

RISK ASSESSMENT

Activity being Risk Assessed:	Reception Bubble, Y1 bubble and Y2 Bubble
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What are the hazards?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Lack of social distancing in the classrooms resulting in direct transmission of the virus	<p>Each class stays within their own classrooms as their own bubbles.</p> <p>Chn stay in seats when asked to do so – carpet spaces (chn distanced as much as practicable) Chn made aware of rules and expectations. All chn have own box under table for coats, hats, etc, unless on pegs.</p> <p>Encouraged staff to use PPE as necessary but it is based on staff discretion.</p>	<p>Regular reminders to chn to stay at own desks/space where possible and maintain as much distance inside as feasible</p> <p>Work printed by another person to avoid staff crossing through to another bubble's space Where possible staff use photocopier when children aren't in – but ensure no one else is in the area to use it during the day. ALL STAFF WEAR MASKS IN PUBLIC AREAS AND OUTSIDE AROUND OTHER PEOPLE</p>	ALL EYFS/KS1 Staff		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	<p>Chn go to toilets one bubble at a time. Class R bubble enter bathroom via outside door, Class 1 and 2 bubble use inside door</p> <p>Chn reminded regularly about hand washing. Hand towel put in toilets rather than hand dryers.</p> <p>Chn wash hands on entering school, before break, after break, before lunch, after lunch, before afternoon snack, after and every time they use toilet as well.</p> <p>Milton buckets (for toilets and taps) in bathroom for staff to wipe down after each bubble of children.</p>	<p>Ensure pre-school know that outside toilet door is open.</p> <p>Regular reviews of handwashing January start – show children video of handwashing again and talk about importance of this. Remind them to try not to touch others and social distancing.</p> <p>New Posters put in toilets to remind new children</p> <p>Continue to check Yas's checklist to ensure soap and towels checked daily.</p>	All EYFS/KS1 staff	EYFS	Completed Reception class do this. Year 1

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	Door wedges to hold doors open to limit surfaces touched by children.	<p>Please radio if going to the toilet to limit waiting in public spaces with other people.</p> <p>Ensure every day Milton is refreshed first thing before children come in.</p>			
Lack of social distancing waiting to drop off children in morning resulting in direct transmission of the virus	Parents reminded about social distancing Signage put up around school All KS1 children to come in through side gate. Timings: Edwardians: 8:30 – 8:40 Georgians: 8:40-8:50 Tudors: 8:50 – 9:00 Victorians: 9:00-9:10 Anyone late must arrive after 9:15	Reminders in letters to parents New Parents Intro Letter/Email	FB	As Necessary	
Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus	Yr R enter through external classroom door in outdoor area – when new parents arrive they may come to the outside area. Chn reminded about distancing. Chn play on KS1 playground and right half field Chn not on play equipment If given equipment (i.e. hoops) it must be disinfected after use. Encourage chn to create new games w/out resources.	Regular Reminders to all children Ensure JA reminded about timetable and opens all external doors Reminders to ALL to stay 2 metres from everyone. KS1 children won't always do this – so just remind them about distance and keeping space.	ALL JA to open all external doors	Ongoing	
Lack of social distancing when eating lunch resulting in direct transmission of the virus	Lunch will be brought into the classroom via a trolley – all chn eat at own tables – must use own water bottles. Wet play, chn eat at own tables – all equipment put away and tables disinfected after.	Ensure cleaning materials always available in classrooms – any new stock needed tell FB	ALL	Ongoing	

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	Snack eaten outside where possible – only fruit/veg from school given to children – to be passed out by the staff.	Please ensure crates of lunch plates are taken back to hall and placed on table please.			
Transmission of virus in shared spaces	Limit shared areas Deep clean of shared toilet area once a week. Use of walkie talkies to communicate with staff in other bubbles Chn to go to toilets one bubble at a time. Distancing rule if children queuing at break (limit this where possible though) When moving to new spaces always use distancing Specific spaces used for different bubbles	ALL STAFF WEAR MASKS IN PUBLIC AREAS NOW AND OUTSIDE WHEN NEAR OTHER PEOPLE New tap to be built by AS for EYFS which will help with handwashing.			Yes
Contact of shared resources resulting in indirect transmission of the virus	All children have their own tables All children keep own lunchbox, drink, coat, hat etc under own table or on pegs in class area. All have own pens/pencils/workbooks/other individual resources at their own table, no shared resources Books in from home – not using the library or school reading books Any shared resources disinfected (no resources should be shared – only in accidental cases) Anything touched by other children wiped down with Milton	Ensure cleaning in place of any shared resources Reminder sent to parents about filling pencil cases again. Need to order new canisters for spraying down resources to make sharing easier New cleaning resources or PPE restocked as necessary	ALL FB Give to FB but ALL	Ongoing Ongoing	
Emotional distress of the children	Children given access to JR if necessary				

