant staff Systems of control in place to protect staff 	
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend	Anyone with symptoms or diagnosed	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> Follow DfE guidance: <ul style="list-style-type: none"> 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 family members of individual isolate for 10 days ensure anyone developing those symptoms during the school day is sent home to for testing/isolation for 10 days Contact DfE helpline for advice All members of staff and parents aware of these requirements and procedures Anyone who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) must get tested and if positive must self- 	<p>Regular reminders to staff and parents of requirements</p> <p>Provide home testing kits as necessary</p> <p>Encourage staff to take up lateral flow tests</p>

			<p>isolate for 10 days from the day after the start of their symptoms in line with Government guidelines,</p> <ul style="list-style-type: none"> Engage with Track and Trace Anyone with symptoms who tests negative can return to work/study once they have recovered from their illness 	
If a child shows symptoms.	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	Children	<ul style="list-style-type: none"> Child must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Must self-isolate for at least 10 days from the day after the start of their symptoms and should arrange to have a test to see if they have coronavirus (COVID-19) Siblings and rest of family must self-isolate for 10 days from when the child first has symptoms. Child to be tested ASAP and outcome of test communicated to school. If test is negative and the child is well and no longer has symptoms, he or she can stop isolating and to return to school and so can siblings if they have no symptoms. They are to be isolated in the allocated isolation room. Parents must collect ASAP. They will be supervised until collection. Isolation room must be well ventilated. If medical attention is required before collection, PPE must be worn and will be available in each social bubble and in the isolation room. Windows to be open to increase ventilation. Children to be accompanied to the gate by adult. The gate will be opened by the office staff using the electronic system this prevents any need for actual contact with the arriving parent. The phone(s) and intercom should be used for communication. If they need to use the toilet while waiting, they should use the toilet next to the isolation room and that should be close to other people. Rooms and toilets used must be properly cleaned and disinfected after use Set up clear communication/messaging to parents that children should not attend if they or someone in household tests positive School to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups 	Provide home testing kits as necessary

			<ul style="list-style-type: none"> Engage with NHS Test and Trace Member of staff accompanying child should remain outside the isolation room and wear PPE. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive or they are asked to isolate by Track and Trace. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning guidance below 	
If an adult shows symptoms.	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> They must go home immediately They should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Must self-isolate for at least 10 days and should arrange to have a test ASAP to see if they have coronavirus (COVID-19) Rest of household should self-isolate for 10 days If test is negative and the individual is well and has no longer has symptoms, he or she can stop isolating and to return to work. Clean areas in school 	Provide home testing kits as necessary
If adult or child is confirmed as having Covid-19 (including, pupils, staff, parents, siblings).	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> Anyone testing positive must isolate for 10 days after the date of the positive test. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Contact local health protection team and follow all advice including closing classes/bubbles and sending home those who have been in close contact with the individual. Set up clear communication/messaging to parents that children should not attend if they or someone in household tests positive School to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups If an individual tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. School to notify local Public Health team/DfE helpline and Local authority. 	We will consider sending a class or bubble home to isolate for 10 days where there is a confirmed case and/or on guidance from the health protection team where there are confirmed cases in line with guidance especially if 2 or more cases are reported in 10 days. We will also send home adults and other staff who has had sustained contact with the symptomatic

				<ul style="list-style-type: none"> For PPG children who are isolating, arrange food/meals as necessary Carry out risk assessment to identify and inform any close contacts and ask them to self-isolate. 	<p>person following advice.</p> <p>Engage and follow advice from health protection team.</p>
	NHS Test and Trace	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate 	
	Public Transport	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p> <p>Use of public transport</p>	All	<ul style="list-style-type: none"> We ask that children and families avoid public transport and wear face coverings where that is not possible. Use of public transport for educational purposes should be kept to a minimum Parents, staff and pupils to be encouraged to walk or cycle if possible Staff with cars given parking exemption by RBKC if this continues Parents to be reminded of parking restrictions and asked to be considerate when parking near school 	Circulate safer travel guidance for passengers to families
Clinically vulnerable children	Clinically vulnerable children or children who live with anyone who is clinically vulnerable	Individuals exposed to undue risks to health	Children and families	<ul style="list-style-type: none"> School to identify any child who is clinically vulnerable and extremely clinically vulnerable or who lives with someone in this category Request copy of shielding letter issued to CEV children Specific arrangements in place to safeguard these children Risk assess on a case by case basis Update EHCPs and liaise with outside agencies as necessary Systems of control in place to protect everyone Follow DfE guidance regarding clinically vulnerable and extremely clinically vulnerable Provide food for any PPG pupils in this category who cannot attend school Provide learning and pastoral support for all pupils who cannot attend school in line with regulations and government expectations 	<p>Follow any shielding measures during any national lockdowns</p> <p>Doctor's notes to be requested</p>
Minimising risk of transmission of virus	Establish System of Controls (See guidance)	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> In place for return of pupils in September 20 Regularly reviewed and updated Ensure compliance Ensure all staff, parents and pupils aware of expectations Staff, pupils and parents to engage with Test and Trace Manage confirmed cases of Covid-19 in line with guidance 	

