

# RISK ASSESSMENT

Activity being Risk Assessed:	Year 3, Year 4, Year 5 and Year 6 Bubbles
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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 where asked Chn made aware of rules and expectations. All chn have own box under table for coats, hats, etc, everything else on own pegs. All resources kept at their space.</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><b>ALL STAFF TO WEAR MASKS IN PUBLIC AREAS AND OUTSIDE</b></p>	ALL	Ongoing	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	<p>Chn go to toilets class at a time. All toilets accessed via outside doors except for year 5 (but must radio to ensure corridor is clear) Chn reminded regularly about hand washing. Hand towel put in toilets rather than and 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>Door wedges to hold doors open to limit surfaces touched by children.</p> <p>KS2 Staff to use disabled staff toilet.</p>	<p>Regular reviews of handwashing</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> <p>Ensure every day Milton is refreshed first thing before children come in.</p> <p>Please radio if going to the toilet to limit wating in public spaces with other people.</p>	All	<p>Who? Year 4 staff do this. Year 3 staff to do this until February.</p>	

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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 KS2 children to come in through KS2 front gate. No parents past front gate – Ms Cooper (or other member of staff (Mrs Luas on Wednesday and Jay or Jackie as backup) to usher children into playground to their classroom doors.	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	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  Chn reminded about distancing. Chn play on KS2 playground and far left 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  Years 4,5 6 at least MUST social distance outside – CONSTANT REMINDERS! KS2 playground/field rota put in place – with resources for each year group to play with. DISCUSS TIMINGS AGAIN FOR PLAYGROUNDS	ALL  JA to open all external doors  KS2 playground split into two sections.  Field to be split into four sections if possible	Ongoing  1/09/20	
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. Snack eaten outside where possible	Ensure cleaning materials always available in classrooms – any new stock needed tell FB.  ALL CRATES MUST BE TAKEN BACK TO THE HALL PLEASE AND LEFT ON TABLE!	ALL	Ongoing	

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Transmission of virus in shared spaces	<p>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</p> <p>KS2 staff to use disabled staff toilet.</p>	<p><b>ALL STAFF TO WEAR MASKS IN PUBLIC SPACES</b></p> <p>AS built a new outdoor handwashing station for KS2 children with 4 taps.</p>			Yes
Contact of shared resources resulting in indirect transmission of the virus	<p>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</p> <p>Any shared resources disinfected (no resources should be shared – only in accidental cases)</p> <p>Anything touched by other children wiped down with Milton</p>	<p>Ensure cleaning in place of any shared resources</p> <p>New cleaning resources or PPE restocked as necessary</p>	<p>ALL</p> <p>Give to FB but ALL</p>	<p>Ongoing</p> <p>Ongoing</p>	
Emotional distress of the children	<p>Children given access to JR if necessary                      Children given time to have discussion with staff where necessary</p>	<p>Wellbeing Lessons/PSHE lessons delivered</p>	<p>All bubble staff</p>	<p>As Necessary</p>	

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	<p>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>Meetings with teachers up to the end of year</p>	FB	Ongoing	
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><b>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.</b> <b>CONTINUE THIS AS ABOVE – Staff Wellbeing</b></p> <p>JA to know all updated timetables to ensure doors open and all windows</p> <p><b>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.</b></p>	FB	<p>Induction for newly returning staff</p> <p>Ongoing</p>	
Risk of spreading virus due to close contact with children – 1:1	PPE given to all staff – refreshed as needed by requests to FB	Ensure all PPE is in stock and keep restocked	FB/SR	Ongoing restock	Yes

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and restraint resulting in direct transmission of the virus	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	
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 <b>Remind children on handwashing first day in January – show them video of handwashing to re-train them.</b>	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 KS2 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  Year 4 Staff to be responsible for new Milton each day.	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>		ALL – to give stock needed to FB and SR		
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 a negative COVID test.</p> <p>Children put into isolation immediately – y3 sitting outside under canopy, Yr 4 outside under canopy</p> <p>Year 5 – sit outside in corridor by pegs (no other children to enter this area while they are there until parents come to pick up) Year 6 – in peg area in corridor – again no children or staff in this area until parents pick up.</p>	<p>When parents pick up children – they come to front office door (not let in) 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>If parents are having to self-isolate due to track and trace, etc, we ask that children be kept at home as well.</p>	All staff	As necessary	

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	Parents given information about testing and can only back into school with negative test. If 2 positive, all bubbles must self-isolate for 14 days. Flowchart will be handed out and used where cases are positive.	Follow flowchart as necessary			
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<b>Risk Assessment Completed by (Name):</b>	F. Barton	<b>Job Title:</b>	Headteacher	<b>Date:</b>	Last Update August 27 <sup>th</sup> September 16 <sup>th</sup> October 15 <sup>th</sup> January 4 <sup>th</sup>
<b>Authorised by Line Manager (Name):</b>		<b>Job Title</b>		<b>Date:</b>	
<b>Reviewed by:</b>		<b>Job Title</b>		<b>Date:</b>	
<b>Distribution List:</b>		<b>Job Title:</b>		<b>Date:</b>	June

KS2 staff out of building for 4:00 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**