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	<p>Children given time to have discussion with staff where necessary PSHE/Wellbeing lessons delivered throughout time as needed.</p> <p>Transition plans in place with teachers Reconsider how we transition with mental health and wellbeing at the heart.</p>	<p>Wellbeing Lessons/PSHE lessons delivered</p> <p>Meetings with teachers up to the end of year</p>	<p>All bubble staff</p> <p>FB</p>	<p>As Necessary</p> <p>Ongoing</p>	
Emotional distress of the staff – including anxiety	<p>Clear plans in place for all staff Before staff come into school full induction and clarity over what controls are in place to keep children and themselves safe. Staff sent e-mails about our wellbeing services through SAS and can access NAHT wellbeing services. Weekly meetings with ALL staff (separate for TAs and Teachers with headteacher to lead)</p> <p>Staff access their 'bubble' through relevant doors – same as children access to prevent cross contamination</p> <p>All windows and doors to be open for cross-ventilation to air out for breathing</p>	<p>Training as necessary as new teachers come into school again.</p> <p>Wellbeing of staff is a real concern (October) – need to put in place further days, etc, to help them have something to look forward to. Appraisal only focused on wellbeing and curriculum development.</p> <p>Continue to focus on this as priority – wellbeing of staff.</p> <p>Keep cross ventilation – all top windows open at all times and some other level of cross ventilation– whatever level of ventilation keeps you happy and feel safe.</p> <p>JA to know all updated timetables to ensure doors open and all windows</p>	FB	<p>Induction for newly returning staff</p> <p>Ongoing</p>	
Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus	PPE given to all staff – refreshed as needed by requests to FB	Ensure all PPE is in stock and keep restocked	FB/SR	1/06/20 Ongoing restock	Yes

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What are the hazards?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	Staff to use relevant PPE if a child falls over – all staff who are first aid trained know what PPE to use. Where accidents happen but are very minor, children talked through how to clean their scrapes and cover with a plaster, etc. If children do not comply with distancing rule or break behaviour rules, staff can call parents to pick up.	Stock Check on First Aid Bags before return in September	LT	1/09/20	Yes
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus	Extra hand washing posters up on display Reminder of handwashing techniques through demonstration and videos to chn Hand Gel dispensers in all shared areas – table and as they leave school. Gel used throughout the day where necessary (but handwashing used as priority) gel used on exit to home.	Continue to show videos throughout as regular reminders In January go through handwashing again with all children and show videos.	FB All	Ongoing	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus	Additional cleaning measures in place. New cleaning checklist for cleaning team in KS1 to ensure everything is cleaned In school staff clean all shared surfaces with Milton buckets. Two separate Milton buckets – one for toilets, one for taps and basins. Taps, toilet handles, door handles, etc, wiped down with Milton after every new child. Cleaning team wipe down all surfaces again in the evening.	Weekly checks and sign off of cleaning checklist Ensure all cleaning equipment/resources in stock.	FB ALL – to give stock needed to FB and SR	Weekly Ongoing	

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	<p>Steam clean of everything 1 x a week for deep clean.</p> <p>No shared equipment in schools – all soft furnishings taken away</p> <p>PPE worn during all cleaning.</p>				
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus	<p>Anyone at more risk must follow procedures in place and strictly adhere to guidance given and distancing/PPE, etc</p> <p>New staff given full induction into school before coming in to ensure safety of everyone</p>	<p>Continue to monitor staffing situation</p> <p>Training of being in school, etc, provided on an individual basis</p>	<p>FB</p> <p>FB</p>	<p>Fortnightly</p> <p>As necessary</p>	
Risk of transmission of illness if a staff member or child has COVID-19 symptoms	<p>Temperature checks in place as necessary (If child feels hot, we call parents)</p> <p>Any symptoms, parents called to pick up straight away</p> <p>Staff with symptoms or any illness, must stay home pending negative COVID test.</p> <p>Children put into isolation immediately – y1 in the Y1 breakout room, YrR at table under canopy in outside area – year 2 in little room with windows wide open.</p> <p>Parents given information about testing and chn only back into school with negative test.</p> <p>If 2 positive, all bubble must self-isolate for 14 days.</p>	<p>When parents pick up children – they come to front office door (not let in)</p> <p>Office to remind parents that child MUST have Covid test before coming back into school. Office then radio classroom and staff member must walk child (social distance and PPE if necessary) to their parents at the front of the school.</p>	<p>All staff</p>	<p>As necessary</p>	

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	Flowchart will be handed out and used where cases are positive.	If parents are having to self-isolate due to track and trace, etc, we ask that children be kept at home as well. Follow flowchart as necessary			

Risk Assessment Completed by (Name):	F. Barton	Job Title:	Headteacher	Date:	Last Update August 27 th , September 16 th October 15 th January 4 th
Authorised by Line Manager (Name):		Job Title		Date:	
Reviewed by:		Job Title		Date:	
Distribution List:		Job Title:		Date:	June

EYFS and KS1 out of building for 3:45 please – if necessary to stay for various reasons – please ensure in a separate room from all other staff, etc and let others know you are there.

ALL UPDATED VIA ZOOM MEETINGS AND EMAILED TO ALL STAFF CONCERNED