Anyone with symptoms			<ul style="list-style-type: none"> • See above • 	Contact local health protection team and follow all advice
Washing hands regularly wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand	Exposure to individuals with the virus Transmission of the virus Ingestion of sanitiser	All	<ul style="list-style-type: none"> • Pupils to wash hands/sanitise regularly during the day, including on arrival, break, before and after eating • Sanitiser is provided for all on arrival at school and throughout school. • Soap and sanitiser is provided in every bubble and in every toilet. • Ensure availability of sufficient hand santiser/towels/soap • Timetable to allow for additional handwashing • Support SEND and younger pupils with handwashing • Support SEND and younger pupils with risks around ingestion of sanitiser • Permanent signage in toilets directs children on how to wash their hands. • Careful control of number of children in toilets at any one time. • Guidance for effective hand washing shared with staff and pupils: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands • Stringent hand washing promoted by all staff to pupils regularly. • Use of class sinks to reduce pressure on toilets. • Children are to be taught and supervised while applying/washing and drying hands. • Removal of material towels in toilets. • The onsite cleaner and Site manager to replenish supplies during the day and wipe toilets/sink areas. • Staff to be reminded of need to wash hands and encourage to wash hands or use sanitiser • Autism-friendly symbols visible around the school. 	SLT to investigate viability of setting up additional handwashing/sanitising stations Build routines into school day
Promote good respiratory hygiene	Exposure to individuals with the virus Transmission of the virus via coughs and sneezes	All	<ul style="list-style-type: none"> • Ensure sufficient supply of tissues/bins to support good respiratory hygiene provided in all rooms • Bins regularly emptied • Individual risk assessment for any pupil who is unable to follow this advice or how have poor respiratory hygiene • All colleagues are to remind pupils to catch coughs and sneezes in tissues. • Catch it, Bin it, Kill it posters displayed around the school • All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. 	Send information to parents about Covid and common colds

			<ul style="list-style-type: none"> • Bins to be emptied daily by cleaners and replaced with new bin bag - monitored by Site Manager. 	
Enhanced cleaning of frequently touched surfaces	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	All	<ul style="list-style-type: none"> • Cleaner to wear mask when cleaning during the day • Cleaning schedule to ensure enhanced cleaning <ul style="list-style-type: none"> ○ Rooms /shared areas used by different groups - ICT suite, staff room, library, ○ Frequently touched surfaces cleaned more regularly ○ Toilets cleaned regularly • Consider and apply guidance from PHE on cleaning non-healthcare settings • Regularly cleaning of any shared PE equipment • Daily clean of entire building by cleaners after school 3:30-6:00pm once children are off site (including all surfaces cleaned with anti-bacterial product, toilets disinfected, floors cleaned). Bleach can be used in some areas for deep cleans but must be dispersed well before any contact with children could occur. • Site manager/cleaners to provide spot check of whole building and provide additional cleaning as required daily 11.00 -13.00.. • Anti-bacterial spray provided in each classroom - all surfaces sprayed and cleaned hourly by staff. • Site Manager to assess cleanliness of school building through the day and provide responsive cleaning if required. • Rigorous checks will be carried out by SLT to ensure that the necessary procedures are being followed. <p>Cleaning guidance Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p>	<p>Discuss cleaning contract and requirements with cleaning company</p> <p>Quality assure level of cleaning provided</p>

			<p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Any cloths and mop heads used must be disposed of as single use items.</p> <p>School to obtain risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning school site each day in particular cleaning of door handles/taps</p>		
	Weekly Testing	Exposure to virus Increased transmission of virus Privacy compromised	Staff	<ul style="list-style-type: none"> • Weekly lateral flow tests provided for all staff • Records of test results kept confidential • All staff to continue to follow 'hand, face, space' guidance in addition to weekly testing. 	Any member of staff who has a positive LFT must have a PCR test.
	Use of face covering on arrival a school	Exposure to virus from incorrect use of PPE	All	<ul style="list-style-type: none"> • If wearing face coverings on arrival to school - children taught how to remove and dispose of face coverings correctly and staff reminded of procedures: <ul style="list-style-type: none"> ○ Avoid touching front of face covering ○ Face coverings not to be left on surfaces or shared with anyone ○ Disposable masks to be disposed of carefully in covered bins ○ Reusable masks to be stored in plastic bag ○ Wash hands after removing face covering 	
	Keeping occupied spaces well ventilated	Exposure to virus Increased transmission of virus	All	<ul style="list-style-type: none"> • Occupied spaces to be kept well ventilated and comfortable • mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible • Windows should be opened. (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). • Opening internal doors can also assist with creating a throughput of air • If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) 	<p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>In winter, children to wear additional layers as necessary in order to keep warm when</p>

				<ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts. Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. rearranging furniture where possible to avoid direct drafts 	rooms are being ventilated.
	Engage with the NHS Test and Trace process	Tranmission of the virus Increase cases of the virus	All	<ul style="list-style-type: none"> Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> book a test if they or their child are displaying symptoms. provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19) Provide home testing kits as normal 	See above for controls to follow for a symptomatic or confirmed case
	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Tranmission of the virus Increase cases of the virus	All	<ul style="list-style-type: none"> Take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). Contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. Contact LCRC@phe.gov.uk / 03003030450 	
	Contain outbreaks	Tranmission of the virus Increase cases of the virus	All	<ul style="list-style-type: none"> Follow PHE local health protection team advice Call Advice Service via DfE Helpline on 08000468687, option 1 for advice if there are 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid-19 is suspected 	
Minimising contact between individuals and maintain social distancing wherever possible	Minimising contact/mixing	Exposure to individuals with the virus Transmission of the virus	All	<ul style="list-style-type: none"> Establish consistent groups (phase bubbles) with children and staff to minimise mixing Pupils not to mix across groups Break times to be arranged to allow for separation of groups staggered arrival/departure from school to enable maximum social distancing. Use of all entrance and exit points. Where possible, corridors are marked with a one-way system and we are to keep left. Maximise use of doors which lead directly onto outdoor spaces rather than corridors No whole school assemblies/collective acts of worship. They can be held within groups, in class or using video conferencing software. Soft starts - pupils go directly to class to avoid congregation of different groups in playground. 	Staff working in more than one bubble to limit the amount of time spent within 1 metre of children and other adults and to wear face coverings as necessary.

				<ul style="list-style-type: none"> School to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups 	
Maximising social distancing - pupils	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>			<ul style="list-style-type: none"> staggered arrival/departure from school to enable maximum social distancing. Use of all entrance and exit points. Break times timetabled to maximise social distancing Use of outdoor areas to be maximised. Pupils in classrooms encouraged to remain at desks Desks set up in rows facing forward Pupils are required to maintain social distancing wherever possible round the classroom and outside. Encourage games at during break that reduce social contact. Games which cannot guarantee social distancing will not be allowed Children not to be sent on messages to other groups. Where possible, one-way circulation system implemented within the building (corridors and stairwells) to minimise contact. Limit movement around school. Limit where possible sharing of resources Maximise use of doors which lead directly onto outdoor spaces rather than corridors No whole school assemblies/collective acts of worship. They can be held within groups, in class or using video conferencing software. Children (particularly KS2) to be encouraged not to touch staff or peers. Where necessary, reduce size of group. Consider marking out areas so pupils understand 2m distance Timetable use of larger spaces where possible to allow further distancing Interventions carried out where necessary in line with distancing guidelines and systems of control School to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups Children to be encouraged not to touch each other 	<p>Markings or cones in playground to support distancing when lining up</p> <p>Acceptable for younger children not to social distance</p> <p>Staff can work in more than one bubble but should avoid being within 1 metre of children and other adults and to wear face coverings as necessary</p>
Social distancing - staff	<p>Exposure to individuals with the virus</p> <p>Transmission of the virus</p>	Staff		<ul style="list-style-type: none"> Where possible, staff to maintain 2 metre distance for each other and from children. It is recognised that this is not always possible Staff to avoid close face-to-face contact when working with children where possible. Close contact necessary for some SEND pupils with complex needs. Adult to use PPE when/if necessary. Minimise time spent within 1 metre of another person. 	<p>Staff with cars given parking exemption by RBKC if this continues to be available</p> <p>Business continuity planning to cope with</p>

			<ul style="list-style-type: none"> • Maximise space in classrooms to allow for distancing • Limit movement around school. • School to consider how shared spaces set up and used to support distancing. • Review use of staff room. Maximum capacity for Staff Room and other communal areas in place to avoid congestion. • Consider other areas for staff breaks • PPA and resource rooms to be wiped down after each group been in attendance • Sanitise when using communal milk, communal fridge etc • Staff deployment decided to meet ratios and enable social distancing. • Staff deployed to work with consistent groups of pupils ('bubbles') where possible. • Consider how to hold staff meetings to maximise distancing and protect staff. Maximise use of video conferencing • Staff encouraged to avoid public transport, in line with government guidance, where possible walking or cycling. • Limit face-to-face meetings. Maximise use of video conferencing • School to keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups • Visors or face coverings and gloves to be worn in communal areas and in dinner hall during lunch duties • Staff working in more than one bubble to limit the amount of time spent within 1 metre of children and other adults and to wear face coverings as necessary. • Staff meeting parents or visitors in meetings to wear face coverings • Gloves to be worn by all staff when on duty in playground. • Staff to limit contacts with other adults as much as possible when in school. Use technological solutions to aid communication. If necessary to speak to someone in person, maintain distance and wear face coverings. 	any confirmed cases or absences	
	Social distancing parents	Exposure to individuals with the virus Transmission of the virus	Parents	<ul style="list-style-type: none"> • Limit parents on site • Establish soft start to allow parents to drop children without entering site • Review pick up arrangements to limit parents on site • Arrangements for EYFS may need to be different but measures put in place to maximise distancing and minimise transmission. • Visual aids on floor and posters to remind parents of need to socially distance 	Markings/notices at entrances to encourage social distancing

			<ul style="list-style-type: none"> Engage with Track and Trace Parents to wear face coverings if they need to enter the office building or when meeting staff Parents encouraged to wear face coverings when dropping off and collecting children, to maintain social distance whilst waiting and to clear the area as soon as they have done so. Regular reminders sent out to parents on this subject. 	
Visitors/Contractors	Exposure to individuals with the virus Transmission of the virus	Visitors	<ul style="list-style-type: none"> Explain systems of controls/ expectations relating to distancing and hygiene explained to all visitors Sanitiser available at reception and visitors asked to use it on arrival Record kept of all visitors Visits outside of school hours where possible Visitors/contractors with Covid-19 or living with someone with virus cannot access site Engage with Track and Trace as necessary Where possible visitors to wear face coverings 	Any people having to work on site to be given short risk assessment on arrival
Therapists/Supply Teachers/ Long-term Volunteers	Exposure to individuals with the virus Transmission of the virus	All	<ul style="list-style-type: none"> Explain systems of controls/ expectations relating to distancing and hygiene explained to all therapists/supply teachers/long-term therapists have All such individuals to follow cleaning requirements as set out in Risk Assessment particularly toys and equipment Supply, SALT, OT, Therapists, reading volunteers to minimise contact and maintain as much distance as possible from other staff Outside agencies to share their Risk Assessments prior to supporting children in school. Vaccination and other statutory medical programmes to carry on following guidelines. Those carrying them out to wear face coverings and gloves and to clean equipment between children. 	Additional safeguards in place for therapists
Breaks	Exposure to individuals with the virus Transmission of the virus	Pupils and staff	<ul style="list-style-type: none"> Zoned areas for break times to avoid contact between bubbles All open spaces to be used to avoid contact between bubbles Games that do not allow for social distancing, will not be allowed. Staff to wear PPE when administering first aid Staff to wear gloves in the playground to avoid skin to skin contact. 	
Drop offs and pick ups	Exposure to individuals with the virus Increased traffic around the school	All	<ul style="list-style-type: none"> Adults supervising the gates to wear visors as necessary. Parents reminded not to gather communally. Remind parents of need to be vigilant on roads Stagger drop offs and pick ups Use all access points for drop offs and pick ups Parents reminded on social distancing measures 	Congestion outside school

		Clogged pavements Transmission of virus		<ul style="list-style-type: none"> Soft start to limit number of parents on site and to prevent congregating 	
Attendance	Shielding/self-isolating pupils	Exposure to individuals with the virus Transmission of the virus	Pupils	<ul style="list-style-type: none"> Offer remote education to pupils who cannot attend school Monitor engagement with these pupils For PPG pupils provide meals/food Inform DfE and LA via daily return 	
	Anxious and reluctant pupils	Mental health issues Poor attendance Loss of access to education	Pupils	<ul style="list-style-type: none"> Discuss concerns with families and reassure them of steps taken Risk assessment on website Communicate clear and consistent expectations around attendance to families Consider brief period of phased return 	
Use of PPE		Transmission of the virus	All	<ul style="list-style-type: none"> PPE to be used for specific situations eg when a child becomes ill (see above and see guidance) Pupils and staff taught to remove and dispose safely of PPE in school and wash hands 	
Equipment	Reduce sharing of equipment	Transmission of the virus	All	<ul style="list-style-type: none"> Pupils and staff to have own equipment (pencil cases, etc) to reduce sharing Children to bring in own water bottles Other necessary equipment shared within bubble but should be cleaned regularly Frequent cleaning of shared equipment Equipment that has to be shared between bubbles to be meticulously cleaned after each use or kept out of circulation for 48 hours (72 hours for plastics) Limit equipment brought in from home Cleaning products provided in classrooms Soft toys or toys with intricate parts to be avoided in EYFS Children not to bring in toys to school 	
	Drinking water for children	Transmission of virus Dehydration Legionnaires disease	All children	<ul style="list-style-type: none"> Children to bring in own water bottles to be kept each day. Water fountains to be disabled Test fountains regularly for legionnaires disease 	Risk of legionnaires disease
Doors/Ventilation		Exposure to individuals with the virus Transmission of the virus	All	<ul style="list-style-type: none"> All doors that are on magnetic door openings will be kept open to avoid them being touched and to improve ventilation. All internal doors will be opened and pinned back before school by site manager and then closed at the end of the school day. Classroom doors to be kept open. 	

EYFS		<p>Exposure to individuals with the virus</p> <p>Transmission of virus via surfaces and toys</p> <p>Trip and other hazards</p> <p>Mental health issues</p>	EYFS	<ul style="list-style-type: none"> Classroom provision for EYFS classes will be adapted in line with guidance to maximise safety Additional cleaning of outdoor equipment, including bikes and tricycles Specific entrance for drop offs and pick ups. Initially, drop offs to be delayed to allow for settling in and to give time to any pupils with separation anxiety. Initially parents allowed into a specific area to drop off children. Once settling in period is over, this should be reconsidered. Access to communal messy play areas such as sand/mud, water tray, playdough to be monitored and number of children at one time limited. Resources that are washed/cleaned in each day. These can be washed or sterilised in the water tray and laid out to dry, or be washed in a pillow case in the washing machine. This includes outdoor equipment. Parents asked to send children in with Velcro shoes and no laces Soft toys or toys with intricate parts to be avoided in EYFS 	
	Toileting children in EYFS	Transmission of virus and other diseases		<ul style="list-style-type: none"> Staff to encourage children who have wet themselves to change themselves independently. Staff to wear PPE (face coverings and gloves) if they need to change a child who is wet. Clothing to be put in nappy bags. If a child soils themselves, parents to be called to come and change child. Toilet to be made available to parents to change child. Toilet to be cleaned after use. Soiled clothes to be placed in nappy bag and then within a hazard bag. 	
Lunches/Dining room		<p>Transmission of virus</p> <p>Food poisoning/lack of food hygiene</p>	All children	<ul style="list-style-type: none"> Lunch to be scheduled so bubbles together in dining room Tables cleaned between bubbles All dinner staff to wear face coverings during service 	
Behaviour	Ensuring good behaviour and adherence to this plan is essential	<p>Safety risks for children</p> <p>Transmission of virus by not following rules</p>	All children	<p>Our school behaviour policy remains in place, however there have had to be additions to ensure the health and safety of all, including:</p> <ul style="list-style-type: none"> adhering to the new arrivals and departures routines; following the hygiene and sanitation rules; following instructions about moving around school; following the set guidelines on socialising; following the guidelines around the use of equipment; pupils to limit belongings coming into school pupils to wear PE kits to school on days they have PE to minimise changing 	

				<ul style="list-style-type: none"> Behaviour expectations to be communicated to all stakeholders Review behaviour policy as guidance changes Communicate behaviour expectations to staff, pupils and parents regularly Teacher reminder of behaviour expectations Display rules around the school and in classrooms 	
Mental health	Staff and pupil well being	Risk to mental health Excessive workload	All adults	<ul style="list-style-type: none"> Line managers and all colleagues are to ensure that usual wellbeing policy for colleagues is being adhered to. All of us are to check in virtually with each other to ensure we feel continually supported. Workplace options remain open and colleagues can seek counselling and the details are in our policy on the website. The service is free and confidential. Staff will be given resources and signposted to local services which are available to support mental health. Staff should immediately speak to their line manager if they have any concerns. 	Agree staff workload expectations including leaders
			All pupils	<ul style="list-style-type: none"> Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic. Focus Use of recovery curriculum on return. 	
Food and catering	Ensuring contaminated food is not consumed and allergy needs are met.	Exposure to individuals with the virus Transmission of virus via surfaces Food poisoning	All	<ul style="list-style-type: none"> Kitchen operatives to work in a social bubble. Restrict staff entering the kitchen. Children to be reminded to wash hands prior to eating Hand sanitiser available at entrances to dining room and staff room Maximise social distancing in dining room Phase bubbles to access dining room at same time and dining room to be cleaned between bubbles. SLT to consider other locations for lunch to maximise social distancing Contactless/online payments used for food and clubs KS2 Children to dispose of own food waste. Midday meal supervisors to wear gloves when disposing of KS1/EYFS food waste All dinner staff to wear face coverings 	
Home learning		Contamination from items coming into school from home	All	<ul style="list-style-type: none"> As far as possible, home learning to be set on line Reading books to be sent home as normal Reading books to be quarantined when returned to school. Gloves available to staff who change books if they wish to wear them. 	
Fire Evacuation	Ensuring that exiting the building is a priority in the event of a fire	Fire risk Trip risks Fire spreading by not using fire doors	All	<ul style="list-style-type: none"> In event of a fire alarm, school follows normal evacuation procedure. Priority given to getting out of building quickly and to muster in KS2 playground. 	

	evacuation over physical distancing			<ul style="list-style-type: none"> School to assemble at assembly point in groups avoiding mixing if at all possible but bearing in mind evacuation is priority. 	
First Aid	Ensuring safety while also maintaining the bubble	<p>Health emergency</p> <p>Trip hazards and other accidents</p> <p>Lack of first aid staff</p> <p>Transmission of virus</p>	All	<ul style="list-style-type: none"> 2m distance cannot be maintained for first aid but keep contact to a minimum Those administering first aid to wear appropriate PPE First aid equipment (including inhalers and epi-pens) distributed to classrooms/bubbles to ensure that pupil can receive basic first aid without needed to leave the bubble. Accident forms in each classroom to be completed in event of any first aid In case of emergency, staff member in bubble to use phones or teams to call the school office number or SLT and await advice. Consider a first aider in each phase bubble. If staff need to accompany child to hospital, PPE to be worn. Disposal icepacks to be used Ensure availability of first aiders on site and that all staff know procedure for being seen by first aiders/going to hospital. Remind staff/revisit correct use of PPE 	
Visitors and visits		<p>Exposure to individuals with the virus</p> <p>Transmission of virus</p> <p>Bubbles compromised</p>	All visitors	<ul style="list-style-type: none"> Any unexpected visitors attending the building will be kept in the contained reception area until the school has confirmed their visit is essential. All visitors advised of health and safety procedures and made aware of flow chart (hand-washing, symptoms etc). Any visitors to sign in and use sanitiser Limit contact of visitors with bubbles. Contractors will be asked to share their risk assessment with the school before accessing the site. Parents encouraged not permitted to drop off items during the day - school will provide a checklist of essential items for all children. Supply teachers informed on new procedures and ask to sign that they will adhere to them All visitors to sign Track and Trace form and be given copy of short risk assessment 	
Deliveries		<p>Exposure to individuals with the virus</p> <p>Transmission of virus</p>	All	<ul style="list-style-type: none"> Wash hands after handling deliveries Where possible, leave deliveries for 72 hours before handling 	

Safeguarding	Ensuring systems operate and that safeguarding remains a higher priority than remaining in a bubble	Lack of safeguarding Children exposed to risks Safeguarding procedures compromised		<ul style="list-style-type: none"> • An allocated Designated Safeguarding Lead (DSL) on Deputy DSL is on site each day. • If a disclosure warrants the need for a DSL to meet with a child they will do with a physically distant colleague present. If the concern warrants a referral the usual policy applies. • Updated safeguarding policy incorporates impact of Covid-19 pandemic. • Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school. • Record of Concern forms in all classrooms to allow easy access for staff. • Emergency mobile number shared with staff in case of urgent safeguarding concerns. • Staff to be signed in on the electronic system using their bar codes. • Safer recruitment processes remain in place • Regularly review addendum to Safeguarding policy 	DSLs to attend regular training and implement changes promptly
Out of Hours Provision		Exposure to individuals with the virus		<ul style="list-style-type: none"> • Risk assessment carried out for breakfast club, after school club and after school provision. • Any outside providers to present risk assessments. SLT to monitor compliance • Clubs to maintain where possible phase bubbles. This will not be possible for breakfast club • Stress the importance of prompt pick up to parents/carers to ensure the health and safety of all. • Out of hours provision to follow DfE guidance 	Consider all DfE guidance on out of hours provision Only to be provided if it is safe to do so and there are sufficient members of staff.
PPE		Exposure to individuals with the virus Transmission of virus via contaminated PPE		<ul style="list-style-type: none"> • SLT to use Government and RBKC PPE (personal protective equipment) guidance to determine when masks/aprons/face protection/gloves are required - attached. • Staff involved in intimate care to work in pairs and use PPE as directed by RBKC guidance. • Where guidance requires staff to use PPE, an adequate supply will be provided, with instructions on how to use and dispose of this safely. • Training for staff on safe use and disposal of PPE • Disposal points for used PPE set up. All staff aware of these. • Use PPE doubled bagged and disposed of appropriately. • Children to be taught how to remove PPE correctly 	
SEND		Lack of opportunity		<ul style="list-style-type: none"> • Plans in place to support mental health of SEND pupils - visits to school, social stories, etc 	

		<p>Increased exposure to virus Increase mental health risks Isolation</p>		<ul style="list-style-type: none"> • School to identify pupils who are reluctant to come back to school prior to September 20; Continue to talk to families as need arises • Support families who are anxious about returning to full time provision • Risk assessments for children with complex needs • Include other professionals support the child in the return to school • Supporting staff to be confident with meeting and responding to pupils' individual needs • PPE accessible for all staff supporting EHCP pupils with complex needs 	
Curriculum		<p>Loss of education Exposure to risks online/cyberbullying</p> <p>Transmission of virus through some curriculum activities Widening educational gap</p>		<ul style="list-style-type: none"> • Pupils not able to attend school to be given access to learning online or in paper format (where they do not have access to remote learning) • Remote/online learning in place • E-safety education at heart of Computing curriculum • Guidance to parents about remote/online learning issued • Prioritising Recovery Curriculum on return • Curriculum to take into account children's educational needs and support given to close gaps • In PE, no contact sports until guidance allows. Enhanced cleaning of equipment after use and before use by other groups • Music- curriculum to be adapted to avoid any activities which increase risk of transmission (physical distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation) • Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. • Ensure we are meeting statutory requirements regarding remote learning: <ul style="list-style-type: none"> ◦ • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children ◦ • Key Stage 2: 4 hours a day • During lockdown, we will teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally • Establish systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern - eg classmeets • Senior leader appointed with overarching responsibility for the quality and delivery of remote education 	<p>During periods of lockdown, aim to limit bubbles to 12 but no more than 15</p>

				<ul style="list-style-type: none"> publish information for pupils, parents and carers about their remote education provision on their website by 25 January 2021 	
Contingency Planning		Lack of preparation for unexpected event Staff and children at risk of harm		<ul style="list-style-type: none"> Contingency planning to be updated to take into account risks of spike in Covid-19/local lockdowns/partial school lockdown, etc Remote teaching in place to support children in case of local or partial lockdown SLT to consider ways of working/meeting to avoid close contact so as not to put management team at risk Ensure school is meeting health and safety duties 	

Date of Risk Assessment		
Approved on behalf of Governing Body	Signature	Date
Dates of Review and amendment		